

**SEEDA Executive Board Meeting
Monday 12 July 09:00 – 12:00, Austen
ACTIONS AND DECISIONS**

Attendees: Pam Alexander (PA) (Chair), Oona Muirhead (OM), Robert Crawford, Paul Lovejoy (PL), Susan Priest (SP), Lee Amor (LA), Chris Budleigh (CB).

Also attending: Jonathan Tarttelin (JT), Katie Lloyd (KL),

Items 1 and 2.1 were a closed session.

2.2 Review and Update of the Cuts Spreadsheet

Action: CB to produce a list of all near legal commitments that are still currently in the budget.

2.3 Business Grants

It was agreed that for now, the proposed way forward in Susan's paper (to re-circulate FSE funds to meet the Grants shortfall) is acceptable; but this needs to be incorporated into Chris' list of near legal commitments. **Action: SP/CB**

Action: KL to re-send Oona a copy of Susan's paper

3. SEEDA Board Meeting

▪ **Europe Paper**

It was agreed the Europe paper would be dropped and Europe as a theme would be picked up as a feature of a later Transition Board paper. **Action: Jane Fisher to amend agenda.**

▪ **Finance and Ops Paper**

It was noted that the Risk Register needs to be re-working in light of changing agendas and priorities. If this cannot be done in time for the Board Paper, the paper needs to reflect that fact and explain the process to achieve an updated paper, including discussions with the Audit Committee. **Action: OM/CB**

▪ **Joint Leaders and SEEDA Board Meeting Paper**

This paper was still outstanding. **Action: PL with Tim Stansfeld to provide a draft for Pam to review ASAP.**

▪ **Chief Executives Report**

This paper was still outstanding and must include a reference to the Annual Report and Accounts. **Action: KL**

4. Finance and Operational Matters

PA requested an audit trail/note of the changes since the Audit Committee last saw the Annual Report and Accounts. **Action: CB to provide.**

5. Forward Look

PA noted that the Chairman is attending a breakfast meeting with Vince Cable and requested a copy of the invitation. **Action: KL**

6. AOB

LA noted that he would be speaking the David Edwards at HCA to decide whether to proceed with the next SEEP Board meeting. **Action: LA to advise Executive Board as soon as possible.**

Jonathan Tartelin agreed to facilitate the meeting and create the agenda for the EB/Director session on 19th July. It was agreed the session should take Directors through the proposed structure changes, including management issues that may arise from this and these can be managed; a session on the latest cuts position and stakeholder engagement; and focusing minds on the programme of work to be delivered despite the changes. **Action: JT to take forward.**

PA requested the Executive Directors identify who will cover key issues, especially relating to personnel, for periods of annual leave over the summer. She also asked the annual leave chart be re-circulated. **Action: KL to ask Emma Blackburn to circulate.**