

<b>Agenda Item 3</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 with officers working on new programme dashboards. These will be in place for circulation by June 2024.	Action Completed
<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 in period Summer 2024 to focus on delivery of the 'Achieving Good Growth' corporate objective. This has now been superseded by work on Shared Ambitions and State of Region review.	Action Ongoing – Target Summer 2024

Minute	Report Title	Lead Officer	Action	Response	Status
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.	The feedback will now be incorporated within the final programme impact evaluation due to be completed at end February 2024. As the Growth Works programme has ended there will be a final programme performance report shared via email, with the completed impact evaluation report, NPS survey to the Business Board in early March 2024.	Action Completed
<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 without further interventions, over and above the planned ones, to accelerate growth. Officers were asked to look at how the Business Board agenda items can incorporate aspects which focus on barriers and risks to growth as well as how specific programmes and projects are going.	Officers are reviewing Forward Plan and seeking to incorporate into agenda items a focus on barriers and risks to growth. This could be a specific section in the design of reports.  It must be noted that GVA increased by £2.4bn between 2015-21, an increase of over 10%. It is suggested further work is undertaken to look again at growth forecasts and assess what unconstrained growth looks like over the long range and the barriers and constraints to achieving it, as well as factoring this into existing reporting.	Action on-going Target June 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, which is 13 <sup>th</sup> May 2024.	Action On-going Target May 2024
<b>Business Board Meeting held 13 November 2023</b>					
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 March 2024. Growth Works programme has closed and final dissemination of performance reports and an impact evaluation report has been shared to the Board.	Action Completed
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 CPCA's Gateway Evaluation Programme which is currently underway. Regular performance reports will be provided to the Board.	Action Ongoing

Minute	Report Title	Lead Officer	Action	Response	Status
	AOB	Claire Paul and Jules Lent	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 ongoing work with Creative UK on both the creative and cultural sectors can be brought to a future Board meeting.	Creative UK staffing issues (compassionate leave) since Dec 23 have delayed progress. They have partnerships with other MCAs and DCMS and we are keen to explore similar collaborative models. We expect to be able to confirm new timelines with Creative UK shortly – meeting requested with them to explore a way forward.	Action on-going – Target May 2024
<b>Business Board Meeting held 15 January 2024</b>					
2.3	CPCA Director's Update	Domenico Cirillo	Board members asked for details to be sent out so that the time can be kept clear for UKREiiF.	<p>The partnership landscape has been looked at as part of the Combined Authority's Improvement Programme work. This will provide the foundations for the circulation of a note to Board Members setting out the key organisations and partnerships as requested.</p> <p>The Investment Prospectus for UKREiiF will be shared with the Board for input and development.</p> <p><b>UKREiiF takes place in Leeds on the 21<sup>st</sup>-23<sup>rd</sup> May, 2024.</b></p>	Action on-going and it will be reported on at June Board.
			A summary sheet with a list of local and regional organisations, who is steering and leading them and what their objectives are, was requested from officers.	This will be circulated outside of the Board meetings for information.	Action on-going and it will be reported on at June Board.
<b>Business Board Meeting held 4 March 2024</b>					
2.1	Combined Authority Forward Planning	Domenico Cirillo	Information was requested around what is being done this year (using big events such as Tour of Britain to showcase the area) and officers agreed to circulate an update.	Unfortunately, the 'Tour of Britain' will not be held in 2024 and unlikely to resume in future.	Action Completed
2.2	Business Board Chair's Update	Jim Cunningham	The UKREiiF slides shared at the end of February were requested to be circulated. A short document outlining the event was also requested for all members.	These slides have been circulated.	Action Completed

Minute	Report Title	Lead Officer	Action	Response	Status
			Summary sheets have been requested to outline the Business Board members' experience and contacts; alongside one for officers and their experiences. This will help enable everyone to know who the best person is to speak to in different situations.	This work has been started with all Business Board members profiles having been updated on the CPCA website, work still to be done to compile Officer summary of experience profiles, recruitment of Sector Champions on-going and profiles of these will be created when in post.	Action on-going – Target July 2024
			Members were asked to put themselves forward as representatives to sit on both internal and external committees. Officers will communicate details of where representation is sought.	Members were assigned to internal and external committees at the recent Business Board Workshop held on 30/04/2024.	Action Completed