

<b>Agenda Item 1.2</b>	<b>Appendix</b>
<b>Minutes of Previous Meeting</b>	<b>A</b>

Title:	Minutes Action Log
Report of:	Alison Marston, Head of Democratic Services
Public Report:	Yes

Minute	Report Title	Lead Officer	Action	Response	Status
<b>Business Board Meeting held 19 July 2021</b>					
21	Budget and Performance Report	Robert Emery	Identify a timeline for the potential exit plans of each equity investment project and present the findings to the Business Board for discussion.	The Finance Team and Business Board's Section 73 Officer will be circulating via email an update on all equity investment projects with the timelines for exit and what the current and future projected valuation is currently estimating. A previous report was circulated outlining all the outputs and outcomes projected to be achieved from the projects which have had equity type investment made by the Business Board.	Action Ongoing – Target: January 2024
<b>Business Board Meeting held 10 January 2022</b>					
60	Covid-19 Economic and Skills Insight Report	Domenico Cirillo / Rebecca Quigg	Disseminate the data on Covid-19 provided by Metro Dynamics to the wider community in the Cambridgeshire and Peterborough region.	The dissemination of economic data from the region is being further explored. Officers are working on the online inputting of the monitoring data as part of the testing phase with project leads. A proposed plan will be shared with Business Board members for review, with the aim of getting the economic portal fully developed and implemented by February	Action Ongoing – Target: February 2024
<b>Business Board Meeting held 13 March 2023</b>					
131	Strategic Funds Management Review (March 2023)	Steve Clarke	Organise a meeting between Business Board members and the communications team	Luke Page from the Communication team was scheduled for the Business Board activity update meeting on the 26 June but that meeting was cancelled due to Members availability, there was no activity update meeting in August so Luke and Communication Team colleagues provided a comprehensive written update for the Business Board activity update meeting on 25 September 2023. The Communications team will be regularly invited to the Business Board update meetings.	Completed

Minute	Report Title	Lead Officer	Action	Response	Status
<b>Business Board Meeting held 10 July 2023</b>					
3.2	Business Board Plan for Remaining Strategic Funds	Steve Clarke	After the success of the previous meeting, a further meeting was requested between the Business Board and Combined Authority Board.	The Economy and Growth team will work with the New Business Board Chair, Policy/Public Affairs team, Governance team and Mayor's office to schedule a joint Business Board and CA Board meeting for early in January 2024.	Action Ongoing – Target February 2024
3.6	Growth Works Programme Update	Steve Clarke	The substantial amount of information included in the reporting was commented on, with it noted that it could be easy to miss important information within the large documents. Officers confirmed that the reports could be looked at in more detail at the next informal meeting.	Discussion was not able to be scheduled at the next Business Board activity update meeting on 25 <sup>th</sup> Sept 2023 to review report structures and how important detailed information can be highlighted/presented in a better way, this will now be scheduled for Business Board activity update meeting in Dec.	Action Ongoing – Target Dec 2023
<b>Business Board Meeting held 4 September 2023</b>					
2.1	State of the Economy Cambridgeshire and Peterborough (Summer 2023)	Richard Kenny	The report states that the economy is unlikely to reach the target of doubling GVA over 25 years and shows six areas to be focusing on. Officers were asked to look at how the Business Board agendas can be based on those areas which focus on barriers and risks to growth rather than agendas focused primarily on how specific projects are going.	Officers are reviewing Forward Plan and seeking to organise agenda items that focus on barriers and risks to growth. Agenda for January 2024 Business Board meeting will be first.	Action on-going Target December 2023
3.4	Economic Growth Strategy Implementation Plan Update	Steve Clarke	Officers were asked to look at including additional information to include in future reports to make it clear where different authorities are leading or supporting on different projects.	This will be addressed in the next update report to the Business Board on the Economic Growth Strategy Implementation Plan scheduled for March 2024.	Action On-going Target Mar 2024