

**Apologies:** Keith Mitchell, Alex Pratt, (BIS Local)  
**Guests:** Thoss Shearer (BIS)

<b>1</b>	<b>STANDING ITEMS</b>		<b>13.00 – 13.50</b>
1.1	Apologies for absence and Declarations of Interest	RD	13.00 – 13.05
1.2	Minutes of previous meeting	RD	
1.3	Matters arising	RD	13.05 – 13.10
1.4	Committee Minutes	PC	13.10 – 13.20
	o Audit Committee (21 November 2011)		
1.5	Chairman's report (oral)	RD	13.20 – 13.30
1.6	BIS (oral)	TS	13.30 – 13.50
	Guests: TS		
<b>2</b>	<b>ITEMS FOR DECISION</b>		<b>13.50 – 14.40</b>
	SEEDA's Closure Programme		
2.1	Chief Executive's report (oral)	OM	13.50 – 14.10
	<b>BREAK: 14.10 – 14:20</b>		
2.2	Closure Programme: Progress Report (inc. Dashboard)	OM	14.20 – 14.50
2.3	European Programmes	SP	14.50 – 15.00
<b>3</b>	<b>ITEMS TO NOTE – BY EXCEPTION</b>		<b>15.00 – 15.05</b>
3.1	Board Forward Look	OM	
<b>4</b>	<b>AOB</b>	ALL	<b>15.05 – 15.10</b>
<b>5</b>	<b>CLOSED SESSION: BOARD MEMBERS ONLY</b>		<b>15.10 – 15.30</b>