

Notes from Executive Board, 21st September 2009

Attendees: Pam Alexander (PA) (C), Jeff Alexander (JA), Lee Amor (LA), Robert Crawford (RC), Paul Lovejoy (PL), Oona Muirhead (OM), Susan Priest (SP), [REDACTED]

Oona Muirhead joining by phone (item 1)

Apologies: Paul Lovejoy

Also attending: [REDACTED] – Item 5, [REDACTED]
[REDACTED] – Item 3, [REDACTED] – Item 1

1. Budget review and allocation of funds

Following the EB meeting on the 7th of September [REDACTED] presented a paper on 5 month budget review and allocation of funds. EB discussed proposed allocations of available funds and additional expenditure 2009/10 offset by reduced expenditure 2010/11. EB agreed that to undertake a strategic review of SEEDA's spending commitments for 9/10 and 10/11 for fit with the new agenda.

Action: EB to undertake strategic review of SEEDA's spending commitments for 9/10 and 10/11

Action: DG to distribute a note with agreed points from the meeting

Action: Corporate Re- Planning to comeback to future EB (19th October) to prepare for setting it out at the Annual Open Public Meeting (PL)

Action: Strategic Review to go to the SEEDA Board in November and to be discussed at EB on the 19th of October

2. Statement of Internal Control

[REDACTED] updated EB on Statement of Internal Control. EB spoke about Risk Register and future updates.

Action: Statements of Internal Control to be commissioned early in November, scheduled for EB meeting before sharing with the Board at December Board Meeting

3. SEEDA Board

a) Annual Open Public Meeting

[REDACTED] spoke to EB about plans and agenda for the Annual Open Public Meeting on the 5th of November. EB spoke about programme and guests invited.

b) November Board Agenda

EB looked at the draft agenda for November Board meeting. EB agreed that the agenda needs to reflect comments received from the Board and Chair Designate. Revised agenda will come back to EB for further discussion.

Action: BB to revise the agenda and bring back to EB on the 7th of October.

c) Board and MPC Forward Look

Pam Alexander spoke to EB about changes that need to be introduced to Board. Further discussion is needed at the next EB on 7th of October.

Action: EDs to meet with BB to discuss Board Forward plan

4. Forward Look and AOB

No items

5. Fit for the Future – Recruitment Update

This part of the meeting was held in confidence.