

**SEEDA Executive Board Meeting
Monday 8 February 2010, 9.00 – 12.00, Austin
ACTION AND DECISIONS**

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

Apologies: -

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

NOTE: Agenda items were swapped around from the published agenda

1. Feedback from Executive Board Away Day and Planning for Director Group Away Day

EB discussed the arrangements and the proposed programme for the Director Group away day on 11 February. Agreement was reached on which ED(s) should lead each session and that the following documents should be circulated in advance of the meeting:-

- Contextual note on 'Going for Growth' – use note provided for the Business Membership organisations;
- Current proposed programmes for 2010/11, at a high level, with 'legal' and 'near legal' detail (**ACTION – CB**);
- Future Scenarios (**ACTION – PL**)

2. Finance and Business Planning

a) Spend 2009/10

EB reviewed the latest position on spend in 2009/10 and revisited the projects remained aligned with SEEDA priorities and should be progressed within this year.

ACTION - CB to circulate revised tables

b) Budget 2010/11

EB reviewed the 'legal' and 'near legal' commitments and asked for a detailed analysis on 'legal' and 'near legal' commitments (**ACTION CB**).

EB recognised that there would be rental income and capital receipts to be taken into account. They also recognised that the programme descriptors needed to be more reflective of the activity.

3. SEEDA Board Away Day Planning

EB assessed the draft programme for the Board Away day. They agreed that, In regard to possible future models, it would be helpful to understand the impact of other Economic Development Agencies around the world.

It was agreed that papers would be sent out on 18 February **ACTION PL.**

4. SEEDA Matters

- ISR

It was agreed that the Stakeholder Survey should go ahead with a view to issuing the Survey on 12 February **ACTION OM to speak to a member of the Communications Team**

Julie Anderson provided an update on ISR. A number of actions were agreed.

- **It was agreed** that responsibilities for the KLOEs would be allocated to EDs.
- **It was agreed** that each workstream needed to be supported by staff able to be present throughout the week of the NAO visit, to ensure relevant material could be found, queries answered etc.
- **JA to develop** scripts for Local Authorities, Businesses, Board Members etc.
- **EDs** to contact Board Members
- **Pam to meet NAO** as frequently as possible but certainly on the first day.
- **Arrange for Pam** to meet key SEEDA people just prior to NAO visit (**JA**)

- State Aid

ACTION – OM to review Accounting Officer note to SEEDA Directors

- Third Party Endorsements

It was agreed that further endorsements could be

- Company Account Management

EB recognised that a fully operational CRM was critical to effective company account management.

5. Forward Look

ACTIONS

KL to take forward work on developing proposals for visits/contacts for the Chairman, with priority being given to February and March.

6. AOB

Going for Growth

EB discussed the questions to go out to Business Membership organisations (letter now sent)