



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 12 th January 2021 | | | | | |
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| 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. | Postponed, pending further Government announcements on the review of LEPs. An engagement workshop was held with Business Board members on 11th February 2022 to discuss the future and potential role of the Business Board. This has fed into the corporate governance review, and a follow-up workshop was also held with both the Business Board and Combined Authority Board members on 6 April 2022. A further workshop has been scheduled for the Combined Authority Board and Business Board members on 6 June 2022. | Action Ongoing Target: June 2022 |

Business Board Meeting Held on 16th March 2021

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| 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 |
| | | 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 |

Business Board Meeting Held on 19th May 2021

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| 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 | Action Complete |
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| | | | | review of the Board/Committee processes. | |
| 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 Strategy, which is being presented to the Business Board at its meeting on 9th May 2022, which will be reviewed annually. | Action Complete |
| 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 19th July 2021

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| 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. | GCP only reaffirm the Chair and Vice-Chair annually, representation will therefore stay as they are, and no changes required. | 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 14th September 2021

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| 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 |
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Business Board Meeting Held on 10th January 2022

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| 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. 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. | Action Complete |
| | | | Raise with Gateley that information should begin to be provided in reports on the service's impact on businesses. | 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 | Action Complete |

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| | | | | 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. | |
| | | | Provide members with information on the number of rejected applications. | 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. | Action Complete |
| | | | Provide clarity to the business community on what Growth Works could offer and provide to businesses. | 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 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. | Action Complete |
| | | | 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 |

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| 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> <p>There is a lot going on to raise awareness of ARU Peterborough with direct and indirect marketing.</p> | Action Complete |
| 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 |

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| | | 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 will be shared with Business Board members in April 2022. | Action Ongoing Target: April 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 14 th 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 |

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| 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 |