

EXECUTIVE BOARD NOTES – 29 JUNE 2009

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

Apologies: Robert Crawford (RC), [REDACTED] (HB)

1. Fit for the Future and HR Matters

a) Update on final design

SP updated EB on the progress with finalising a design of the restructured Agency. The outstanding issues regarding the structure were discussed. SP spoke about the budget and scenario testing. Fit for the Future Key Risks were discussed at the meeting.

Action: JJA to bring IT Strategy to a future EB meeting

Action: SP to prepare update for the Board Meeting on the 23rd of July

b) Recommendations for Staff and Consultation Handling

JT informed EB about the outcome of the meeting with the Cabinet Office. SP presented a draft agenda for the Fit for the Future Handling Consultation including Timeline and activities. EB spoke about all possible options and recommendations for the timeline and meetings set up. Communications and staff briefing were discussed.

Action: Timeline and meetings to be finalised and consulted with Joint Staff Council

2. Regional Select Committee

PL updated EB on the subject of Select Committee. Written Evidence was submitted by Homes and Communities Agency, Environment Agency, Hastings Borough Council as well as South East England Chamber of Commerce.

All the above were invited to give oral evidence at the second hearing on the 29th June. SEEDA has been invited to the third hearing on the 6th of July but no specific discussion subjects were given, possible topics may include Corporate Plan and Organisation Restructuring.

Action: PI to circulate written evidence provided by GOSE submitted by the above mentioned organisations.

3. SEEDA Board

a) Board Agenda July

EB looked at the agenda and spoke about items that are due to be discussed at the July Board Meeting. EB approved the agenda – subject to changes indicated during the meeting.

Action: BB to amend the agenda and circulate with commissioning email

b) MPC Forward Plan

EB compared Board agenda with MPC forward plan and asked to update forward plan.

Action: BB to inform Programme Office about changes to the MPC forward plan

4. Forward Look

EB discuss the Briefing Schedule

5. AOB

No items raised