

## EXECUTIVE BOARD NOTES – 3 MARCH 2009

**Attendees:** Pam Alexander (PA; Chair), Lee Amor (LA), Jeff Alexander (JA), Julie Anderson (JJA), Robert Crawford (RC), Paul Lovejoy (PL), Oona Muirhead (OM), Kathy Slack (KS), Heather Bolton (HB), Andrew Merritt-Morling (AMM), Susan Priest (SP), Barbara Buczek (notes).

**Item 4 – Jonathan Tartellin (JT)**

**Item 5 – Tim Stansfeld (TS)**

### 1. Re-Planning 09-11

EB were seriously concerned by the extent of commitments not entered on the system. PL gave an update on figures and paper that was presented to EB on the 16<sup>th</sup> of February. PL related to the allocations that were presented to EB in October 2008 that EDs should have been working towards. EDs spoke about the difference between legal, moral and flexible commitments for the next 2 years and how that should be reflected in the budget for 2009/10 and 2010/11. EB agreed that a proposal of Re-Planning 09-11 should go to the Board on the 26<sup>th</sup> March and to BERR. EB agreed that this should also be communicated to partners and staff.

**Action: EDs to work together on the Re-Planning 09-11 proposal.  
EDs to send updated figures to PL.**

### 2. Governance

JJA brought a revised paper to EB for Committees and Governance workstream of the Implementation Group that was presented to EB on 16<sup>th</sup> February, drawing on a considerable amount of work already carried out or being carried out within the agency. EB discussed the recommendations:

- a. SEEDA introduce a portfolio system of Programme Management, based upon the programmes in the Corporate Plan. Executive Directors to be Senior Responsible Owners for their Portfolio, with Directors being Programme SROs (MSP definitions will apply).  
**AGREED**
- b. SEEDA Board members involved with a specific area of the business sit on the relevant Portfolio Boards or review groups, to provide independent scrutiny and challenge. **NOT AGREED - FURTHER DISCUSSION NEEDED** on the relationship with Investment Committee and need for independent scrutiny
- c. The Portfolio, Programme and Project process, standards and governance to follow the principles of Managing Successful programmes (MSP ) and SEEDA seek to attain Level 2 and then level 3 against P3M3 standards. **AGREED** (subject to a full action plan being drawn up).
- d. Our current Programme/Project appraisal, approvals and evaluation process to be revised, incorporating an early programme/project outline Business Case, with early ED sign-off, Go/No Go decisions made at a

Review Group, centralised organisation of appraisals, regular monitoring and reporting thereafter. **AGREED, but subject to some more work by JJA about membership of the Review Group and OpsCom**

- e. Existing forms to be replaced made simpler, more informative & easier to use. **AGREED - high priority**
- f. Our supporting systems to be enhanced/replaced to facilitate greater ease of use, within cost and service constraints. **AGREED - high priority**
- g. MPC, re-named as Programmes & Projects Committee, to be given a strategic framework within which to offer constructive challenge. **AGREED**
- h. The 'non-compliance culture' to be tackled as part of the greater professionalization envisaged in 'Getting the Basics Right' (to be addressed in detailed plans). **AGREED, further work here needed profile and ownership of this work**
- i. An Operations Committee chaired by the CEO to take on the day to day running of agency business. **AGREED - subject to determining membership.**
- j. A rationalisation of Committees, specifically de-couple the Social Dialogue Forum from Board. **AGREED (this fits with wider SNR changes)**
- k. Executive Board to receive quarterly Reports from OpsCom (or more frequently if urgency demands) and any relevant issues from Executive Directors as SROs. **AGREED**
- l. The Statement of Internal Control process to have a higher profile, with senior managers providing assurance twice a year. **AGREED - subject to discussion with IA and the AC Chair**

**Action: JJA to inform the Board at the Board Meeting on the 26<sup>th</sup> March about the ongoing discussion regarding Governance prior the paper going to the Board in April.**

### **3. Impact Evaluation Report**

JJA updated EB on the work that is being undertaken with regards to Impact Evaluation Report and presented slides to show how SEEDA plans to use the learning and the data from the report to help with strategic planning.

**Action: Briefing to be prepared for publication**

### **4. Workforce Planning**

JT brought a paper to EB with proposed approaches for achieving the Admin Budget constraints for 2009/10 and transition to the reshaped Agency (following the outcomes of the work of the Implementation Group). EB agreed that the savings required for 2009/10 should be achieved by the proposed Voluntary Early Release Scheme and later organisational changes rather than being targetted specifically.

**Action: HB to work on the communication strategy. JT to specify timescales to the next EB meeting on the 16<sup>th</sup> March.**

**5. SEEDA Board**

**a) March Board Agenda**

EB discussed and agreed March Board Agenda.

**Action: BB to amend the agenda with EB comments.**

**b) Heathrow expansion – SEEDA action plan**

TS presented an outline for discussion on Heathrow expansion and asked EB for input prior to presenting the report to the Board in March. EB discussed SEEDA's policy, evidence and impact of Heathrow on the region.

**Action: TS to prepare Board report for March Board meeting incorporating EB comments.**

**6. Cultural Survey Report - comments**

EB discussed the report and agreed to make specific comments to develop the action plan further prior to publication internally.

**Action: EDs to send comments on Cultural Survey Report to RC as soon as possible.**

**7. Forward Look**

EDs discussed the Briefing schedule.

**Action: No action**

**8. AOB**

No items brought forward.