



## **BUSINESS BOARD 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).

<b>BUSINESS BOARD MEETING HELD ON TUESDAY 26TH MAY 2020</b>					
Minute no.	Report title	Action to be taken by	Action	Comments	Status
146.	<b>BUSINESS BOARD COMMUNICATIONS UPDATE</b>	<b>Domenico Cirillo</b>	<p>Members queried the recruitment for the Communications Team, the Deputy Chief Officer updated members that the Business &amp; Market Engagement Officer role was now being advertised and encouraged members to share this with their networks on Linked In.</p> <p><b>Action: The Business Programmes Manager agreed to further update members on the recruitment in due course.</b></p>	The Business & Market Engagement Officer role for the Business & Skills team is now in post (1 <sup>st</sup> September 2020).	<b>ACTION COMPLETE</b>

**BUSINESS BOARD EXTRAORDINARY MEETING HELD ON THURSDAY 9<sup>TH</sup> JULY 2020**

Minute no.	Report title	Action to be taken by	Action	Comments	Status
<b>150.</b>	<b>ACCELERATED 2021 LOCAL GROWTH FUNDING ALLOCATED TO CPCA BUSINESS BOARD</b>	<b>Steve Clarke</b>	<p>While discussing the engagement of new companies in the LGF process, particularly small and medium sized enterprises, it was agreed to provide the Business Board with a list of all the projects and applicants.</p> <p><b>Action: The Strategic Funds Manager undertook to circulate a list to members.</b></p>	A list of all LGF projects and prospective projects and enquiries has been circulated to members.	<b>ACTION COMPLETE</b>

**BUSINESS BOARD MEETING HELD ON MONDAY 27<sup>TH</sup> JULY 2020**

Minute no.	Report title	Action to be taken by	Action	Comments	Status
<b>152 (136).</b>	<b>MINUTES OF THE MEETINGS HELD ON 26<sup>TH</sup> MAY AND 9<sup>TH</sup> JULY 2020</b>	<b>Domenico Cirillo</b>	<p>While discussing the action log, it was noted that Business Board Members had been contacted and asked to provide their top ten contacts for the Stakeholder mapping work.</p> <p><b>Action: the Business Programmes Manager undertook to ensure Members submitted their stakeholder mapping information by the second week of August.</b></p>	Stakeholder mapping contacts have been received from most Members and the responses received so far have been collated.	<b>ACTION ONGOING</b>

155.	<b>BUSINESS BOARD FINANCE UPDATE</b>	<b>Vanessa Ainsworth</b>	<p>While discussing the report, Members asked if data could be provided for the next financial year, in line with the information provided to the Skills Committee but tailored to the Business Board's output.</p> <p><b>Action: The Finance Manager undertook to include this information in future Business Board Finance Updates.</b></p>	<p>This feedback has been included in the next Business Board Finance Update paper being brought to Business Board in September 2020.</p>	<b>ACTION COMPLETE</b>
157.	<b>LOCAL GROWTH FUND PROJECT PROPOSALS</b>	<b>Steve Clarke</b>	<p>Members noted that the initial Expressions of Interest were officer evaluated, and could really skew the results, as a weak market case could look stronger than it was, and weaknesses only emerged when the project was appraised in greater detail.</p> <p><b>Action: The Strategic Funds Manager agreed to review the process going forward.</b></p>	<p>A review of the process is currently underway, and a report will be brought to the Business Board in November 2020.</p>	<b>ACTION COMPLETE</b>
162.	<b>BUSINESS BOARD COMMUNICATIONS UPDATE</b>	<b>Rebecca Quigg</b>	<p>While discussing communications from the past few months, Members requested an outline of communications priorities for the next 4-6 weeks.</p> <p><b>Action: The Communications Advisor agreed to provide</b></p>	<p>The key priorities for communications from September – October 2020 have been sent to the Chairman and circulated to Members.</p>	<b>ACTION COMPLETE</b>

			<b>members with a forward plan of Communications activity.</b>		
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