

EXECUTIVE BOARD NOTES – 16 FEBRUARY 2009

Attendees: Pam Alexander (PA; Chair), Lee Amor (LA), Jeff Alexander (JA), [REDACTED] (JJA), Robert Crawford (RC), Paul Lovejoy (PL), Oona Muirhead (OM), [REDACTED] (KS), [REDACTED] (HB), [REDACTED] (AS), [REDACTED] (notes).

1. List of Retrospective Purchase Orders

EB considered the list of staff and managers responsible for Retrospective Purchase Orders in January 2009. RC clarified that a requisition raised on the same date that the invoice is issued can constitute an RPO. EB was concerned that the RPOs are still raised. The Board had made clear their expectation that staff raising RPOs should face disciplinary procedures.

Action: EDs to make sure that further RPOs are not raised and alert staff and managers to the possible disciplinary consequences.

2. Governance

JJA brought a paper to EB for Committees and Governance workstream of the Implementation Team, drawing on a considerable amount of work already carried out or being carried out within the agency, including:

- development of the Regional Partnership Board, its sub-committees, their business and SEEDA's involvement;
- introduction of Programme Office, Highlight Reporting and consideration of existing appraisals and approval process;
- the Organisational Development Programme in regard to roles, responsibilities and governance;
- the August Group recommendations on SEEDA's future business model;
- the Implementation Team recommendations taking the model forward;
- the results of the recent Impact Evaluation exercise.

The report recommends a number of measures, some to re-fresh existing practice, building on SEEDA's earlier improvements, some new. EB requested further consideration of a number of points including clarification on the relationship between the proposed bodies and financial delegations. EB asked JJA to work through some examples in bringing a revised paper to EB. Although this would not be taken at the Strategy Awayday in detail, the Board should be made aware of this directive

Action: JJA to bring a revised paper to EB on the 2nd March together with examples of how should the future structure of committees might operate. JJA to update the Board at the Strategy Awayday on the 26th February.

3. Business Re-Planning 09-11

PL provided an update on the current position regarding the financial envelope for re-planning; drew together the updates which are now being produced by the 3 main spending directorates; and provided a context for discussions to be taken further at the Executive Board overnight on 16-17 February. PL mentioned that legal commitments recorded on PMS have doubled compared to the reports from 2 weeks ago. All the material provided to EB remains subject to review by Area Teams checking the Corporate Plan commitments against partners' views of sub-regional priorities and by Finance Team to check legal commitments. EB agreed that SEEDA would not on this basis need to withdraw from any legal commitments although some might slip due to partners' own situations. Impact on GVA and/or productivity would be the key test for SEEDA commitments in future.

Action: PL to take the paper to EB overnighter on the 16th/17th February and to speak to Area Directors about future communication strategy.

4. Impact Evaluation Report

JJA updated EB on the work that is being undertaken with regards to Impact Evaluation Report that should be ready by the end of the week. HB is working on communications strategy. PA mentioned that EMDA is still awaiting our comments.

Action: EDs to feed back any comments on Q&A to EMDA.

5. SEEDA Board

a) Strategy Awayday Agenda

EB agreed Strategy Awayday Agenda.

b) March Board Agenda

EB considered the draft March Board Agenda and asked for some changes.

Action: BB to amend the agenda with EB comments.

6. Forward Look

EDs discussed the Briefing schedule and forthcoming VIP visits to the region.

Action: BB to communicate details to Board Members.

7. AOB

a) Cultural Survey Report

PA asked that such items should be tabled as separate items with sufficient discussion time in the future. EB discussed the report and agreed to send comments on the action plan.

Action: RC to resend the Cultural Survey Report to EB. EB to consider the action plan on 2nd March before the report is sent out to staff.