



## Business Board Minutes Action Log

This Action Log captures the actions arising from the recent Business Board meetings and updates members of the Board on compliance in delivering the agreed actions. It does not include approved recommendations requiring immediate action (which are recorded on the Decision Log) or delegated decisions (which are recorded separately and held by the Monitoring Officer).

Business Board Meeting Held on Tuesday 10 November 2020					
Minute	Report Title	Officer	Action	Comments	Status
184.	Local Growth Fund Programme Management Review – November 2020	S Clarke	Ensure that the recommendations that arose from the LGF Processes Review are followed up on.	A matrix of the recommendations has been produced to determine if they can be implemented before or after the new funding criteria is announced. Work to develop the pipeline is ongoing. Process recommendations are being incorporated into ongoing work on the CRF and in future the SPF.	Action Complete
187.	Cambridgeshire and Peterborough Agri-Tech Sector Strategy	S Clarke	The Business Board is to discuss the strategy in greater detail before it is presented for final approval.	The Institute for Manufacturing (IfM) has been procured to take all the work drafted by Promar and using their process they will refine and develop roadmaps for the proposed key interventions. The reworked Agri-Tech strategy document and key intervention roadmaps will be	Action Complete

				presented back to the Business Board in July 2021.	
Business Board Meeting Held on Tuesday 12 January 2021					
Minute	Report Title	Officer	Action	Comments	Status
197.	Budget and Performance Report	V Ainsworth	Include comprehensive income figures that included contributions from the CPCA in future iterations of the report.	This will be included in future Business Board reports (July onwards).	Action Ongoing (Completion target: July 2021)
198.	Local Growth Fund Programme Management Review – January 2021	S Clarke	Consider whether it would be possible to map the level of financial returns from projects, in order to monitor their performance levels, establish whether expectations had been achieved and assess whether suitable outcomes had been proposed in the first place.	Heat maps are now live on the CPCA website and illustrate Local Growth Fund projects across the region with project details including sector, grant value and job creation.  The LGF performance dashboard is now live on the Local Growth Fund page of the Combined Authority website.	Action Complete
		J T Hill	Consider the production of an annual report of the Business Board's investments to provide an overall narrative of its achievements, such as the number of jobs that it had created, as well as indicating its future investment prospectus.	Format and design of a glossy annual report is underway, drafts are to be presented to members through an Activity Update in June and presented to the Business Board meeting in July.	Action Ongoing (Completion target: July 2021)

202.	LEP Partnering Strategy	J T Hill	Organise a workshop session for members to identify what could be gained from the LEP collaboration and how they could contribute.	Postponed, pending potential Government announcement of a further review of LEPs and their future access to funding and role in bidding for funds.	Action Ongoing (Completion target: September 2021)
203.	Business and Market Engagement Update	E Colman	Invite interested members to participate in future meetings on marketing with the contractor for the Business Growth Service.	The Business and Market Engagement Officer and the Head of Communications met with Faye Holland and Rebecca Stephens on 22 <sup>nd</sup> January 2021 to discuss Business Board communications. Following the meeting, a strategy document was circulated which we will be looking to implement following feedback. The Business Board approved the Communications Strategy at its meeting on 16 <sup>th</sup> March 2021.	Action Complete

**Business Board Meeting Held on Thursday 4 March 2021**

207.	Cambridgeshire and Peterborough Combined Authority Assurance Framework	R Emery	Amend wording in the Assurance Framework to clarify that Business Board decisions would not have to match the other elements of the Combined Authority's Strategic Framework.	<p>Updated wording has been included in the revised draft sent to both the CPCA Board, and Government departments for their consideration.</p> <p>We have received confirmation from the DfT that the revised draft meets their requirement but are still awaiting the same from the Cities and Local Growth Unit before the final version can be agreed by the Chair within the delegation from the Business Board.</p>	Action Complete
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**Business Board Meeting Held on Tuesday 16 March 2021**

210.	Budget and Performance Report	V Ainsworth	<p>Provide Members with an extract of the Medium-Term Financial Plan.</p> <p>Include figures for the year-end and subsequent year in future Budget and Performance reports.</p>	This will be included in future Business Board reports (July onwards).	Action Ongoing (Completion target: July 2021)
212.	Business Growth Service	A Downton	Consider reviewing the £150k maximum grant limit following a presentation from Gateley's at the Business Board update meeting on 14th April 2021.	Gateley's presented Growth Works to Business Board members at an Activity Update meeting on 14 <sup>th</sup> April 2021.	Action Ongoing (Completion target: June 2021)

		A Downton	Form a working group and sign the relevant NDAs in order to work with officers and Gateley's to assess the investment decision related to the request to increase the maximum grant limit in greater detail.	A draft NDA is being reviewed by the CPCA legal team and will be circulated to the four Business Board members who put themselves forward to be part of a wider group to scrutinise the detail before it returns to the Business Board for a final decision.	Action Ongoing (Completion target: June 2021)
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213.	Local Economic Recovery Strategy - Updated Refresh	J T Hill	Complete the development of a strategy for engaging the Government and other stakeholders in order to request additional funding.	<p>Strategy for 2021 funding bids to Central Government to be outlined to Business Board in May 2021 (Future Funding Strategy).</p> <p>LERS version for businesses to be developed for publication at the same time as the glossy annual report.</p> <p>Strategy for 2022-25 funding bids to Central Government to be presented in September to Business Board.</p>	Action Complete
217.	Business and Market Engagement Update	J T Hill	Discuss with the Climate Change Commission whether a role could be established for the Business Board in assessing the business and growth opportunities for energy transition in the region.	A Business Board Workshop was held on 6 <sup>th</sup> April. This was an initial discussion on the interim Climate Change Commission report to inform the Business Board response, including agreed actions to strategically embed the theme of Climate Change. Pending the outcome of the LEP Review, this	Action Ongoing (Completion target: September 2021)

				may impact on any future refresh of the Local Industrial Strategy (LIS).	
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