

# West Bromwich Town Deal Board Action Log

## Open Actions

Date	Description	Responsible Officer(s)	Update
16.05.23	Chair to arrange a meeting with Project Lead and Business Ambassadors.	Chair	
16.05.23	Project Lead/PMO to set a date for site visit and send invite to Board Members	Joshua Singh/PMO	

## Closed Actions

Date Opened	Date Closed	Description	Responsible Officer(s)	Update
21.02.23	16.05.23	PMO to explore further regarding displayed exhibitions for project update/progress in West Bromwich and how to promote that further.	PMO	Completed
21.02.23	16.05.23	Agenda item for the next board meeting for Town Hall Quarter project lead to provide a more detailed update.	Rina / Maaria	Completed
21.02.23	16.05.23	PMO to extend future meetings to 2 hours.	PMO	Completed
21.02.23	16.05.23	PMO to circulate forward plans to members.	PMO	Completed – uploaded on Mod.gov
22.11.22	21.02.23	PMO to invite Town Hall Quarter and Retail Diversification Programme project leads to the next board meeting in February 2022.	Rina/ Emma	Complete
22.11.22	21.02.23	Programme Management Office and West Bromwich BID to organise a site visit to West Bromwich Town Centre to see the Urban Greening Phase 1 works.	Rina/ Emma/ Lisa Hill	Complete
18.07.22	22.11.22	Board Members to consider organisations who may be interested in joining the Town Deal Board where vacancies are identified.	All Board Members	Complete
18.07.22	22.11.22	Programme Management Office to approach organisations with low/ no	PMO	Complete

		attendance to see if they wish to continue their involvement		
18.07.22	22.11.22	Terms of Reference to be updated to include 50% attendance annually is mandatory and would trigger individual board member review.	PMO	Complete
18.07.22	22.11.22	Programme Management Office to circulate Code of Conduct and Declaration of Interest forms to board members.	PMO	Complete
18.07.22	22.11.22	Board Members to complete, sign and return Code of Conduct and Declaration of Interest forms by 26 August 2022. Board Members to contact PMO if clarification is required.	All Board members	Complete
18.07.22	22.11.22	Programme Management Office to circulate short survey to capture board member preference on board meeting day/ time.	PMO	Complete