

Smethwick Town Deal Board Action Log

Open Actions

Date	Description	Responsible Officer(s)	Update
23.5.23	PMO to add forward planning of the next meeting to the end of the Agenda so it can be decided who is to be invited for the next meeting.	PMO	Completed – on Agenda
23.5.23	Introduce A Ali to Ron Davis Centre Project Lead.	PMO	Completed – emailed on
23.5.23	PMO to confirm whether Smethwick Connected Phase 2 formal completion of works or whether it is to be moved to align with the milestones.	PMO/Rina Rahim	Completed – milestone changed to formal completed
23.5.23	PMO to organise a site visit for Smethwick Connected.	PMO	Completed – undertaken on 11 th August
23.5.23	PMO to share concerns/comments with Project Manager for Smethwick Connected.	PMO/Rina Rahim	Completed – updated Project Lead and concerns
28.2.23	PMO to circulate baseline footfall data for Smethwick Connected	Rina Rahim/ Maaria Farid	Baseline data emailed to members

Closed Actions

Date Raised	Date Closed	Description	Responsible Officer(s)	Update
28.2.23	23.5.23	MMLC to provide further information pertaining to costs to board members.	Project Lead – Austin Bell via PMO	Circulated to Board Members.
28.2.23	23.5.23	PMO to look at assurance and come forward with a proposal regarding lowering threshold for board approval.	Rina Rahim	Update provided at Board Meeting 23.5.23
28.2.23	23.5.23	PMO to approach WMCA for Board representative.	Rina Rahim/ Maaria Farid	WMCA will attend Board as when required. Forward planning to be picked up at the end of each meeting to decide who is to be invited at the next meeting.

29.11.22	23.5.23	PMO to request detailed activities against spend for the Midland Met Learning Campus project and report back to Town Deal Board members.	Rina Rahim/ Maaria Farid	Update provided at Board meeting 23.5.23.
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