



## **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 MONDAY 27TH JANUARY 2020</b>					
<b>Minute no.</b>	<b>Report title</b>	<b>Action to be taken by</b>	<b>Action</b>	<b>Comments</b>	<b>Status</b>
<b>109.</b>	<b>COMBINED AUTHORITY UPDATE</b>	<b>Domenico Cirillo</b>	Members requested clarification on when the Business Board would receive an update on the Market Town strategy.  <b>Action: The Business Programmes Manager agreed to clarify the process.</b>	An update will be presented to the Business Board once all the masterplans have been completed and approved. It is anticipated that this will be achieved by June 2020, which would allow the update to be provided at the Business Board's meeting in July 2020.	<b>ACTION COMPLETE</b>
		<b>Graeme Bampton</b>	While discussing the CAM project, Business Board members asked how they could provide support.  <b>Action: The CAM Project Director agreed to provide members with a formal response.</b>	Awaiting update.	<b>ACTION ONGOING</b>

110.	<b>BUSINESS ADVISORY PANEL UPDATE</b>	<b>Brian Hyland</b>	<p>A discussion was held on how the Business Board could best utilise the Business Advisory Panel (BAP).</p> <p><b>Action: The Chairman agreed to lead a discussion at the next Business Board meeting on what the BAP could be asked to contribute.</b></p>	<p>This was discussed during the 23rd March Business Board Meeting.</p> <p>It was noted that the BAP would be a vital channel for the Business Board to cascade important business-related messages regarding COVID-19.</p>	<b>ACTION COMPLETE</b>
111.	<b>LOCAL GROWTH FUND PROGRAMME MANAGEMENT REVIEW – JANUARY 2020</b>	<b>Steve Clarke</b>	<p>A Business Board member suggested that a drawback for the Agri-Tech Initiative was that it was only available to SMEs.</p> <p><b>Action: The Strategic Funds Manager agreed to establish whether State Aid restrictions still made it difficult to award R&amp;D grants to large companies.</b></p>	<p>The Eastern Agri-tech Growth initiative, as set up, is only geared towards SME's for the grant funding under state aid de-minimis rules of less than €200,000 over any 3-year period.</p> <p>For larger than SME size companies, the only grant scheme available has been Local Growth Funding (LGF) for capital expenditure and going forwards will depend on further tranches of LGF being awarded to the Combined Authority by the Government.</p> <p>The new Growth Service, which will commence its programme in the summer, will have a component £6m (matched by delivery partner to £12m) of equity funding that will be available for larger companies.</p>	<b>ACTION COMPLETE</b>

		<b>John T Hill</b>	<p>It was suggested by a Business board member that State Aid rules were largely driven by the EU, and clarification was sought on how they would be affected by the departure from the EU.</p> <p><b>Action: The Director of Business and Skills agreed to seek clarification from the Department for Business, Energy and Industrial Strategy.</b></p>	<p>Although the negotiating position of the Government has been to move away from State Aid rules currently enforced by the EU, this is considered a red line by the EU negotiators and therefore it is not possible to say at this stage how the rules will be affected by the UK's departure from the EU.</p>	<b>ACTION COMPLETE</b>
<b>112.</b>	<b>LOCAL GROWTH FUND PROJECT PROPOSALS – JANUARY 2020</b>	<b>Steve Clarke</b>	<p>A Business Board member noted that on various applications there were divergences between job creation numbers on different documents relating to the same project.</p> <p><b>Action: The Strategic Funds Manager agreed to review the job creation estimates and provide a clearer picture.</b></p>	<p>The discrepancies have been investigated as part of a review of the Local Growth Fund and such information will be correctly displayed in future reports.</p>	<b>ACTION COMPLETE</b>

118.	<b>BUSINESS SUPPORT SERVICES – PROMOTIONAL CAMPAIGN 2020-21</b>	<b>Brian Hyland</b>	<p>Faye Holland, Al Kingsley and Rebecca Stephens expressed interest in being involved with a sub-group working on the promotional campaign.</p> <p><b>Action: The Deputy Chief Officer of Business and Skills undertook to establish a sub-group.</b></p>	<p>A job vacancy has been agreed and released into the marketplace.</p> <p>Faye Holland, Al Kingsley and Rebecca Stephens will be engaged to help shape the campaign.</p>	<b>ACTION COMPLETE</b>
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**BUSINESS BOARD MEETING HELD ON MONDAY 23RD MARCH 2020**

Minute no.	Report title	Action to be taken by	Action	Comments	Status
124.	<b>LOCAL GROWTH FUND MANAGEMENT REVIEW AND RECYCLED FUNDS – MARCH 2020</b>	<b>Domenico Cirillo</b>	<p>It was noted that the Eastern Agri-Tech Growth Initiative no longer had a Business Board representative, following William Haire's resignation at the previous meeting.</p> <p><b>Action: The Business Programmes Manager agreed to arrange a replacement.</b></p>	<p>The Business Programmes Manager is to liaise with Tina Barsby regarding formally representing the Eastern Agri-Tech Growth Initiative at the Business Board.</p>	<b>ACTION COMPLETE</b>

132.	CORONAVIRUS UPDATE	Brian Hyland	<p>A large number of Business Board members reported that their businesses had not received information from the Combined Authority regarding available assistance in overcoming issues caused by COVID-19.</p> <p><b>Action: the Deputy Chief Officer of Business and Skills undertook to ensure the list of businesses receiving such information was updated to include all their businesses.</b></p>	<p>Officers are working closely with the Communications Team to ensure messages are relayed to Business Board members' businesses.</p>	<b>ACTION COMPLETE</b>
			<p>While discussing the circulation of information, it was also suggested that once sufficient information had been made public, the Combined Authority would produce a series of webinars on the available funding and how to access it.</p> <p><b>Action: the Deputy Chief Officer of Business and Skills agreed to circulate the webinars to Business Board members once they had been created.</b></p>	<p>A series of webinars are in delivery online through the Combined Authority's business support pages.</p>	<b>ACTION COMPLETE</b>

		<b>John T Hill</b>	<p>Members requested a sample proposal for funding applications and it was suggested that the work be carried out with other LEPs.</p> <p><b>Action: the Director of Business and Skills agreed to produce and circulate sample applications, and to look at linking in to the LEP Network.</b></p>	The Director of Business and Skills sought alternative methods of support for businesses.	<b>ACTION COMPLETE</b>
<b>134.</b>	<b>BUSINESS BOARD FORWARD PLAN</b>	<b>Domenico Cirillo</b>	<p>Due to the fast-changing nature of the current financial situation, members requested a number of short telephone conference calls prior to the next Business Board meeting on 26th May 2020.</p> <p><b>Action: the Business Programmes Manager undertook to schedule some meetings.</b></p>	More frequent update meetings via video conference have been scheduled in the lead up to the next Business Board meeting on 26 <sup>th</sup> May.	<b>ACTION COMPLETE</b>
			<p>An updated version of the Forward Plan would be circulated to Business Board members.</p> <p><b>Action: the Business Programmes Manager undertook to circulate once an updated version had been created.</b></p>	The updated Forward Plan was circulated in the published agenda.	<b>ACTION COMPLETE</b>