

**SEEDA Executive Board Meeting
Monday 28 June 09:00 – 12:00, Austen
ACTIONS AND DECISIONS**

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

Apologies: Robert Crawford (RC)

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

1. Matters Arising

1.1 Action Note and Decisions 14 June (By exception)

The actions from the 14 June meeting were discussed and the following items were highlighted:

- Stakeholder Engagement Pan
AH indicated that this was a work in progress and that he would have firmer plan after tomorrows transition planning meeting when the further budget cuts would be discussed. **(Action: AH)**
- Delegation Letter
EB discussed that it was important that the delegation letters should indicate responsibilities for delivery outputs but accepted that with a fresh round of cuts this would take some time to work through. EB agreed that it would be useful to draft the letters with an indication of high level working principles. **(Action: OM)**
- Dates for Submission of the Annual Report and Accounts
EB asked for clarity around the submission date for the Annual Report. EB noted that the Annual Accounts had to be submitted to BIS by 9th July but that the date for submission of the Annual Report needed to be checked. **(Action: CB)**

2. Budget and Legacy Planning

2.1 Budget Cuts: Programmes and Administration

EB discussed the new announcement from BIS around the cuts and concluded that

- The initial round of cuts in May had been planned around the option of leaving SEEDA as a minimalist agency with a viable programme of interventions to support the SE economy. The change in the direction SEEDA and the move towards closure and transition planning has highlighted the need to re-evaluate the most appropriate way to make the cuts. The direction of cuts now needs to be aligned with the transition to closure and legacy planning and supporting programmes that will be of greatest value to the region post-SEEDA.
- The change in the direction of the agency may lead to a move away from the priorities agreed with Board in February, so an assessment of the cuts will need to be undertaken to compare the new list of cuts alongside Board priorities. EB agreed that it would be valuable to have a meeting of the Board Sub-group (transition) prior to the Board meeting on 22 July to discuss the cuts. The corporate office will aim to organise a meeting prior to 12 July to

allow discussion of the plans. This will allow the plans to be discussed and endorsed by the Board on 22 July.

- A communication plan needs to be developed to explain the strategy, it was agreed to develop an open Paper that could be shared amongst various stakeholders. The Paper needs to explain that:
 - the majority of the budget is committed,
 - further cuts will reshape the initial budget planning with a view to legacy planning and closure
- A letter to delivery partners should be written to highlight issues around the marketing freeze and decision making.
- A high level analysis of the cuts by area will be helpful in illustrating to partners where the cuts are being made; and may also be useful in negotiating with partners around the choices of what to cut in their local area.

ACTIONS

KL – organise a meeting of the Board Transition Sub-Group before 12 July

AH – draft a letter to partners around the strategy of cuts and marketing freeze

2.2 Transition Action Planning

Feedback from staff away day 22nd June

EB highlighted that there was overall positive feedback from the staff. Staff welcomed the clarity and honesty of the message regarding the transition to closure. For the majority of staff the message was not unexpected. Staff felt that the meeting had helped them to change their mindset to thinking about the transition to closure.

Jonathan Tarttelin's team is working on responding to the Q&A raised by staff and capturing the ideas and suggestions raised around the transition planning discussions from the afternoon session. JT indicated that feedback to staff should be available next week.

EB needed to send a strong message to staff regarding the priorities for the next year to keep up motivation to deliver SEEDA's programme for this year. Director's need a clear message around what activities are stopping; what is being protected; how projects will be managed and sponsors identified.

Executive Directors need to consider the roles of Board subgroups to determine whether they are all still required and clarify their roles going forward (e.g. Gateway Group, Investment Committee and Major Projects Group)

ACTIONS

JT - to report back to staff on the outcomes from the staff away day

3. SEEDA Board Meeting

3.1 Board Agenda and Forward Look

Board Agenda: EB discussed the structure of the agenda and indicated that the Chairman was pleased with how the last meeting had run and so it was agreed to structure the agenda in a similar manner and to report some of the standing items by

exception. It was agreed that the following items should be discussed on the agenda:

- A revised, shortened version (~ 4 pages) of the Finance South East Paper
- A Paper on European Strategy
- A paper on 'transition to closure planning'
- Hastings Priory Quarter CPO
- The risk register that will be going to the audit committee on 22nd July should go to the Board

It was agreed that a Paper on Business Delivery for 2010/11 that incorporates Foreign Direct Investment and Sector Team Delivery Plan should go to the Board in September.

ACTION

JF - to revise the Board Agenda in line with the discussion at EB and commission the agreed papers

JF- update the forward look in line with comments made at EB

4. Annual Report and Accounts 2009/10

CB informed EB that the Audit Committee had gone well and there were a few minor queries to resolve. Two other issues were raised:

- A note needs to be added to the accounts to indicate that Executive Directors have declined to take any bonus for 2009/10.
- The private secretarial support provided to RD by SEEDA needs to be captured in the Declarations of Interest.

CB highlighted that a signed copy of the accounts need to be submitted to the National Audit Office by 9 July.

ACTION

CB – to alter the annual accounts to reflect the notes above

5. Finance and Operational Matters

5.1a People and OD Report

PA requested that she be sent a weekly update on staff numbers and those who were leaving each area of the organisation.

PL highlighted that the information team would be understaffed for the next 6-8 weeks and agreed that cover would be pulled in from the Corporate Office and the Strategy Team.

EB highlighted that there were already some vacancies arising and that it was important to agree a process for the redeployment of staff. EB agreed the process needed to be effective, fast and flexible. EB agreed that a three pronged approach should be developed:

- Email round staff for volunteers for people who would like to be considered for redeployment, and to develop a short form to capture key skills.
- Advertise internal vacancies and invite a formal application
- Compulsory redeployment for key roles

JT agreed to clarify the position for staff around changes to there current 'substantive role' and whether this had any implications for staff changing roles within the organisation.

ACTION

JT to provide EB with a weekly update on staff numbers and leavers linked to operational teams

JT to develop a process for staff redeployment and notes around 'substantive roles'

5.1b Final List of Box 4's

JT indicated that a final list of Box'4 gradings had been circulated to EB.

JT highlighted that 37 annual reviews have not been started. JT requested that Executive Directors view the list and highlight the issues to the relevant staff. EB acknowledged that in the current climate it was difficult for some members of staff to be clear about their personal objectives for this year but that a clear message needed to be sent to staff that SEEDA still had a programme of work to deliver during this financial year.

ACTION

JT to circulate the list of staff whose annual reviews were not up-to-date

ALL to review the list and highlight the staff as appropriate

6. Forward Look

The briefing Schedule and the Chairman's diary were noted. PA requested that the Executive Directors look at the briefing schedule to highlight whether the meetings currently in the calendar are still appropriate.

7. AOB

- SP highlighted that Enterprise Directors are keen to engage in the process of helping the transition planning with Technology Strategy Board.
- PL highlighted that new arrangements for lead roles may emerge during the transition. PL also highlighted that seven secondees had been chosen from the RDA network to assist with transition planning.