

## **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>					
Minute no.	Report title	Action to be taken by	Action	Comments	Status
<b>109.</b>	<b>COMBINED AUTHORITY UPDATE</b>	<b>Graeme Bampton</b>	<p>While discussing the CAM project, Business Board members asked how they could provide support.</p> <p><b>Action: The CAM Project Director agreed to provide members with a formal response.</b></p>	A further CAM project update will be provided to the Business Board at a future Activity Update meeting (following further project developments).	<b>ACTION CLOSED</b>

**BUSINESS BOARD MEETING HELD ON TUESDAY 26TH MAY 2020**

Minute no.	Report title	Action to be taken by	Action	Comments	Status
<b>137.</b>	<b>COMBINED AUTHORITY UPDATE</b>	<b>Domenico Cirillo</b>	<p>The Business Board requested information on the timescales and processes of the A10 upgrade.</p> <p><b>Action: the Business Programmes Manager agreed to circulate further information.</b></p>	Further information was circulated to members on the details and timeline of the A10 project from Transport Team colleagues, including a link to a virtual information room.	<b>ACTION CLOSED</b>
<b>139.</b>	<b>BUSINESS BOARD STRATEGIC FUNDS UPDATE</b>	<b>Rob Emery</b>	<p>Members requested that in terms of financial reporting going forward, they would like to see:</p> <ul style="list-style-type: none"> <li>• More frequent reporting; and</li> <li>• Information on a three year rolling/period to date basis.</li> </ul> <p><b>Action: the Business Board Section 151 Officer agreed to produce future reports accordingly.</b></p>	This feedback has been incorporated into the Business Board Finance Update paper (July 2020) and will be included going forwards as a standing item on the agenda.	<b>ACTION CLOSED</b>

140.	<b>LOCAL GROWTH FUND PROGRAMME MANAGEMENT REVIEW – MAY 2020</b>	<b>Steve Clarke</b>	<p>While discussing Local Growth Fund spending, members queried whether the remaining funds would be spent within the final year.</p> <p><b>Action: noting that the majority of projects were predicted to spend within the final year, with some already having spent, the New Projects Coordinator undertook to circulate information in a tabulated format.</b></p>	A financial update for the LGF programme will be reported to the Business Board (July 2020).	<b>ACTION CLOSED</b>
146.	<b>BUSINESS BOARD COMMUNICATIONS UPDATE</b>	<b>Domenico Cirillo</b>	<p>Members queried the recruitment for the Communications Team, the Deputy Chief Officer updated members that the Business &amp; Market Engagement Officer role was now being advertised and encouraged members to share this with their networks on Linked In.</p> <p><b>Action: the Business Programmes Manager agreed to further update members on the recruitment in due course.</b></p>	Interviews are currently taking place for the role, a further update will be provided when the position has been offered.	<b>ACTION ONGOING</b>

**BUSINESS BOARD EXTRAORDINARY MEETING HELD ON THURSDAY 9TH JULY 2020**

Minute no.	Report title	Action to be taken by	Action	Comments	Status
<b>150.</b>	<b>ACCELERATED 2021 LOCAL GROWTH FUNDING ALLOCATED TO CPCA BUSINESS BOARD</b>	<b>Steve Clarke</b>	<p>While discussing the engagement of new companies in the LGF process, particularly small and medium sized enterprises, it was agreed to provide the Business Board with a list of all the projects and applicants.</p> <p><b>Action: the Strategic Funds Manager undertook to circulate a list to members.</b></p>	Awaiting update.	<b>ACTION ONGOING</b>