

## **EXECUTIVE BOARD NOTES – 20 JULY 2009**

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

**Apologies:** Paul Lovejoy (PL), Lee Amor (LA), [REDACTED] (KS)

### **1. Fit for the Future and HR Matters**

Pam Alexander thanked the Executive Board for all the work that has been put into All Staff Briefing on the 15<sup>th</sup> of July. Executive Board discussed the outcomes of the event and that further communication is needed including clear messages to staff and stakeholders. EB spoke about HR matters arising as a result of last week's announcement.

**Action: HB to lead on staff communication and Stakeholders liaison**

**Action: JT to bring update on HR matters to the following EB meeting**

### **2. Mission Critical activity**

JJA informed Executive Board of the "mission-critical" pieces of work identified as risk mitigation and asked for review and endorsement. At its meeting of 29<sup>th</sup> June Executive Board agreed to mitigate risk to delivery of mission critical elements of agency business by identifying these outcomes/activities/products and then regularly tracking their progress. Executive Board discussed at the paper and asked for revised version to be considered by Operations Committee and return to EB in necessary.

**Action: JJA to take a revised version to Operations Committee.**

### **3. Budget Update**

[REDACTED] spoke about current budget situation and the level of spending. Executive Board asked for a further discussion to be scheduled for the following Executive Board Meeting in August.

**Action: JJA to bring Budget Update back to the Executive Board in August prior to the discussion at the September Board Meeting.**

### **4. RDA Chief Executives meeting – 29<sup>th</sup> – 30<sup>th</sup> July**

AS informed the Executive Board about the agenda for forthcoming RDA Chief Executive meeting on the 29<sup>th</sup> and 30<sup>th</sup> of July.

**Action: Executive Directors to lead on the briefings for relevant agenda items.**

**5. Forward Look**

EB discuss the Briefing Schedule and spoke about induction for Chair Designate.

**6. AOB**

**- Publication scheme – update**

Executive Board agreed to have an update on publication scheme at every Executive Board Meeting.