

Business, Recovery and Growth Board

Action Log from 01 September 2022

Open and Recently Completed Actions

Meeting Date	Minute No	Action	Action Owner	Update	Status
10/02/22	10	Innovation Projects Update Minute: Councillor Turpin asked if the Board could receive a comprehensive update at a future meeting in relation to all of the current innovation projects.	J Quinn	No updates from previous meeting, currently awaiting the launch of the Innovation Board.	Ongoing
01/09/22	31	Matters Arising / Action Log Minute: Further analysis on the effectiveness of business support provision was requested. The approach being developed in relation to the UK Shared Prosperity Fund (UKSPF) which could be extended was discussed, and it was agreed that the proposal would be brought to the Board for information at a later date ACTION: Innovation Project Director – to bring UKSPF provision proposal to the board once available.	J Quinn/P Johnson		Ongoing

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01/09/22	31	Matters Arising / Action Log Minute: An update on UKSPF was requested; an explanation was given that as the Investment Plan was constantly changing and so had not been published, however, it was agreed that the draft version would be shared. ACTION: Innovation Project Director – to share the draft UKSPF Investment Plan with the Board.	J Quinn/P Johnson		Ongoing
01/09/22	32	Business Investment Pipeline Update Minute: ACTION: Assistant Director – Procurement, Contracts and Programme Controls to provide a current spend figure for projects on the pipeline from April 2022 to the Board.	S Sykes	Included in Programme Performance report at Appendix 1 – 27/10/2022	Ongoing
01/09/22	32	Business Investment Pipeline Update Minute: ACTION: Innovation Project Director to arrange a meeting with interested Board Members to explain the full Assurance Process.	J Quinn		Ongoing

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01/09/22	34	<p>Project Mandate Sign-Off 2</p> <p>Minute: Questions were asked as to whether there were conditions for exactly how the funding would be spent within individual Local Authorities; it was explained that the Mandate specified one full time post within each Local Authority, but that so long as outcomes were delivered there would be scope for each to deliver differently, based on local requirements.</p> <p>ACTION: Development Officer to explore with Local Authorities how the required outcomes could be delivered flexibly across each Authority.</p>	L Beevers		Closed
01/09/22	35	<p>Programme Performance Report</p> <p>Minute: More detail was requested on forecasted spend.</p> <p>ACTION: Assistant Director – Procurement, Contracts and Programme Controls to provide a report of forecasted spend over the next few years for current projects.</p>	S Sykes	Included in Programme Performance report at Appendix 1 – 27/10/2022	Ongoing

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01/09/22	35	Programme Performance Report Minute: ACTION: The Assistant Director – Procurement, Contracts and Programme Controls to amend the paper to reflect that the £9.62m figure did not require mitigation action at this stage.	S Sykes	Paper updated	Ongoing
01/09/22	36	Programme Approvals Minute: An error was identified in the paper under ‘Recommendations’; the Board noted that delegated authority would only be approved for the Head of Paid Service to enter into legal agreements for the scheme covered should proposals be approved by the MCA Board. ACTION: Assistant Director – Procurement, Contracts and Programme Controls to provide more detailed information to the Board on the proposal in advance of future funding decisions being made.	S Sykes	Paper updated	Ongoing

Completed Actions

Meeting Date	Minute No	Action	Action Owner	Update	Status
30/06/22	20	<p>Progress of UK Shared Prosperity Fund</p> <p>Minute: The Chair also asked whether the investment plan document would be publicly available. J Quinn responded that it would likely be shared on the SYMCA website, and that the final document will also be shared with the Board.</p> <p>J Quinn: to share final UK Shared Prosperity Fund document with the Board when completed, and an update to be provided at the September meeting of this Board.</p>	J Quinn	<p>This will be shared ahead of the meeting. Submission was completed on the 1st Aug 2022</p> <p>Update was given at 1st September meeting that, because the proposal continues to change, it has not been shared yet.</p>	Closed
30/06/22	21	<p>Create Growth Programme</p> <p>Minute: Councillor Chris Lamb asked if the Board would have sight of the expression of interest.</p> <p>ACTION J Quinn: to share the expression of document with the Board when completed, for information only.</p>	J Quinn	<p>I will share this ahead of the next meeting.</p> <p>Update given at 1st September meeting that the MCA's bid was unsuccessful, but this work will be taken forward by alternative arrangements</p>	Closed
30/06/22	22	<p>Programme Performance Report</p>	S Sykes	<p>This has been taken forward by relevant colleagues.</p>	Closed

