

**SEEDA Executive Board Meeting  
Monday 8 March 09.00 – 12.00, Austen  
ACTIONS AND DECISIONS**

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

**Apologies:** None

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

**1. Feedback from Board Strategy Away Day**

*Business Planning 2010/11*

EB considered the paper which had been prepared subsequent to the DG away day. It looked at the options of dealing with a budget reduction whilst reallocating resources to SEEDA priorities, particularly focussed on priority sectors and targeted FDI and Innovation interventions.

EB looked at the proposed options ensuring SEEDA can demonstrate added value through a joining up agenda at the regional level.

**Actions:**

- PL/CB to produce further version to look ahead to a vision of SEEDA for 2011/12 and to consider implications for the Agency's Corporate functions
- EB to start considering how best to send messages to partners e.g. at the Partners Event on 31 March
- EB to ensure teams put break clauses into contracts

*Research, Design and Development of Programmes and Projects*

EB agreed that the Agency needed to strengthen the process for identifying a pipeline of programmes and projects that looked 18-24 months ahead. **It was agreed** that this should become part of the new Director Groups structures that were being proposed.

*EB/DG Away Day – 19 March*

**It was agreed** that there would be no meeting or Dinner on 18 March and that EB would meet at 8.30 – 11.00 followed by the joint EB/DG meeting. EB needed to test how they had performed against the six months priorities and then consider where the Agency should be at the start of 2011/12.

**It was agreed** that the agenda would be amended so that 'Individual roles and key outputs' would be the third syndicate of the three.

### *Planning for Board Meeting – 25 March*

It was agreed to amend the Board agenda, as follows:-

- Low Carbon Economy item to be moved to May;
- a pre-Board session on Business Planning 2010/11 to be arranged with an additional item to ensure that any decisions required on the Business Plan could be taken;
- Shoreham CPO to go to the Board for approval; and
- The future of the Social Dialogue Forum to form part of the EDSB feedback

### **2. Finance Update**

#### *Spend – 2010/11*

EB noted the current forecast spend outturns and assessed each project detailed in the Annexes.

#### **Action:**

Chris Budleigh to include a paragraph on OEP and Efficiency in the Board Operational Report.

#### *Financial Delegations*

#### **Action:**

CB to review current levels of delegations within the Agency, to include a risk assessment, and bring back to the next EB.

#### *Corporate Risk Register*

OM noted that she had updated the mitigating actions and amalgamated risks where appropriate.

#### **It was agreed:**

- to re-insert the distinction between 'Strategic' risks (1.2) and 'Operational' risks (3, 4 and 5);
- that risk owners were 1-PL; 2 – OM; 3 – SP; 4 – RC and 5 - OM

### **3. Future of Director Groups (joined by Martin Tugwell and Warren Ralls)**

EB felt the paper was a good start and that the paper should be further developed for the EB/DG away day. Key issues to consider are:-

- Accountability, ensuring the single point of accountability (CE decision to invest in projects between 1-3million), role of external challenge of MPC but also look at accountability of Director posts
- Relationship between EB/DG; Feedback into EB – How?
- Pipeline generation and development of projects (e.g. a forward look and balance/gap in investment portfolio) and subsequent involvement in evaluation
- Test the propositions against the functions the Agency needs
- Consider how to involve all Directors e.g. through sub-groups?
- Develop responsibilities of each group

#### **4. SEEDA Matters**

*Feedback from ISR and next steps*

The initial report will be with SEEDA on Friday 12 March.

#### **Action:**

- JA to circulate report immediately on arrival
- PL, OM and SP to take responsibilities for their relevant KLOEs when commenting on the initial report

*Feedback from RDA CE meeting –3/4 March*

Pam's notes were noted.

*Feedback from Mandelson Event – 23 Feb*

Noted

*HEI and BMO Reports*

It was noted that the reports had been sent to Lord Mandelson and that a regional report to the HEI Report was to be produced.

*Cultural Survey*

**It was agreed** to proceed with the Cultural Survey which should take place in the last two weeks of April. Results to feed into the proposed all staff away day at end June/early July.

#### **Action:**

JT to let EB know who will be responsible for taking forward the Action Plan that will emerge from the Cultural Survey

#### **5. Forward Look**

No actions to note.

## **6. AOB**

### *All staff away day*

It was agreed to proceed with an all staff away day at the end of June/early July.

### *SEECI Update*

The pilot work was noted

### *EB Membership*

It was agreed that CB should be a permanent member of EB

### *ESF Co-financing*

PL noted that a paper was being produced considering future ESF Co-financing options