

EXECUTIVE BOARD NOTES – 3 AUGUST 2009

Attendees: Paul Lovejoy (PL; Chair), Jeff Alexander (JA), Lee Amor (LA),
[REDACTED], **Susan Priest (SP),** [REDACTED]

Apologies: Pam Alexander (PA), Oona Muirhead (OM), Robert Crawford (RC), [REDACTED]

1. Fit for the Future and HR Matters

Susan Priest updated Executive Board on the Transition Team following the appointment of [REDACTED]. Detailed transition plans will be developed by all Directors to feed into the Transition Team business planning.

[REDACTED] informed Executive Board about changes to the Civil Service Compensation Scheme and the likely impact on SEEDA's change programme. A briefing note will be circulated to all staff and HR will provide advice to those who may be impacted by the changes.

An update on the next steps in the recruitment under the change programme was provided.

Action: SP to commission input on transition planning

Action: [REDACTED] to draft and circulate an update on proposal to change the Civil Service Compensation Scheme to all staff

2. 2009-10 Spending

[REDACTED] informed Executive Board about the current position of the agency's 2009-10 spending. The importance of delivering against our commitments and ensuring allocated budget is spend according to plans was discussed.

Action: Executive Directors to review current budget/spend position to ensure annual targets are met

3. September Board and MPC meeting

Executive Board discussed the draft agenda for the September Board meeting and the MPC Forward Plan. A revised final agenda was agreed at the meeting.

Action: AS to revise Board agenda

4. Forward Look

EB discussed the Briefing Schedule and spoke about the induction of Rob Douglas as Chair Designate.

SEEDA's representation at the forthcoming Party Conference was discussed and agreed.

5. AOB

- Freedom of Information Requests

Executive Board discussed the recent Fol requests and related media coverage.