

SEEDA Executive Board Meeting
Monday 22 March 09.00 – 12.00, Austen
ACTIONS AND DECISIONS

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

Apologies: Robert Crawford, Julie Kapsalis

Also attending: Jonathan Tarttelin (JT), Julie Anderson (JA), Alex Hunter (AH), Katie Lloyd (KL), Phil Bailey (PB)

1. Matters Arising

Skills Brokerage

EB considered that there was potential for an excellent case study to feed into the Association of Chief Executive's publication on how SEEDA had negotiated a new contract that delivered more Intensive Assists, more Businesses Helped and retained the same number of Advisers despite a reducing budget.

2. Finance and Operational Matters

Spend 2009/10

EB noted that if all proposals for 2009/10 were to be delivered, then the current forecast showed a small potential overspend; which would be avoided by close management.

In order to manage a potential underspend, EB **agreed**:-

- Release the funding for UCH2, to Board approval;
- To proceed with the Electric Car Vehicle.

ACTION

CB to circulate daily updates on spend position.

Outputs 2009/10

It was noted that performance outturn would be an item at the next Board meeting in May.

3. Business Planning 2010/11

Discussions focussed on preparing for the pre-Board Business Planning session, in particular in ensuring that Members could understand the Agency's plans for the proposed budget of £107.3 million. Members would want to be reassured that the business plan has been shaped to the new agenda and how the budget and programmes have been changed to reflect new priorities.

EB recognized that there would need to be a Stakeholder Engagement strategy which would vary according to the eventual budget. However as a minimum, SEEDA would have a budget discussion with SEELB (25 March) and the Strategy Board on 30 March.

ACTION

CB to circulate the detail behind the budget scenario of £107.3 million

AH to lead on Stakeholder Engagement strategy, with input from SP, RC and LA, drawing on Area Teams, Board Members and Comms team for delivery.

4. Organisational Matters

4.1 Feedback from EB/DG Away Day – 19 March

The main area of discussion was the role of Directors. Two new groups of Directors were agreed (Business Management Group and the Gateway Group). Consideration will be given to the need for a horizon scanning/scenario planning group. **It was agreed** that there should be a note to all staff from the Chief Executive which should be issued on Friday 26 March.

ACTION

JT, with Tim Stansfeld , CB and a member of HR to consider need for horizon scanning group.

ACTION

AH to draft note to all staff covering:-

- New group of Directors;
- A timeline for future communications including end year communication, election and Purdah issues and looking forward to the all staff away day (date to be fixed before note sent);
- ISR key messages, positive comments and learning;
- Key messages from the Board away day (see Katie Lloyd note) and how this has fed into business planning for 20010/11; and
- Key messages from Budget 2010.

4.2 Pay Remit

EB discussed the various options set out in the note from HR. They asked that costs were made clearer for options and that a variety of mixed options be considered e.g. introducing pay progression later in the year.

ACTION

JT to discuss with OM and take forward.

4.3 SEEDA Board Preparation

This item was covered through discussions on earlier items.

4.4 Feedback from ISR and next steps

EB considered the NAO response to SEEDA's comments on the first draft report.

Key items to address were:-

- How the Agency consulted on re-prioritisation;
- Push back on perception of scattergun approach to Continuous Improvement; and
- Push back on Gateway Group role and criticisms of evaluation and appraisal.

ACTION

- **JA** to circulate list of actions, assigning owners;
- Owners to comment by Midday Wednesday 23 March;
- KL to arrange review meeting on Thursday 25 March; and
- JA to begin drafting cover letter.

Response to NAO on Friday 26 March.

4.5 Cultural Survey

It was agreed that the Cultural Survey action plan will be owned by the Executive Board and managed by the Business Management Group.

4.7 Training and Development

It was agreed that Directors should liaise with HR, focussing the business case on how it would benefit both at an individual level and the Agency.

5. National Matters

5.1 Preparation for Response to Budget 2010

Comms intended to produce a paper informing the Board and staff of the key fiscal and policy implications of the Budget.

Lead role officers should be alerted to key Skills/Science and Innovation announcements by Comms.

5.2 SEEDA Lead Role Update

It was noted that work plans were being prepared and would be brought back to the next EB.

ACTION

PB to put work plans on next EB agenda; and
SP/OM to bring Lead Role work plans to the next EB (7 April)

6. Forward Look

No actions to note.

7. AOB

ESF Co-financing

PL noted that GO-SE would be informed later today that SEEDA would be withdrawing as a co-financing partner at the end of the financial year.

Audit Committee

PA noted that following a tender process, it was intended to award the internal audit contract to South Coast audit.