



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).

Business Board Meeting Held on Monday 27 July 2020					
Minute no.	Report title	Action to be taken by	Action	Comments	Status
152 (136).	Minutes of the Meetings Held on 26 th May 2020 and 9 th July 2020	Domenico Cirillo	<p>While discussing the action log, it was noted that Business Board Members had been contacted and asked to provide their top ten contacts for the Stakeholder mapping work.</p> <p>Action: The Business Programmes Manager undertook to ensure Members submitted their stakeholder mapping information by the second week of August.</p>	Stakeholder mapping contacts have been received from most Members and the responses received so far have been collated.	Action Ongoing

Business Board Meeting Held on Tuesday 15 September 2020

Minute no.	Report title	Action to be taken by	Action	Comments	Status
167.	Business Board Finance Update	Vanessa Ainsworth	<p>While discussing the report, it was noted that there was an error in table 1.1 of Appendix 1, as the 20/21 total spent/forecast (grand total) was indicated as £1.7m while the figures in the table amounted to £2.7m.</p> <p>Action: The Finance Manager agreed to circulate a corrected version of the table to the Board.</p>	The Finance Manager has updated the financial table for the next Business Board in November.	Action Complete
168.	Local Growth Fund Programme Management Review – September 2020	Steve Clarke	<p>Members suggested that it would be helpful for the proposed monitoring report to include a project timeline for each of the projects included in the dashboard to provide greater context.</p> <p>Action: The Strategic Funds Manager acknowledged the suggestion and agreed to include timelines in future iterations.</p>	Actioned by the Strategic Funds Manager and will include project timelines in future Board monitoring reports.	Action Ongoing

		Steve Clarke	<p>Members suggested following up on the businesses that had received support from the Covid-19 Capital Grants Scheme in a few years, in order to leverage their success and strengthen connections throughout the business community.</p> <p>Action: The Strategic Funds Manager agreed to work with the Business & Market Engagement Officer to establish how to follow up on such cases.</p>	Case studies will be presented to the Business Board under the Business & Market Engagement Update at future Business Board meetings.	Action Complete
		Edward Colman	<p>While discussing the promotion of success stories of businesses that had received support from the Business Board, members were informed that all grants were recorded on a public relations grid that indicated which grants were being promoted.</p> <p>Action: The Business & Market Engagement Officer undertook to circulate the grid to Business Board members.</p>	The public relations grid will be presented to the Business Board under the Business & Market Engagement Update at future Business Board meetings.	Action Complete

169.	Local Growth Fund Project Proposals – September 2020	Steve Clarke	<p>While deciding which projects to approve for funding, Members noted the importance of kick-starting town-based activity and asked officers to encourage a resubmission of the Cambridge Market Place project, having clearly set out the requirements.</p> <p>Action: The Strategic Funds Manager agreed to discuss the matter with the project organisers.</p>	A revised project proposal has been submitted to the Business Board for approval at the meeting on 10 th November 2020.	Action Complete
170.	Covid-19 Evidence & Insight Report	Alan Downton	<p>While considering key learning points that the Board and wider business community could draw from the past few months that could benefit the approach taken to any further lockdown, it was suggested that it would be useful to learn from the experiences of local businesses that had suffered significantly but managed to survive.</p> <p>Action: The Senior Interim Programme Manager agreed to consider the suggestion.</p>	Consultants will engage and consult businesses as part of the insight work and development of the recovery strategy.	Action Complete

			<p>While discussing the dashboard that would be produced by Metro Dynamics on a monthly basis Members were informed that they would be able to select items to include where the data was available.</p> <p>Action: The Senior Interim Programme Manager noted that the technical ability of the dashboard, as well as its content, were still under discussion.</p>	<p>The Dashboard is an evolving set of insight data which will be presented as a regular agenda item at Business Board.</p>	<p>Action Complete</p>
176.	Business Board Forward Plan	Domenico Cirillo	<p>While discussing the Forward Plan, it was noted that it would need to be established how to incorporate the public relations grid (Minute 168) and Business Board dashboard (Minute 170) into future agendas.</p> <p>Action: The Business Programmes Manager undertook to consider how they could be presented to the Business Board.</p>	<p>The public relations grid will be presented to the Business Board under the Business & Market Engagement Update. The Business Board Dashboard Update has also been added to the Forward Plan.</p>	<p>Action Complete</p>
			<p>Members were informed that an extraordinary meeting might need to be called in October to consider Phase 2 of the University of Peterborough LGF application.</p> <p>Action: The Business Programmes Manager undertook to circulate potential dates for this potential meeting.</p>	<p>An Extraordinary Meeting of the Business Board took place on 19th October 2020.</p>	<p>Action Complete</p>