

Agenda Item 1.2	Appendix
Minutes of Previous Meeting	A

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

Minute	Report Title	Lead Officer	Action	Response	Status
Business Board Meeting held 19 July 2021					
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
Business Board Meeting held 10 January 2022					
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
Business Board Meeting held 10 July 2023					
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 in period Summer 2024 to focus on delivery of the 'Achieving Good Growth' corporate objective.	Action Ongoing – Target Summer 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	Discussion was not able to be scheduled at the next Business Board activity update meeting on 25 th Sept 2023 to review report structures and how important detailed information can be highlighted/presented in a better way, this feedback will now be incorporated within the final programme impact evaluation in February 2024. As the Growth Works	Action Ongoing – Target February 2024

Minute	Report Title	Lead Officer	Action	Response	Status
			reports could be looked at in more detail at the next informal meeting.	programme has ended there will be a final dissemination and walk through at a final programme update event in February 2024.	
Business Board Meeting held 4 September 2023					
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 without further interventions, over and above the planned ones, to accelerate growth. 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 March 2024 Business Board meeting will be first as part of the ongoing governance work.	Action on-going Target March 2024
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 March 2024
Business Board Meeting held 13 November 2023					
3.2	Growth works – management update	Steve Clarke	Final version of the ERDF assessment to be shared with Board Members Officers to invite some companies to come and talk to the Business Board about their experiences	The ERDF summative assessment will be shared to Board members as part of the final programme impact evaluation in February 2024. As the Growth Works programme has ended there will be a final dissemination and walk through at a final programme update event in February 2024 where it is planned to invite some companies to highlight their experiences of the programme.	Action Ongoing – Target February 2024
3.3	University of Peterborough Update	Jim Cunningham	Requested that regular updates be provided to the Board on the University's performance and impact metrics	The Assistant Director for Delivery meets with the University Principal on a twice monthly basis. Performance and Impact Metrics are a Standing Agenda item, In addition Phase One of the University Project features on the CA's Gateway Evaluation Programme which is currently underway. Regular performance reports will be provided to the Board	Action Ongoing
	AOB	Richard Kenny	The Mayor expressed interest in seeking the engagement of the Business Board as part of the development of a cultural strategy for the area. This along with on-going work with Creative UK on both the creative and cultural sectors can be brought to a future Board meeting.	Combined Authority officers are both developing a draft cultural strategy for the area and also working closely with Creative UK and DCMS on a strategic collaboration linked to the creative and cultural industries. A report will be produced that brings these initiatives together and shares progress at March Board.	Action on-going – Target March 2024