

## **EXECUTIVE BOARD NOTES – 1 JUNE 2009**

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

**Apologies:** Kathy Slack (KS)

### **1. HR Matters**

EB discussed the HR matters. JT updated EB on current position on Voluntary Redundancy Scheme. JT will meet EDs separately to discuss applications from each directorate, especially to talk about those employees whose skills will be needed in new structure. EB spoke about the need for clear messages and consistent all staff communication.

**Action: EDs to ensure that the appraisals are completed.**

**Action: JT to meet each Executive Director separately to discuss VRS applications.**

**Action: JT to speak to Communications Team to discuss Internal Communications and Information.**

**Action: Pay Scales to be discussed at the next EB meeting.**

### **2. Fit for the Future**

Development of Structural Form

SP introduced a paper which outlined descriptions of the structure of the teams beneath ED level. EB was asked to provide input to the design of the teams, bearing in mind the approaching July consultation start date.

EB discussed the future governance of resource levels assigned to some projects. EB analysed proposed structure team by team and suggested further developments and changes.

Operations Committee and Gateway Group

JJA presented the paper which provided feedback from the first meetings of Operations Committee and Gateway Group which ensured that there is a shared understanding of the decision making powers of the groups and implications these might have.

**Action: LA to prepare the planned proposal of the governance of JV for future Board Meeting.**

**Action: HB and Communications Team to set the date for July All Staff briefing.**

### **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. It has been decided that issues in some areas of Business, such as Business Link, have not been captured in SEEDA's refocused priorities and more work is required from EDs who are to provide further comments on a re-plan by COP Wednesday 3<sup>rd</sup> June, to PL who will send a final version to BERR on Monday 8<sup>th</sup> June.

**Action: EDs to provide comments to Programme Office and to PL by COP Wednesday.**

### **3. SEEDA Board Meeting – 18 June 2009.**

The proposed agenda for the June Board Meeting and May Board actions were discussed.

**Action: BB to redraft the agenda taking into account comments from the EB.**

### **5. Forward Look**

EB discussed the Briefing schedule.

### **6. AOB**