

EXECUTIVE BOARD NOTES – 18 MAY 2009

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

Apologies: [REDACTED] (JT), [REDACTED] (AS),

Also Attending: [REDACTED] (SP) – Items 4-7, [REDACTED] (HB) – Item 3, 5-7, [REDACTED] (JL) – Item 4, [REDACTED] (CH) – Item 4, [REDACTED] from Saxonbury – Item 5

1. Update on Funding Opportunities

RC introduced a paper on State Aid compliance audit – May 2009 which updated EB on New State Aid Legislation issued by European Commission. RC informed that exercise had been carried out to ascertain the level of compliance within SEEDA on a Programme level. EB looked at the results and discussed matters arising and further recommendations.

Action: EDs to make sure that all required information is communicated to the Programme Office.

2. Corporate Re-planning

PL presented an item on Corporate Plan 2009-11 to initiate the discussion on updating of Corporate Plan outputs and outcomes for the remaining Corporate Plan 2009-11 and, within this, the financial year 2009-11. The Corporate Plan update is to be sent to BERR by close of play 29th May. EB decided to discuss changes to Corporate Plan at the future EB meeting.

Action: PL to circulate the draft of Corporate Plan update at the end of w/c 18th May.

3. Communications' Work Programme

HB presented the paper on proposed work programme of SEEDA's Communication's Team. EB discussed the paper and agreed the work programme and recommendations outlined in the paper.

Action: HB to take forward recommendations agreed at EB.

4. HR Matters

a) Selection Process

JL brought in a paper on Selection Process for Restructure and initiated a discussion on possible options to address the selection process to achieve

the 'Fit for the Future' objectives and targets. ED discussed proposed options and implications and agreed with HR recommendations in principle.

Action: JL to clarify queries raised by EB.

b) Learning Interventions supporting Fit for the Future

CH invited EB to discuss the proposal for learning interventions to support the transition skills and future skills required to deliver Fit for the Future programme. EB talked about the need for behavioural change and cultural shift in the organisation around information sharing and cross division team working, moving towards the new agenda. EB agreed with recommendations – subject to budget details.

Action: CH to identify budget needed for the programme.

c) Reward

JT provided EB with an outline of SEEDA's pay remit for 2009/10 taking into account all political, financial, environmental factors into consideration. EB discussed the options and recommendations and asked for further clarification and discussion at the next EB meeting on the 1st June.

Action: JT to clarify queries raised by EB and bring the paper back to EB on the 1st June.

5. Fit for the Future

a) Approval of change management consultants

SP informed EB that [REDACTED] from Saxonbury has been appointed as change management consultant to support SEEDA during the restructuring. [REDACTED] was invited to meet Executive Board.

b) Update on Staff Briefing session – 22nd May

EB spoke about draft programme for the Staff Briefing Session on the 22nd May.

6. Forward Look

EB discussed the Briefing schedule.

7. AOB