



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 12th January 2021

Minute	Report Title	Officer	Action	Comments	Status
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: January 2022)

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.	At present, the applicant is in a pilot phase with several major US and UK businesses. Should they move from pilot to contract, a further review of the maximum grant limit will be undertaken.	Action Ongoing (Completion target)
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					November 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.	Should they move from pilot to contract, then an NDA 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: November 2021)

Business Board Meeting Held on 19th 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 – details of which are expected by the Autumn 2021 Government Spending Review.	Action ongoing (Completion target: November 2021)
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.	It is anticipated that this will be presented to the Board at its meeting in March 2022. The Strategy will incorporate the work underway with the High Performance Computing (HPC) Roadmap.	Action ongoing (Completion target: March 2022)
6.	Format of Business Board Meetings	Rochelle Tapping	Work with the Overview and Scrutiny Committee to explore mechanisms to improve transparency.	Agenda Item 3.3 (Format of Business Board Meetings) at the Business Board meeting held on 14 th September 2021 further considered this. A paper was taken to the Leaders strategy meeting, Audit and Governance Committee and finally to the Combined Authority Board	Action Complete

				on 29 th September 2021. It has been approved that meetings of the Business Board will be carried out in public (unless otherwise determined by the Chair).	
10.	Business Advisory Panel Update	Domenico Cirillo	Consider whether the Trade Unions Congress could either itself become involved with the BAP or recommend a representative of trade unions to participate.	A formal proposal of extended membership and updated Terms of Reference will be presented to the next Economic Recovery Sub-Group on 23 rd November to agree the reconfiguration of the BAP.	Action ongoing (Completion target: November 2021)
13.	Business and Market Engagement Update	Ed Colman/Alan Downton	Provide members with presentations that would be made at upcoming Growth Works meetings.	Growth Works performance statistics and development of a portal utilising HubSpot CRM for live reporting will be available by the end of November.	Action ongoing (Completion target: November 2021)
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 scheduled for the Business Board and Combined Authority Board in January 2022.	Action ongoing (Completion target: January 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.	Work has begun with Steve Clarke and Rob Emery, but information is required from individual projects on the timelines for exit.	Action ongoing (Completion target: November 2021)
22.	Strategic Funds Management Review July 2021	Steve Clarke	Conduct a review of the Wisbech Access project to identify learning outcomes which would ensure that future projects did not stay dormant.	Included in the upcoming Strategic Funding Management Review paper for the Business Board in November.	Action Complete
26.	Business Board Performance Assessment Framework and Recruitment Process	Domenico Cirillo	Develop the member recruitment process.	A recruitment video has been put together to inform potential applicants of the opportunity to join the Business Board. The job profile, recruitment advert and platforms have been finalised with the HR team and the recruitment campaign is now live - closing date for applications is 8th November.	Action Complete
		Domenico Cirillo	Consider the pros and cons of inviting a trade union member alongside co-option.	Agenda Item 3.2 (Business Community Insight) of the agenda for the Business Board meeting held on 14 th September 2021 considered the options to broaden Business Board membership. Applications are welcome from Trade Union representatives for Business Board membership.	Action Complete

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.	To be reviewed in January 2022.	Action ongoing (Completion target: January 2022)
30.	Business and Market Engagement Update	Emily Martin	Provide a link to the digital dashboard.	A license is now in place with the supplier of the digital dashboard and a link to the platform will be circulated by the end of November.	Action ongoing (Completion target: November 2021)

Business Board Meeting Held on 14th September 2021

35.	Budget and Performance Report	John T Hill	Provide Members with an update on when the repatriation of £4m from Cambridgeshire County Council would be completed, including an indication of any additional obstacles that had been identified as potential further causes of delay.	Update provided as part of the Strategic Funding Management Review Paper to the November Business Board Meeting.	Action Complete
		Vanessa Ainsworth	Provide members with the contract and schedule of the draft agreement for the Supplemental Funding, which provided further information on what the funding could and could not be spent on.	Circulated to Members 13 th October 2021.	Action Complete

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.	Scheduled for the next Business Board Activity Update meeting in December.	Action Ongoing (Completion target: December 2021)
		John T Hill	Circulate the papers that had been sent to BEIS towards the development of the Government's Innovation Strategy.	Papers were circulated to Members on 14 th September 2021. Additionally, the Innovation Strategy was presented by a representative from BEIS at the Business Board Activity Update Meeting on 8 th October.	Action Complete
40.	Reappointment of First Term Private Sector Members	Domenico Cirillo	Establish whether the Business Board reappointments required approval from the Combined Authority Board.	Confirmed with the Legal Team that Business Board reappointments do not require approval from the Combined Authority Board.	Action Complete
41.	Business Community Insight	John T Hill	Provide members with an updated assessment and review of sectorial representation of private sector members on the Business Board.	An analysis of Business Board sector representation and company size was presented to Members at the Activity Update meeting on 8 th October.	Action Complete