

**Action update from 3 August 2023 Enterprise M3 Board Meeting – Item 2**

<b>Action to be taken</b>	<b>Lead</b>	<b>When</b>	<b>Update</b>
Present the final report on the Jet Zero research to the Board	Chris Burchell	10 October 2023	Item on the agenda
Present the Cushman and Wakefield report to the Board on the Enterprise Zones investment plan and marketing plan	Chris Burchell	10 October 2023	Item on the agenda
Send letter to HCC Chief Executive thanking HR for their support	Michael Queen	11 August 2023	Letter sent to HCC Chief Executive
Arrange an additional Board call for end August / early September to update the Board on initial discussions on the transition arrangements	Justine Davie	9 August 2023	Online Board call held on 31 August
Circulate the Chair's statement to go in the Annual Report to the Board for comment before publication	Michael Queen	September 2023	Chair's statement shared with the Board on 18 September
Present a report to the Board on 10 October on the progress of the Fibre Spine project setting out next steps	Stephen Martin	10 October 2023	Item on the agenda
Provide Stephen Martin with the contact details of the Operations Director at the University of Surrey	Michael Queen	11 August 2023	Contact details passed to Stephen Martin