

SEEDA Executive Board Meeting
Monday 11th 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 Tarttelin (JT), Julie Kapsalis (JK) – by phone, Chris Budleigh (CB); Julie Anderson (JA), Mike Campbell (MC)

1: SEEDA Matters

1 (a) Moderation Panel

This was a closed session. JT to action accordingly.

1(b) Executive Board “team building” Feedback

JT and JK led feedback and discussion.

Actions:

- **All to follow up on commitments made during the team building session**
- **Future EB agendas need to take a more strategic focus; PL to review with KL and PB**
- **All – attendance at other team meetings should be practical given diary constraints; all to review and consider appropriate attendance**

1(c) People and OD Report

JT talked EB through the paper and invited comments/questions. It was suggested that the Operations Board Paper needed to reference JT's OD analysis. **Action: JT to liaise with RC re content.**

It was agreed the F4TF Programme Board should continue for the time being to monitor progress.

The paper referred to “measures of success”; it was agreed this should be cross referenced against the EB priorities. **Action: SP to action.**

Action: SP to circulate DG contact list produced for business representative bodies.

1(d) Independent Supplementary Review (ISR)

JA provided an update, including internal and external communication plans.

2: Finance

CB provided an update on the latest position.

Action: CB to work with Executive Directors to finalise figures for January Board Paper.

3: SEEDA Board Papers – January Board

PB, with colleagues, guided EB through each Board Paper. Specific comments were made and revisions required before the papers could be signed off. **Action: All to revised papers as required.**

It was concluded that a written report should be included on the Economic Development and Skills Board; **Action: PB to commission.**

Some comments were made on the forward look plan for Board. **Action: PB to update the Forward Look and send to EB for comments/input.**

4: Forward Look

No actions noted.

5: AOB