

EXECUTIVE BOARD NOTES – 2 FEBRUARY 2009

Attendees: by phone Pam Alexander (PA; Chair), Lee Amor (LA), Jeff Alexander (JA), [REDACTED] [REDACTED] (JJA), Paul Lovejoy (PL), [REDACTED] [REDACTED] (KS)

In the office: Robert Crawford (RC), Oona Muirhead (OM), [REDACTED] [REDACTED] (AMM), and [REDACTED] (Scribe)

1. Implementation Team

RC presented findings and recommendations of the Implementation Group. Over 100 Staff had been involved in the sub-groups. Key issues regarding the move towards a 'productivity' focused agenda for SEEDA focused on transformational interventions and how to integrate the recommendations with the business re-planning exercise were discussed. EB discussed and endorsed the key recommendations of the paper and gave further guidance to RC on their development prior to the Board Away day.

Action: RC to revise the paper incorporating ED's suggestions and circulate to EB as soon as possible. Paper to be discussed at the Director's Group on the 10th February and at the EB on the 16th February. Paper should be presented to SEEDA Board at Strategy Awayday on the 26 February.

2. Business Re - Planning 09-11

The paper set out changes in the parameters for SEEDA's Corporate Plan for the next 2 financial years, and provide a context for the updates brought by each of the 3 main spending directorates.

PL provided further update on a paper that was brought to EB on 19th January. It has been identified that the Project Management System needs to be updated for all areas to reflect current commitments.

Action: PL to bring the paper back to next EB with clear position for each Directorate.

3. Impact Evaluation Report

Verbal update on Impact Evaluation Report was given to EB.

Action: JJA and RC to prepare a communication plan for the EB overnighter on the 17th February.

4. SEEDA Board Forward Look Plan

Noted by EDs and comments invited. The importance of all messages stopping retrospective purchase orders, especially of the year end was emphasised and agreed.

Action: ED to have a look at the SEEDA Board Forward Look, Risk Register and MPC Forward Look Plan and feed back their comments to [REDACTED] [REDACTED] and [REDACTED] respectively.

5. Forward Look

EDs discussed the Briefing schedule.

6. AOB

PA has circulated her blog, to be launched on Tuesday 3rd February.

PL updated EB on developments on the SNR.

JA would considerate work with EEDA and LDA on input to the Budget from GSE.