

Smethwick Town Deal Board Action Log

Open Actions

Date	Description	Responsible Officer(s)	Update
29.11.22	PMO to request detailed activities against spend for the Midland Met Learning Campus project and report back to Town Deal Board members.	Rina Rahim/ Maaria Farid	Response emailed separately. Project update to be provided at Board meeting, however, further details requested from project on costs incurred to date
28.2.23	PMO to approach WMCA for Board representative	Rina Rahim/ Maaria Farid	WMCA will attend Board as when required
28.2.23	MMLC to provide further information pertaining to costs to board members.	Project Lead – Austin Bell via PMO	To circulate to Board members
28.2.23	PMO to look at assurance and come forward with a proposal regarding lowering threshold for board approval.	Rina Rahim/ Maaria Farid	On Agenda
28.2.23	PMO to circulate baseline footfall data for Smethwick Connected	Rina Rahim/ Maaria Farid	Footfall data will be collected throughout the programme and reported to DLUHC once all schemes are complete. Baseline data can be provided as per FBC

Closed Actions

Date Raised	Date Closed	Description	Responsible Officer(s)	Update
29.11.22	28.2.23	PMO to feedback concerns regarding the absence of director/ executive officers and ensure at least one executive officer is in attendance at future meetings.	Rina Rahim/ Emma Parkes	Raised concern to director/executive officers
29.11.22	28.2.23	Cllr Peter Hughes to feedback comments raised by Board Members to SMBC Procurement Services and to seek input regarding what can/ cannot be done in regard to penalising contractors should social value not be met.	Cllr P Hughes	Updated provided at Board meeting 28.2.23
29.11.22	28.2.23	PMO to request detailed activities against spend for the Midland Met Learning Campus project and report back to Town Deal Board members.	Rina Rahim/ Emma Parkes	Response emailed separately. Project update to be provided at Board meeting.
29.11.22	28.2.23	PMO to invite Midland Met Learning Campus project lead to attend the next Town Deal Board meeting.	Emma Parkes	Completed

29.11.22	28.2.23	PMO to update future meeting appointments to a duration of two hours.	Emma Parkes	Completed
28.06.22	29.11.22	PMO to contact board members to confirm their interest to continue as a board member.	R Rahim/ E Parkes	Complete
28.06.22	29.11.22	Terms of Reference to be updated to include 50% attendance annually is mandatory and would trigger individual board member review.	R Rahim/ E Parkes	Complete
28.06.22	29.11.22	PMO to circulate short survey to capture board member preference on board meeting day/ time.	R Rahim/ E Parkes	Complete