



THE BUSINESS BOARD

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 19th July 2021

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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 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 was not completed in last financial year but is anticipated during the 2022/23 financial year. It will also need to consider those investments as part of the Growth Works contract. A change to the Business and Skills Finance Manager has created a delay to September 2022.	Action Ongoing Target: September 2022

Business Board Meeting Held on 14th 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 report across all the funding portfolios will be shared with the Business Board during this financial year as part of the next tranche of project evaluation work to be undertaken in second half of the year.	Action Ongoing Target: November 2022
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Business Board Meeting Held on 10th January 2022

60.	Covid-19 Economic and Skills Insight Report	Emily Butler	Disseminate the data on Covid-19 provided by Metro Dynamics to the wider community in the Cambridgeshire and Peterborough region.	With the appointment of a new Chair and the end of the updates being delivered by Metro Dynamics, the subject of producing and disseminating economic data from the region will be part of the agenda for next Business Board activity update meeting to establish the next steps. A draft plan will be shared with Business Board members for review and comment.	Action Ongoing Target: September 2022
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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: October 2022
Business Board Meeting Held on 9 th May 2022					
76.	Strategic Funds Management Review – May 2022	Steve Clarke	Consider whether data in reports could be separated between live projects and completed projects, and whether there could be a differentiation between projects approved by the former LEP and the Business Board.	Work on splitting data has been started with the July reports showing some data split between former LEP and the Business Board, a more developed split in the reports between live and completed projects will be included in the September report onwards.	Action Complete
Business Board Meeting Held on 11 th July 2022					
87.	Appointment of Chair of the Business Board	Domenico Cirillo	Provide members with a more detailed biography of Alex Plant, the new Chair of the Business Board.	Details circulated to Business Board members and published on the Combined Authority's website.	Action Complete

89.	Budget and Performance Report	Domenico Cirillo	Invite the Chief Executive to future Business Board meetings.	Arrangements are being explored to extend an invite to the Chief Executive from September onwards.	Action Ongoing Target: September 2022
90.	Strategic Funds Management Review – July 2022	Steve Clarke	Provide an update at the Business Board meeting on 12 th September on how the situation with the North Cambridgeshire Training Centre was resolved.	Business Board members received an update on the training centre at its Activity Update meeting on 15 th August 2022.	Action Complete
92.	Growth Works Management Review to 31 May 2022 (Q6 is April to June 2022)	Steve Clarke / Domenico Cirillo	Circulate information to members on the kind of companies and sectors that are involved with Growth Works' inward investment service line.	Information on businesses and a high growth prospects list were circulated to Business Board members.	Action Complete
		Steve Clarke / Domenico Cirillo	Provide members with information on work that is being carried out behind the scenes to attract companies to the Cambridgeshire and Peterborough region.	Regular update meetings are held fortnightly with the Growth Works Inward Investment service line. Going forwards, Business Board members will be provided with quarterly '120 day' marketing & comms plan, together with monthly reporting information on progress by service (and especially the work being done to attract businesses into the area).	Action Complete

		Steve Clarke / Domenico Cirillo	Provide members with a briefing update on how problems with Growth Works' coaching service line are being addressed, prior to the next report that is scheduled to be presented to the Business Board in November 2022.	A briefing update session will be scheduled with all members ahead of the planned Business Board / Combined Authority workshop in September and the Business Board meeting in November.	Action Ongoing Target: November 2022
93.	Economic and Skills Insight Report - June 2022	Domenico Cirillo	Provide members with an update on how the Metro Dynamics reports will be made accessible to a wider public.	With the appointment of a new Chair and the end of the updates being delivered by Metro Dynamics, the subject of producing and disseminating economic data from the region will be part of the agenda for next Business Board activity update meeting to establish the next steps. A draft plan will be shared with Business Board members for review and comment.	Action Ongoing Target: September 2022
98.	Business Board Headlines for Combined Authority Board	Gordon Mitchell	Provide members with a briefing on the Combined Authority's Improvement Plan.	Members will be briefed accordingly with regular updates as available. This will be further discussed between members at the planned Business Board / CA Board workshop scheduled for 5 th September 2022.	Action Ongoing Target: September 2022