

SEEDA Executive Board Meeting
Monday 25th January 2010, 9.00 – 12.00, Winston Churchill
ACTION POINTS

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 Tardtlin (JT), Julie Kapsalis (JK), Chris Budleigh (CB); Julie Anderson (JA)

NOTE: Agenda items were swapped around from the published agenda

1. SEEDA Board

LA provided an updated on the JV and engagement with BIS.

The sector paper was reviewed and it was agreed and it was noted that the NINJ and place elements could be strengthened.

For the Operations Paper, it was suggested that Chris Budleigh should attend the Board Meeting (**Action: PA/PB to check the Chair is content for Chris to attend**).

A discussion followed on specific details of the financial tables.

2. Feedback from Regional Economic Council and RDA CEX meeting

PA gave feedback from the REC meeting; there was some discussion about how the additional work now required by Lord Mandleson could be incorporated

Actions:

- **PA/SP to co-ordinate how the work will be taken forward with other RDA colleagues**

It was noted that there are a few key partners that SEEDA engages with in its Lead Role functions, and it would be useful for these partners to engage in future RDA CEX meetings. **Action: PB/SP to follow up and speak to Nat Sec.**

3. Finance and Business Planning

a) 2009/10 – spend position (update)

OM talked through the updated 8 month review table and Executive Directors.
Action for all to check current forecasts and spend positions with teams

b) Outputs – updated on Q3/YTD

The latest output forecasts and actuals were also reviewed.

Actions:

- LA to check regeneration output figures

- SP to review business support targets
- OM to review the Skills targets

c) Business Planning, including away days

PL provided an update on the EB and DG away day planning.

It was suggested that a fuller discussion about PVP/OEP takes place at the next EB

4. SEEDA Matters

Julie Anderson provided an update on ISR and continuous improvement. The Executive Directors agreed for the continuous improvement work could be cascaded to Directors Group.

5. Forward Look

No actions noted.

6. AOB