

EXECUTIVE BOARD NOTES – 20 APRIL 2009

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

Apologies: [REDACTED] (JT),

[REDACTED] (GM) – Item 1, [REDACTED] (HB) – Item 3-6,

1. Financial and Operational

a) Financial and Operational

GM introduced a paper on Financial and Operational performance for the year to March 2009 and asked EB to review the findings. In March SEEDA has met the 5% target for retrospective purchase orders (RPOs). GM reported to EB that 96% of invoices were paid within 8 days. EB agreed that these excellent results should be communicated to all SEEDA staff and reported to SEEDA Board in May.

Action: GM to send an email to SEEDA staff regarding end year results and performance on RPOs and Invoices.

b) Annual Report and Accounts

GM draw EB's attention to the timetable for producing SEEDA's Annual Report and Accounts for 2008-9 and asked Executive Directors to provide input to the narrative for the Annual Report.

Action: EDs to provide input to the Annual Report narrative to GM.

2. ICT Strategy

JJA introduced a paper on developing a SEEDA ICT strategy to support the Fit for the Future agenda. EB discussed the current ICT provision and future business needs. EB agreed that quick and easy access to corporate information and knowledge is central to the further development of the ICT Strategy.

Action: JJA to finalise ICT Strategy by end of May 2009

3. Forward Look Agenda

a) May Board Agenda

EB discussed May Board Agenda and agreed the programme subject to some changes.

Action: BB to finalise agenda following EB comments

b) MPC Forward Look Agenda

EB discussed MPC Forward Look agenda. LA asked to update the agenda with changes following investment committee.

Action: Agenda to be updated.

4. Forward Look

EB discussed the Briefing schedule.

5. AOB

HB pointed out that there is a number of Ministerial activities taking place in South East region which SEEDA is involved in.

JJA asked for State Aid to be discussed at the future EB meeting.