

## **EXECUTIVE BOARD NOTES – 5 JANUARY 2009**

**Attendees:** Pam Alexander (PA; Chair), Lee Amor (LA), Jeff Alexander (JA), [REDACTED] (JJA), Robert Crawford (RC), Paul Lovejoy (PL), Oona Muirhead (OM), [REDACTED] (KS), [REDACTED] (HB), [REDACTED] (ST) (notes).

### **1. Welcome Back - Update**

EB members each gave a brief update on their areas.

### **2. SEEDA Programmes - Budget**

EB discussed the current state of play of SEEDA's programmes so as to get a view on the year end spending situation. EB looked at a range of options to ensure a full spend by the end of the financial year and resolved to come back to the next meeting to confirm the arrangements.

**Action: EDs to confirm the current spending within their directorates and bring details to the next EB.**

### **3. Awayday Followup**

EB discussed a draft New Year message to staff.

**Action: PA to send New Year Message to All Staff.**

### **4. Board**

EB reviewed the current draft Board agenda and made amendments, EB members then discussed the details for the Board Members Induction Day on 13<sup>th</sup> January and confirmed they were happy with the papers presented.

**Action: BB/BH to update Board Agenda and the Board Matrix.**

### **5. Forward look**

EB looked at the Briefing schedule and had a round table briefly covering off the major issues in their areas for the following fortnight. Some minor amendments to the briefing schedule were requested.

**Action: RB & BB to amend the briefing schedule.**

EB noted the Stakeholder Engagement and Management Strategy – FollowUp and the immediate actions for follow-up. PA and EDs were asked to provide 5 priority stakeholders each for early contact.

**Action: PA & EDs to offer their 5 stakeholders to HB/JB.**

### **6. AOB**

EB noted that due to the change in RDA Lead Roles from 1 January 2009 when SEEDA took on DIUS and DWP there has been minor reorganisation of staff to build up the responsible teams and to create better cross-directorate working.