

**SEEDA Executive Board Meeting  
Thursday 6 May 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), Martin Tugwell (MT), Phil Bailey (PB)

**1. Matters Arising**

EB noted that it had still not been decided whether a 'Director' Horizon Scanning Group was needed and agreed this would be a matter for the BMG to decide.

EB noted that the Programme Office was reviewing the paperwork required in the approval and appraisal process.

Other Matters Arising were taken as part of the agenda.

**2. Post Election Preparation**

EB reviewed the arrangements that had been put into place to brief SEEDA staff on the implications of the outcome of the election. FFTF has placed SEEDA in a good position to take forward an economic development agenda which is important to securing the recovery of the economy.

It was agreed to proceed with staff meetings on 7 May and ensure good communications onwards, to include the offer of 'face to face' sessions with staff and EDs.

EB discussed the latest advice on the continuation of 'purdah' following the election and agreed this need to be communicated to staff.

EB agreed to keep under review the need to send separate Lead Role letters or whether lead roles would be captured in letters sent by SWRDA.

**3. Board Meeting – 13 May**

EB noted that the Board papers had been sent to Members. They agreed that Directors who had contributed to the preparation of the Board papers should be invited to the lunch following the Board meeting.

**4. Business Plan 2010/11**

**MT** acknowledged that the emerging Business Plan still had two key areas that needed addressing:

- Marrying up the financial detail from the operational plans to the headline budget; and

- Setting appropriate targets for 2010/11. This would require reviewing the 3 year Corporate Plan targets and identifying the forecast targets for 2010/11

Once the financial and target information was resolved, then Group Executive Directors would be in a position to issue delegation letters to Directors. Meanwhile it was agreed that PA should issue delegation letters to Group Executive Directors in the next few days.

## **5. Annual Report and Accounts 2009/10**

EB reviewed the preparation of the Annual Report and Accounts. The deadline for completion of the report is 24 May. NAO visit begins on 7 June.

## **6. Finance and Operational Matters**

### *6.1 Spend Update*

EB noted that the latest forecast indicated that SEEDA would spend up to its control total. EB were pleased that the amount to be accrued was still declining. They noted that the Board would be interested to know which projects had been brought forward from 2010/11 into 2009/10.

## **7. Forward Look**

The briefing Schedule and the Chairman's diary were noted.

## **8. AOB**