

EXECUTIVE BOARD NOTES – 15 JUNE 2009

Attendees: Pam Alexander (PA; Chair), Jeff Alexander (JA), Lee Amor (LA) Oona Muirhead (OM), Paul Lovejoy (PL), [REDACTED] (JJA), [REDACTED] (SP), [REDACTED] (JT), [REDACTED] (AS), [REDACTED] (BB - notes)

Apologies: [REDACTED] (KS), Robert Crawford (RC), [REDACTED] (HB)

1. HR Matters

- a) Reward – pay remit and new pay scales

JT introduced the paper on Pay Remit for 2009/10 and New SEEDA Pay Scales. Pay Remit for 2009/10 will be considered at the Pay Coordination Group meeting. JT updated EB on progress with New SEEDA Pay Scales structure and advantages of new system for both full time and part time employees. Executive Board raised a number of questions and discussed possible issues. JT was asked to investigate the issues and revise the paper.

Action: JT to bring the final paper on New Pay Scales to the next EB meeting and put it on the agenda for the next Remuneration Committee.

- b) Moderation panel of Staff Appraisals (attended by PA, JA, LA, OM, PL, JJA and JT)

Confidential discussion

- c) VERS applications (attended by PA, JA, LA, OM, PL, JJA and JT)

Confidential discussion

2. Fit for the Future

JT and SP updated EB on the progress of the SEEDA Fit for the Future Programme and asked EB for feedback and comments. EB discussed the internal communications and information pack. EDs were invited to comment on the pack after the EB meeting. The issue of external communication and messages to the partners were also raised.

Action: EDs to send their comments on 'SEEDA Fit for the Future Organisational Change' booklet.

Action: Communications Team to coordinate external communications.

Action: SP to provide names of possible Champions for Fit for the Future.

3. Corporate Re - plan

EB spoke about SEEDA's Corporate Plan 2008-11 which was developed in the context of Regional Economic Strategy 2006-16. EB looked at the Draft Corporate Plan Refresh which was also sent to SEEDA Board Members for the decision at the SEEDA Board Meeting on the 18th June.

Action: EDs to identify Directors that will pass on the comments to Programme Office and to PL by COP 16th June.

4. Corporate Scorecard

JJA presented Corporate Scorecard Paper that will be reviewed by SEEDA Board at the June Board Meeting. EB discussed the paper and agreed that in the future Operations Committee should report to EB on Corporate Scorecard.

Action: JJA to send Board Presentation on Corporate Re - plan to EDs for comments.

5. IT Strategy

JJA updated EB on current situation with SEEDA IT Strategy. EB agreed that Operations Committee and Gateway Committee should lead on this matter.

Action: EDs to nominate ICT champions to take drive IT Strategy. JJA to take the list of nominees to the next meeting of the Operations Committee and Gateway Group.

6. Forward Look

EB discussed the Briefing schedule.

7. AOB

PA spoke about South East International Annual Business Report.

Action: Communications and HB to lead on coordinate press cover for the Report.

AS updated EB on RDA Chief Executives and RDA Chairs meeting, EB agreed that this should be a verbal item at EB meetings.

PL raised the matter of PQs and FOIs and asked EB to note that in the future deadline for FOIs regarding sensitive information will be 10 working days and FOIs regarding Non- sensitive information will be dealt with within 15 working days.

Action: PL to share FOI questions with EB

JA informed EB that Business Link will be discussed at the next Board Meeting. It was agreed that the Board Paper on Business Link should be discussed at EB meeting on the 6th July.

Action: JA to bring Business Link paper to EB on the 6th July.