

## NOTES FROM EXECUTIVE BOARD, 2<sup>nd</sup> November 2009

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

**Apologies:** Jeff Alexander (JA),

**Also attending:** [REDACTED]

### 1. Fit for the Future and HR matters

#### a) Culture Change

[REDACTED] confirmed with EB final updates regarding SEEDA Values. EB approved changes and asked [REDACTED] to communicate this to Staff Awayday on the 8 Decembers.

[REDACTED] spoke about Flexible Working hours and confirmed that sufficient tools are in place. EB agreed to implement flexible working hours and asked JK to have make sure that Audit Committee (10<sup>th</sup> December) is aware of this arrangements. When communicating to staff on the 8<sup>th</sup> of December some best practice will be presented as well as future office layout.

[REDACTED] spoke to EB about 8<sup>th</sup> December All Staff Awayday. EB agreed that briefing session with Directors and EDs should be scheduled prior to the Session with All Staff on the 8<sup>th</sup> of December.

**Action:** [REDACTED] to work with Comms team on communications re SEEDA Values for Staff Awayday 8<sup>th</sup> December.

**Action:** [REDACTED] to make sure that Audit Committee is aware of Flexible Working Hours and this arrangements are communicated to Staff at the Awayday on the 8<sup>th</sup>.

**Action:** 8<sup>th</sup> December Awayday to be discussed at the next EB meeting.

**Action:** EDs and Directors to meet prior to All Staff session

#### b) HR Matters

[REDACTED] gave an update on progress with interviews and recruitment. JT reminded about Annual Reviews and future Development Programme. EB spoke about Business Case for Fit for the Future which needs to be submitted to BIS. EB

c) Communications – 16<sup>th</sup> November

EB spoke about communications strategy regarding End of Consultation Period. EB agreed that as of 16<sup>th</sup> of November EB attendance should reflect new structure. EB discussed arrangements for transition period and internal communications that need to be in place.

**Action: Communications Team to lead on Communications Strategy for the 16<sup>th</sup> of November**

**2. Transition Plans**

EB spoke about Transition period post 16<sup>th</sup> of November and future structure of SEEDA. Separate meetings for EDs have been arranged to finalise the structure and identify the gaps. SP explained how new Organogram would look like. PA asked for the Organogram to be ready for the 16<sup>th</sup> of November. ED spoke about appeals.

**Action: SP to work with Comms team on finalising SEEDA Organogram.**

**3. SEEDA Board**

a) Annual Open Public Meeting

HB informed EB about progress regarding Annual Open Public Meeting on the 5<sup>th</sup> of November. EB discussed programme.

b) November Board Meeting

EB spoke about the agenda and final arrangements for November Board meeting and Farwell to the Chairman.

c) Forward Look Plan – Board and MPC

EB looked at revised Plan.

**Action: BB to meet with EDs to discuss Board Forward Look plan.**

**4. Independent Supplementary Review**

Executive Board talked about the Independent Supplementary Review and actions. JJA who leads on ISR will collect comments from EDs.

**Action: EDs to submit comments to JJA.**

**5. Forward Look**

**6. AOB**