

SEEDA Executive Board Meeting
Monday 14 June 09:00 – 12:00, Austen
ACTIONS AND DECISIONS

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

Apologies: None

Also attending: Jonathan Tarttelin (JT), Katie Lloyd (KL), Jane Fisher (JF), Alex Hunter (AH)

1. Matters Arising

1.1 Action Note and Decisions

The actions from the 2 June meeting were discussed and the following items were outstanding:

1. **CB** the list of brought forward projects for 10/11 was still incomplete to draw up a list of investment decisions taken since January 2010, - **ongoing**
2. **CB** a list drawing together a list of wider SEEDA liabilities, including staff property etc. with a total cost - **ongoing**
3. **CB** update the Corporate scorecard and highlight that this needs to go to the Audit Committee. - **it was agreed to revamp the corporate scorecard to reflect new outputs**
4. **PL** to lead on intelligence gathering around LEPs- **ongoing**
5. **RC** to revise Sector Development Paper for July Board – **ongoing**
6. **CB/PL** to circulate the date the BIS end of year performance report – **not yet known**

2. Post Election Matters

2.1 Budget Planning 2010-11

EB highlighted that they had discussed the Budget Planning Paper with the Directors at the EB/Directors meeting on 10 June. The meeting was well received and there was a good discussion around potential plans for highlighting potential legacy functions, discussing where cuts could occur if further deeper cuts are announced, and thinking about how to work with BIS and potential secondment opportunities.

2.2 Administrative Budget and Staff Resourcing

EB discussed the lines to take with staff after the Board meeting on 15 June. It was agreed that PA should hold a staff update on Thursday 17 June together with an email to all staff. Key messages to highlight to staff included:

- To highlight to staff the acceptance that SEEDA is likely to be closed
- As no official announcement has been made, the timescale was unclear at this point
- Stress that a professional, managed transition will be followed
- Staff will be helped to prepare to look for new employment (e.g. CV surgeries, interview training)
- SEEDA is keen to maintain a strong reputation and to develop a strong functional legacy plan
- Reinforce the good work that has been done by the agency and acknowledge the huge personal contribution

It was agreed to continue to hold a staff surgery every Friday and AH to look ahead to see whether PA or an ED would be available to lead these.

It was agreed to remind both staff and the Board about SEEDAs conflicts of interest policy. JT and JF to circulate as appropriate.

ACTIONS

AH to look ahead and agree in advance which senior staff member is available to lead the Friday staff surgery.

AH to draft email to staff

JT to highlight SEEDAs conflicts of interest policy to staff

JF to circulate the Board policy on handling conflicts of interest and ensure any conflicts are noted at 15 June Board meeting

2.03 Chairman and CeX Stakeholder Engagement

Engagement plans were discussed at EB/Directors meeting and it was agreed that AH would take a lead on developing a plan. AH needs to develop a list of partner where sensitivities are likely to be higher. EDs need to feed into the process. EDs need to contact Area Directors to gather intelligence from local areas. This needs to develop into a schedule highlighting where the CeX, Chairman, Board Members and EDs engagement is required.

ACTIONS

AH to draft a stakeholder engagement plan/schedule

ALL to feed into the development of the plan

EDs to feedback intelligence from Area Directors to EB and AH

2.04 Staff Away Day 22nd June

EB noted that the agenda had been finalised and preparations were in hand, and that EB agreed to meet the Directors before the staff away day.

3. SEEDA Board Meeting

EB discussed the Board meeting occurring on 15 June. With regards to item 2.01 EB hoped that the Board would endorse the approach, and support an effective transition period and the creation of a functional legacy plan.

EB agreed to prepare a short, focused 10 min presentation to highlight the key messages within the Budget Planning paper to the Board.

ACTION

PA, SP and LA to prepare a short presentation on the Budget Planning Paper

4. Business Plan 2010/11

4.1 Business Planning Outputs

EB noted that the outputs were down compared to 09/10 and highlighted that some of the difference may be a reflection of the effects of the recession and SEEDA exiting from certain areas as a result of the refocusing of activities.

4.2 Delegation Letters to Directors

PA reviewed draft delegation letters and after discussion EB agreed that letters for EDs should refer to outputs. Outputs should be referred to at the percentage level reflecting the pre-cut level to ensure the baseline figure is highlighted.

ACTION

OM to draft delegation letters with output percentages included

5. Annual Report and Accounts 2009/10

EB reviewed the draft Annual Accounts and Annual Report. EB highlighted several figures and ask CB to check them. EB requested that JT check the staff costs on page 12. PA/CB to have a meeting on Thursday 17 June to discuss the draft report.

EB agreed that the annual report needed to be reworked into a legacy document to highlight SEEDAs successes. It was agreed that AH would look at it this week to develop a skeleton outline and then it would need time from EDs to populate the report with appropriate examples.

ACTION

Annual accounts -CB to check the figures as discussed

Annual Report

AH to develop a skeleton report by Friday 18 June

EDs to populate the skeleton report with appropriate examples

6. Finance and Operational Matters

6.1 Spend Update

This item was not discussed as it will be covered in the Board meeting on June 15.

6.2 ISR Report and Communications Strategy

This item was not discussed as it will be covered in the Board meeting on June 15.

7. Forward Look

The briefing Schedule and the Chairman's diary were noted.

8. AOB