

Smethwick Town Deal Board Action Log

Open Actions

Date	Description	Responsible Officer(s)	Update
29.02.24	Board members to send contact details to the PMO of community groups they feel may be interested to put forward a project/ sit on the Long Term Plan Board.	Board Members	
29.02.24	J Thompson to send contact details to the PMO of community groups they have spoken with to date.	J Thompson	
07.09.23	Programme Management Office to look into Birmingham's Active Travel (cycle) delivery plans that link to the new Hospital and timescales and report this back to the board.	R Rahim	<p>Ongoing</p> <p>The Towns Fund PMO attended a meeting with the Active Travel Team in 2023. Further works to be undertaken to look at delivery plans and footfall monitoring.</p> <p>There is a requirement to monitor footfall for Town Fund transport projects and discussions are in place to implement this. The aim is to confirm requirements prior to the next active travel meeting.</p> <p>There is a black country wide scheme, so want to ensure coordinating work to make best effective use of resources and funding for monitoring transport schemes.</p>

Closed Actions

Date Raised	Date Closed	Description	Responsible Officer(s)	Update
15.11.23	29.02.24	PMO to forward Government Prospectus to Board Members	PMO	Complete
7.9.23	15.11.23	Programme Management Office to collate original FBC costs and costs to date for Midland Met Learning Campus design works and share this with board members.	R Rahim	Complete
7.9.23	15.11.23	Councillor Hughes to email key contacts and board members to seek interest and support for an active travel campaign, to promote the Smethwick Connected project.	Cllr P Hughes	Completed – Cllr Hughes emailed Active Travel team with elected members now attending the working group
28.2.23	15.11.23	PMO to circulate baseline footfall data for Smethwick Connected	PMO	Complete.

Closed Actions

Date Raised	Date Closed	Description	Responsible Officer(s)	Update
23.5.23	07.09.23	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 for 7 September 2022 and ongoing
23.5.23	07.09.23	Introduce A Ali to Ron Davis Centre Project Lead.	PMO	Completed
23.5.23	07.09.23	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 completion June 2023
23.5.23	07.09.23	PMO to organise a site visit for Smethwick Connected.	PMO	Completed – undertaken on 11 th August
23.5.23	07.09.23	PMO to share concerns/comments with Project Manager for Smethwick Connected.	PMO/Rina Rahim	Completed – updated Project Lead with concerns
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

Closed Actions

Date Raised	Date Closed	Description	Responsible Officer(s)	Update
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