

West Bromwich Town Deal Board Action Log

Open Actions

Date	Description	Responsible Officer(s)	Update
19.02.24	Programme Management Office to contact Sandwell Leisure Trust (MW) to confirm details of their representative.	RR/MF	
19.02.24	Information on the extent of asbestos found at the Town Hall to be shared with Board Members.	L Dove	
19.02.24	Information on the future use of the Town Hall to be shared with Board Members.	L Dove	
19.02.24	PMO to circulate Urban Greening Cultural Programme Plan to Board Members.	RR/MF	
29.08.23	Board members to express their interest to attend the SHAPE Forum meeting on 19 October 2023 to promote Towns Fund projects.	All Board Members	Ongoing

Closed Actions

Date Opened	Date Closed	Description	Responsible Officer(s)	Update
09.11.23	19.02.24	PMO to circulate Herald Publication to Board Members	PMO	Completed
09.11.23	19.02.24	PMO to circulate updated programme plan.	PMO	Completed
29.08.23	9.11.23	PMO to liaise with Sandwell College on the opportunity to host hybrid meeting at Sandwell MEC facility.	Rina Rahim	Completed
29.08.23	9.11.23	PMO to invite Town Hall Quarter and West Bromwich Connected project leads to attend the November meeting.	Rina Rahim	Completed
29.08.23	9.11.23	PMO to feedback comments to Sandwell College re. Change of project title and seek consideration to review the new title and include 'Sandwell' in the title.	Rina Rahim	Complete

Closed Actions

Date Opened	Date Closed	Description	Responsible Officer(s)	Update
29.08.23	9.11.23	Joshua Singh to seek additional information on the curriculum offer from Sandwell College and feedback to board members.	Joshua Singh	Complete
29.08.23	9.11.23	Joshua Singh to consider utilising underspend to create green walls on unappealing walls within the town centre or supplementing West Bromwich BID hanging baskets.	Joshua Singh	Complete
29.08.23	9.11.23	Karen and Michael to be invited to Town Deal Boards to represent Social Value.	Rina Rahim	Complete
16.05.23	9.11.23	Chair to arrange a meeting with Project Lead and Business Ambassadors.	Chair	Complete
16.05.23	29.08.23	Project Lead/PMO to set a date for site visit and send invite to Board Members	Joshua Singh/PMO	Complete
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	Complete
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	Complete
21.02.23	16.05.23	PMO to extend future meetings to 2 hours.	PMO	Complete
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 attendance to see if they wish to continue their involvement	PMO	Complete
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	PMO	Complete

Closed Actions

Date Opened	Date Closed	Description	Responsible Officer(s)	Update
		Declaration of Interest forms to board members.		
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