

**SEEDA Executive Board Meeting
Monday 22 February 2010, 14.30 – 16.30, Austin
ACTIONS AND DECISIONS**

Attendees: Pam Alexander (PA) (Chair), Oona Muirhead (OM), Susan Priest (SP), Lee Amor (LA), Paul Lovejoy (PL), Katie Lloyd (KL), Phil Bailey (PB)

Apologies: Robert Crawford

Also attending: Jonathan Tarttelin (JT), Julie Kapsalis (JK), Chris Budleigh (CB);

1. Feedback from Directors Group Away Day

JT and JK provided feedback from the away day; EB provided their thoughts and comments on how their respective sessions went. It was agreed that the 19th March date for EB/DG away day needed to be reviewed in light of the clash with the NINJ/BIS workshop, which will require senior executive attendance.

For the EB/DG away day, it was agreed that not all Directors necessarily attend; members of the Business Planning and Governance Groups will be key.

Actions:

- JT/JK/PL to meet ASAP to agreed the agenda; and inform PL's PA/Corporate Office of attendees in light of the point above
- By way of follow on from the last DG away day, EDs to have one-to-ones with all their Directors.
- JK to send list of who is on which groups

2. Headcount

JT provided the background and context to the paper and the Chair invited comments by exception.

Actions:

- CB to review what is allowed within the admin budget ceiling and also the position for 2010/11

3. Finance and Business Planning

a) 2009/10 – spend position

CB tabled an additional paper providing updated figures. It was noted that the volume of projects may mean there is a requirement for an additional MPC meeting in early March. **Action: KL to check on forward plan with Programme Office**

b) 2010/11 – Budget and Business Planning

In respect of 2010/11, LA and SP agreed to look at options to bring forward some of the Kent EID spend. **Action: SP/LA**

c) OEP/PVP

Action: CB to do further work on efficiency savings, in particular to inform the ISR.

4. SEEDA Board Away Day Planning

SP provided an update on the work her team has been doing to review break clauses in contacts. **Action: All EDs to complete for their area of responsibility.**

It was agreed some additional info needed to be provided for Board Members on Thursday: a cover page breaking down spend on innovation, FDI, place based etc (**Action: SP to provide to PL**); and additional column should be added to the spend sheets to give a short description of what each investment is (**Action: CB to lead with input from EDs**).

5. SEEDA Matters

The Chairman's updated Stakeholder Plan was reviewed; some amends and suggestions were noted (**Action: KL to take forward**). The agreement was now to push ahead and get the engagements in the diary (**Action: KL to take forward with Corporate Office**).

6. Forward Look

No actions to note.

7. AOB

SP raised the point about flexible working and that given requests may now be forthcoming from Directors and senior staff, EB should consider how these are managed. **Action: EDs to advise EB as needed.**