



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. This will link with a proposed Business Board Induction refresher workshop planned for 11 th January 2022.	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: September/October 2021)
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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.	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: September/October 2021)
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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.	<p>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.</p> <p>The Combined Authority has appointed a Lead Member for Public Health (Cllr Boden) and Environment and Climate Change (Cllr Smith).</p> <p>From a governance perspective, a process is also being put in place to ensure public health and environmental implications are being highlighted within board reports.</p>	Action ongoing (Completion target: October 2021)
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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 November 2021.	Action ongoing (Completion target: November 2021)
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 to be held on 14 th September 2021 will further consider this. A paper will also be taken to the Leaders strategy meeting, Audit and Governance Committee and finally to the Combined Authority Board on 29 th September 2021.	Action ongoing (Completion target: September 2021).
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.	Officers are currently reviewing arrangements Trade Union representation on the BAP/ERSG in consultation with the Business Board, to determine an agreed position going forward. Agenda Item 3.2 (Business Community Insight) at the Business Board meeting to be held on 14 th September 2021 will further consider this.	Action ongoing (Completion target: October 2021)
13.	Business and Market Engagement Update	Ed Colman	Provide members with presentations that would be made at upcoming Growth Works meetings.	Growth Works performance statistics will be available mid-September. Development of a portal utilising HubSpot CRM for	Action ongoing (Completion target: October 2021)

				live reporting will be ready by mid to late October.	
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	The CPCA legal team are looking at the available options to amend the Assurance Framework, and this will be revisited following Government announcement on the outcomes of the LEP Review.	Action ongoing (Completion target: October 2021)
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	Provide a prioritised list detailing the possible pipeline projects.	An assessment of the pipeline projects has taken place and is attached as an appendix to Agenda Item 2.2 (Strategic Funding Management Review - September 2021) of the agenda for the Business Board meeting to be held on 14 th September 2021.	Action Complete

		Steve Clarke	Include guidance on the expectations of job creation in monitoring reports.	This has been included in the monitoring report attached as an appendix to Agenda Item 2.2 (Strategic Funding Management Review - September 2021) of the agenda for the Business Board meeting to be held on 14 th September 2021, to include timeline and progress.	Action Complete
		Steve Clarke	Conduct a review of the Wisbech Access project to identify learning outcomes which would ensure that future projects did not stay dormant.	To be finalised following the Combined Authority Board in August and brought to a future Business Board meeting.	Action ongoing (Completion target: November 2021)
25.	High Performance Computing Study and Roadmap	Steve Clarke	Contact the University of Cambridge to share their opinion on the feasibility study.	There has been engagement with the University – they are part of the reference group and have had sight of the tender documents.	Action Complete
26.	Business Board Performance Assessment Framework and Recruitment Process	Domenico Cirillo	Develop the member recruitment process.	A recruitment video is being put together to inform potential applicants of the opportunity to join the Business Board. The job profile, recruitment advert and platforms used are being finalised with the HR team.	Action ongoing (Completion target: September 2021)

		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 to be held on 14 th September 2021 considers the options to broaden Business Board membership.	Action ongoing (Completion target: October 2021)
		Domenico Cirillo	Compile a wider range of quotes for the evaluation.	Further quotes were sought and approved by members at the Business Board's activity update meeting in August.	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 contractual agreement is in place with the supplier for a service launch in October 2021.	Action ongoing (Completion target: October 2021)
		Emily Martin	Send notification to members before press releases take place.	Members are now notified via email of press releases related to the Business Board.	Action Complete

32.	Business Board Forward Plan	Domenico Cirillo	Map actions onto the Forward Plan where applicable to aid tracking of actions.	Completed where applicable.	Action Complete
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