



THE BUSINESS BOARD

Business Board Minutes Action Log - Updated Version Published on 9th May 2022

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 12th January 2021

Minute	Report Title	Officer	Action	Comments	Status
202.	LEP Partnering Strategy	A Downton	Organise a workshop session for members to identify what could be gained from the LEP collaboration and how they could contribute.	This has been considered by officers, and in light of the recent LEP Review a decision has been made to focus on the Integration Plan in line with Government requirements.	Action Complete

Business Board Meeting Held on 16th March 2021

212.	Business Growth Service (Growth Works)	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.	The company concerned chose to locate to South Yorkshire and therefore the review of the maximum grant limit is no longer required.	Action Complete
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		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.	The company concerned chose to locate to South Yorkshire, and therefore this action is no longer relevant.	Action Complete
Business Board Meeting Held on 19 th May 2021					
3.	Future Funding Strategy	Domenico Cirillo / Steve Clarke	Consider how public health could be further integrated into the Business Board's agenda.	Public health impacts can be further integrated and assessed as part of the bid evaluation process around future funding streams. Health and Wellbeing in the workplace is also being considered as part of the emerging Economic Growth Strategy. Furthermore, how public health and environmental impacts are reported to the Business Board and other Combined Authority Committees and Boards will also feature as part of the Action Complete corporate governance review of the Board/Committee processes.	Action Complete
5.	Cambridgeshire and Peterborough Priority Sector Strategies	Steve Clarke	Conduct a complete review of the digital strategy, in light of the impacts of Covid-19 and present to the Business Board later in 2021.	The reviews of Sector Strategies have now been completed and will be incorporated, along with the High Performance Computing (HPC) Roadmap and Digital Infrastructure Strategy, as part of the Economic Growth	Action Complete

				Strategy, which is being presented to the Business Board at its meeting on 9th May 2022, which will be reviewed annually.	
Extraordinary Business Board Meeting Held on 9 th June 2021					
18.	University of Peterborough Phase 3 Funding	Steve Clarke	To consider a review of the Local Assurance Framework so that it could accommodate recent bid opportunities with a short timeline without compromising the robust process currently implemented	A review of the Local Assurance Framework is currently being undertaken across the Combined Authority as part of the corporate governance review. The Local Assurance Framework will be further updated to reflect the outcomes of the review, agreed decision-making processes and around the role of the Business Board going forwards.	Action Ongoing Target: July 2022
Business Board Meeting Held on 19 th July 2021					
21.	Budget and Performance Report	Vanessa Ainsworth	Identify a timeline for the potential exit plans of each equity investment project and present the findings to the Business Board for discussion.	The SRO for LGF and Market Insight & Evaluation, along with the Business Board's Section 73 Officer, has commenced work, but information is required from individual projects on the timelines for exit. This is a significant piece of work that will require input from across the directorate and will not be completed in this financial year. It will also need to take into account those investments as part of the Growth Works contract.	Action Ongoing Target: July 2022

27.	Business Board Nomination to the Greater Cambridge Partnership Joint Assembly	Domenico Cirillo	Review current arrangements of representation on the Greater Cambridge Partnership in 6 months.	No changes to representation are required at present, and any review of the representation will be carried out at the request of the Business Board.	Action Complete
30.	Business and Market Engagement Update	Emily Butler	Provide a link to the digital dashboard.	A license is now in place with the supplier of the digital dashboard, and the link has been circulated to Business Board members.	Action Complete
Business Board Meeting Held on 14 th September 2021					
36.	Strategic Funding Management Review – September 2021	Steve Clarke	Provide the Business Board with a summary of the lessons learned from failed and aborted projects.	Lessons learned from the Wisbech Access project were reported to the Business Board at its meeting on 8 th November 2021 (Item 2.2, Appendix 2). A further project lessons learned piece will be shared with the Business Board and Overview & Scrutiny Committee.	Action Target: TBC
Business Board Meeting Held on 10 th January 2022					
58.	Growth Works Management Review – January 2022	Alan Downton	Raise with Gateley that the data in reports could better represent the actual situation.	The Combined Authority has commissioned some changes to the way that data is presented in that monthly update packs are provided to members.	Action Complete

