

Action update from 24 May 2018 Enterprise M3 Board Meeting – Item 3

Action to be taken	Lead	When	Update
Publish PMG terms of reference on the Enterprise M3 website	Justine Davie	30 May 2018	Completed
Circulate a copy of the press release announcing the new Chair and Board members to all Board members	Justine Davie	June 2018	Not circulated but available on website
Update risk register to reflect impact and additional staffing risk	Sally Agass	June 2018	Completed
Circulate RFAC paper on the additional staff costs to the Board for approval once agreed by RFAC	Aleks Bennett	July 2018	Resources paper on agenda
Explore requirements and funding (private and public) for possible electronic vehicle charging infrastructure for the whole EM3 area and provide an interim assessment in September	Kevin Travers	27 September 2018	Assessment work underway and an interim report to come to the September Board meeting
Progress the Alton Advanced Manufacturing and Technology Park project to due diligence	Sally Agass	June 2018	Due diligence work progressing to report to Board in September
Update the Business Plan with the proposed Board amendments/additions and report to July Board	Sally Agass	24 July 2018	Item on agenda
Include the Enterprise M3 risk register on the Resources, Finance and Audit Committee work programme for future monitoring	Aleks Bennett	June 2018	Will be monitored by RFAC and reported to Board annually
Publish the proposed Statement of Principle as the LEPs public position after incorporating the Board changes	Kevin Travers	June 2018	Statement of Principle published
Respond to the review and advise Transport for the South East that the jobs and homes figures need to be clarified	Kevin Travers	June 2018	Completed
Draw up list of specific sectors and Board members to be involved and progress to gain evidence to inform the SEP refresh	Sally Agass	June 2018	Completed
Prepare paper on future role of EM3 Group and provide a list of Enterprise M3 groups and Board members involved for the July Board meeting	Sally Agass/ Justine Davie	24 July 2018	Item on agenda
Send a copy of the Board member details to be included in the Annual Report to all Board members for checking	Sarah Carter/ Justine Davie	25 May 2018	Completed

Include presentation on the state of the high street on the agenda for the July Board meeting	Sally Agass/ Justine Davie	26 July 2018	Unable to attend July Board will be arranged for a future Board meeting
EM3 geographic leads to contact local authorities to discuss economic priorities including future pipeline of projects	EM3 Team Members	Ongoing	Contact with local authorities being progressed