

Apologies: Bob Goldfield, Imtiaz Farookhi

Guests: Simon Edmonds (BIS), Thoss Shearer (BIS); Ian Gregory, BIS Local (London & East)

1 STANDING ITEMS		10.00 – 11.00
1.1 Apologies for absence and Declarations of Interest	RD	10.00 – 10.05
1.2 Minutes of previous meeting	RD	
1.3 Matters arising	RD	10.05 – 10.10
1.4 Chairman's report (oral)	RD	10.10 – 10.20
1.5 BIS/GOSE/BIS Local (oral)	SE/TS/ IG	10.20 – 10.40
Guests: Simon Edmonds (BIS), Thoss Shearer (BIS) Ian Gregory (BIS Local – London & East)		
2 ITEMS FOR DECISION		10.40 – 12.30
2.1 SEEDA's Closure Programme		10.40 – 11.10
(i) Chief Executive's report (oral)	OM	
(ii) Update on SEEDA Closure Business Plan 2011/12	OM	
(iii) Closure Programme: Progress Report (inc. Dashboard)	OM	
2.2 SEEDA's Assets and Liabilities Plan		11.10 – 11.30
(i) <i>Context:</i> Major Projects Committee Minutes (8 th April and 6 th May 2011)	KR	
(ii) Report: Assets and Liabilities Plan (Land & Property)	OM/LA	
(iii) Update on Finance South East	SP	
BREAK: 11.30 – 11.40		
2.3 Knowledge and Records Management Report	SP	11.40 – 11.50
2.4 Workforce Capacity Report	OM	11.50 – 12.00
2.5 Finance, Assurance and Performance		12.00 – 12.20
(i) <i>Context:</i> Audit Committee Minutes (17 th March 2011)	PC	
(ii) Report: Assurance, Finance and Performance Management	CB	
2.6 Communications and Stakeholder Engagement Report	KS	12.20 – 12.30
3 ITEMS TO NOTE – BY EXCEPTION		12.30 – 12.40
3.1 Board Forward Look	OM	
4 AOB		12.40 – 12.45
	ALL	
5 CLOSED SESSION: BOARD MEMBERS ONLY		12.45 – 13.00
5.1 Remuneration Committee Minutes (22nd March 2011)	KR	