Meeting Date	Minute No	Action	Action Owner	Update	Status
		Minute: ACTION S Sykes: New Committee members to sign Non-Disclosure Agreements due to discussion of projects which are not yet public.			
30/06/22	22	<p>Programme Performance Report</p> <p>Minute: The board requested an update on the Growth Hub marketing plan and asked how the availability of business support is communicated in the region. The board will receive updates on the provision of business support and were informed that new and innovative ways of adding value are always being explored.</p> <p>ACTION: S Sykes & Muz Mumtaz to provide an update to the next Board meeting on marketing of business support.</p>	S Sykes and Muz Mumtaz	<p>Growth Hub marketing is made available on the Growth Hub website. https://www.scrgrowthhub.co.uk/ The website is in the process of being merged into the corporate website, so that it is not stand alone, and the social media estate for targeted business marketing is underway.</p> <p>Social channels such as the South Yorkshire Community on LinkedIn https://www.linkedin.com/groups/3256687/ are increasing in members with over 7,000 and the interaction across this site by the business community is also increasing. https://www.linkedin.com/company/10393879 South Yorkshire Business Support LinkedIn, and other social feeds are constantly populated with a social media schedule, that includes wider LA run initiatives and the core programmes that the Growth Hub run, such as BEIS's Leadership Help to Grow, Digital Help to Grow, Made Smarter, Ownership Hubs, Sheffield Innovation Programme, Export Academy, Skills Bank, Working Win to name a few. The Business Support Advisors, Skills Advisors and Supply Chain</p>	Closed

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				<p>advisors are all marketed inviting enquiries to come forward and in most cases told in case study format, whether that be by graphic promotion, video or written case study PR. With a constant push to review the event calendar, list a business on the directory or self-serve with the Business Support Finder tool</p> <p>https://www.scrgrowthhub.co.uk/business-resources/business-support-finder/.</p> <p>The Growth Hub team have a schedule of engagement, attending events to network. A Business and Skills marketing and communications strategy is pending, due to align with updates from the Skills Strategy, and Mayoral Manifesto agenda items, expected to be revised November December.</p>	
30/06/22	23	<p>Programme Approvals</p> <p>Minute: Councillor Glyn Jones welcomed the initiative, and encouraged stronger visibility for the project. J Quinn confirmed that this grant would be available to Local Authorities throughout the region.</p> <p>ACTION J Quinn: speak with the Capital Enterprise team to ensure this work is as visible as possible.</p>	J Quinn	I have spoken to Darren B at Cap Enterprise to discuss concerns	Closed

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10/02/22	7	Business Growth Projects Update Minute: It was noted that an Assurance Update would be presented at the Board's next formal meeting.	R Clark	Contained within Item 11 - Business Development Projects – Status Update.	Closed
	7	Business Growth Projects Update Minute: Following discussion, the Board requested that G Sutton provides the Board with further details of the proposals and the timeframe for developing an Investment Fund.	G Sutton	G Sutton attended the 14/03/2022 informal meeting and presented to the board.	Closed
	11	Performance Report Minute: Councillor Turpin asked if the Board could be provided with details of all the thirty-eight projects (segmented to show capital and revenue projects) which fall within the remit of the Business Recovery and Growth Board.	S Sykes	16/06/2022 - Contained within Item 11, Programme Performance Report Appendix A – 30/06/22 meeting	Closed
	11	Performance Report Minute: Following discussion, the Board requested G Sutton to provide a full overview of the current funding position at the next formal Board meeting.	G Sutton	G Sutton attended the 14/03/2022 informal meeting and presented to the board.	Closed
	11	Performance Report	S Sykes		Closed

Meeting Date	Minute No	Action	Action Owner	Update	Status
		Minute: The Co-Chairs raised concerns and expressed frustration around the delays in the MCA's internal approval processes when the Board had approved a clause in a project contract. S Sykes agreed to feedback to the MCA Executive Team.			
	11	Performance Report Minute: The Chair asked if further details could be provided in relation to 'Overage Clauses', which the Board were being asked to agree.	S Sykes	16/06/2022 - Contained within Item 11, Programme Performance Report – 30/06/22 meeting	Closed