

**SEEDA Executive Board Meeting
Friday 23 April 14.30 – 17.30, 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), Alex Hunter (AH), Katie Lloyd (KL), Phil Bailey (PB)

1. Matters Arising

EB noted that it had still not been decided whether a 'Director' Horizon Scanning Group was needed and that this needed to be resolved.

EB welcomed the developments in setting up the Business Management Group and Gateway Group. They asked that Martin Tugwell, as Chair BMG, to produce a note covering SEEDA outputs and targets for 2010/11 which makes it clear which Director is responsible for each target.

EB agreed to consider Strategic issues at their first meeting each month and Performance Management at the second meeting each month

2. Post Election Preparation

EB reviewed the arrangements that had been put into place to ensure SEEDA was able to respond quickly to post election requests from government and take a more pro-active approach to the incoming MPs in the South East. This included the group set up by the Comms Team and ensuring that EDs and key Director and Area Teams were available from 7 May until mid June.

EB agreed that it was essential that a message be sent to all staff on 7 May and that further methods of communication be.

3. Board Meeting – 13 May

EB reviewed the key papers for the Board meeting on 13 May. These included the three strategy papers (Low Carbon, Inward Investment and Europe) which should be seen as a package of papers with each strategy working together. EB also agreed that the results of the Stakeholder Survey should be presented to the Board.

EB reviewed the Operations Paper. It was agreed that outputs should be included in the first quadrant ("Delivery Impact") of the scorecard, not just an aggregation and that there should be a covering 'form-at-a-glance'.

EB also considered the process involved in preparing Board papers. The key point was considered to be that there should be a more standardised framework throughout the process, starting at the Gateway Group.

4. Business Plan 2010/11

EB noted that the Brown Bag lunches looking at various elements of the Business Plan were now in place; that the Business Management Group would be considering Directorate level plans at their meeting on 28 April and that any issues would be raised at the EB on 6 May.

5. Annual Report and Accounts 2009/10

EB reviewed the timescales and proposed approach to the content of the Annual Report. It was agreed that the management commentary should try to reflect how activity during 2009/10 has shaped future activity.

6. RDA Chief Executive Meeting

The note of the RDA CE meeting held on 14/15 April were noted by EB.

7. Finance and Operational Matters

7.1 Spend Update

EB noted that the latest forecast indicated that SEEDA would spend up to its control total.

7.2 ISR Update

PA thanked all those involved in improving the Report from ISR. There were some outstanding comments that required a response which will be pulled together by OM.

7.3 Assurance Framework

OM updated EB on the latest work on developing the high level Assurance Framework that aimed to provide assurance around governance and control systems. It was agreed that the Framework would be developed to bring together the picture of SEEDA's control mechanisms in structural terms. The Framework should bring together both corporate governance (e.g. BMG, F4F Continuous Improvement Programme Board) and individual accountability).

7.4 SEEDA Risk Register

It was noted that a revision was required to the Risk Register.

7.5 Stakeholder Survey

AH gave the highlights of the Survey to EB. EB agreed that some valuable results had been gained and that a report should be given to the Board and that the results should be published at the appropriate time. EB were invited to give AH comments on how to improve the Survey so that it became more high level and relevant to stakeholders. EB wanted a longer discussion at its next meeting.

8. Forward Look

The briefing Schedule and the Chairman's diary were noted. EB welcomed the plans for further training on preparing effective briefing.

9. AOB