				<p>This is being undertaken by Gateley Economic Group Programme Management Office and will be available in May 2022 (including April performance datasets) and data will also be better represented within Business Board reports.</p>	
			<p>Raise with Gateley that information should begin to be provided in reports on the service's impact on businesses.</p>	<p>Net Promotor Score was launched by the Growth Works delivery consortium in January 2022, and this was a small sample that was only shared with Growth Co. However, there is a larger sample which will be included within the April 2022 contract data and any further requirements will be integrated in monthly update packs that are provided to members.</p>	<p>Action Complete</p>
			<p>Provide members with information on the number of rejected applications.</p>	<p>The monthly update data packs that are provided to members will now include a summary of unsuccessful applications and how many of those were signposted for other sources of support. This will Action Complete include a conversion rate from diagnostic onto coaching stage.</p>	<p>Action Complete</p>
			<p>Provide clarity to the business community on what Growth Works could offer and provide to businesses.</p>	<p>This has been raised with the Growth Works delivery consortium and is awaiting the next 120-day plan by service line, which will be promoted with the business community. Growth Co will also</p>	<p>Action Complete</p>

				create a private online resource for Business Board members to access that will show case studies and 120 marketing / comms plans by stream, that also include information on events and other marketing materials.	
			Provide a comparison of Growth Works' performance to other similar initiatives around the country.	This has been researched and there are no similar programmes of the same breadth within the UK	Action Complete
59.	Peterborough University – Phase 3 Business Case	Mahmood Foroughi	Provide updates on enrolment levels for the University of Peterborough at future Business Board meetings.	<p>Anglia Ruskin University (ARU) are combining all of their different campaigns and resources to ensure they get the right focus on ARU Peterborough. ARU are up over 400% on the previous year, about 750 applications. The offer rate is similarly up from last year, and about 400 offers have so far been sent to students. ARU are waiting for the acceptances to come in, which will trickle in on the lead up to A-Levels. Once A-Level results come up, then those students who are waiting for A-Level results will accept as well. The overall indication of numbers is promising for the first year.</p> <p>ARU are also preparing for clearing in August, as ARU typically do very well in terms of overall student numbers during the clearing stage.</p>	Action Complete

				There is a lot going on to raise awareness of ARU Peterborough with direct and indirect marketing.	
60.	Covid-19 Economic and Skills Insight Report	Domenico Cirillo	Include the information on Covid-19 provided by Metro Dynamics on the Business Board's dashboard and sub-pages.	An update was made to Business Board members at their Activity Updates meeting in April 2022, and published online. Going forwards, regular updates will also be included within the standing Strategic Funding update item to the Business Board.	Action Complete
		Emily Butler	Disseminate the data on Covid-19 provided by Metro Dynamics to the wider community in the Cambridgeshire and Peterborough region.	A dissemination plan has been produced and will be shared with Business Board members in May 2022 once sign off has been agreed by the Communications Team.	Action Ongoing Target: May 2022
62.	Business Board Appointments	Domenico Cirillo	Arrange an informal meeting to discuss the pending appointment of a new Director of Business and Skills.	A meeting will be scheduled with Business Board members at the earliest opportunity once formal arrangements are confirmed by the Combined Authority. This is not expected until late summer 2022 following the organisational transformation review.	Action Ongoing Target: September 2022

Business Board Meeting Held on 14th March 2022

66.	Minutes – 10 January 2022	Nick Mills	Circulate an updated action log to Business Board members after the meeting.	An updated version was circulated on 18 th March 2022.	Action Complete
67.	Budget and Performance Report	Robert Emery	The Business Board's Section 73 Officer undertook to investigate the delay in receiving funds from Cambridgeshire County Council in relation to the Wisbech Access Strategy and to provide members with an update.	The funds have now been received from Cambridgeshire County Council in relation to the Wisbech Access Strategy project.	Action Complete
69.	Strategic Funding Management Review - March 2022	Steve Clarke	Provide a briefing note on the anticipated timeline for the Shared Prosperity Fund and the process that was expected to be implemented.	An update on the Shared Prosperity Fund is included in the Strategic Funding Management Review report to be presented to the Business Board at its meeting on 9 May 2022.	Action Complete
71.	Local Assurance Framework	Reena Roojam	Provide written confirmation to Business Board members that section 3.3.39 of the final version of the Local Assurance Framework to be presented to the Combined Authority Board had been amended appropriately.	Confirmation was provided to members via email on 14 th March 2022.	Action Complete