

**Item 1c Matters Arising Schedule - 3 April 2019 Board Meeting**

<b>Meeting Reference</b>	<b>Action</b>	<b>Lead</b>	<b>Status</b>
January 2019 meeting: Item 2 - Gatwick 360 - Local Industrial Strategy: Brexit delivery scenarios	Letter to issued to Government to set out a balanced and considered view of the LEP reflecting its politically neutral stance. Letter to be circulated for information to MPs from across the area, and would be published on our website.	JS	Letter issued from Tim Wates to Greg Clark MP, copied to MPs on 31 January 2019.
January 2019 meeting: Item 4 - Local Growth Fund Investment Decisions, Valley Gardens Phase 3	As part of Board approval of the business case for Phase 3, confirmation to be sought from the BHCC Monitoring Officer that proper engagement had taken place with complainants; and that public comments had been fully taken into account as part of the scheme development.  A press statement to issue to confirm the decision; and that the terms of the funding would be discussed with BHCC.	JS	Letter issued from the Investments Team to Nick Hibberd, BHCC on 1 February 2019.  Article by Brighton & Hove City Council with press statement from Jonathan Sharrock issued on 24 January 2019.
January 2019 meeting: Item 4 - Local Growth Fund Investment Decisions, Crawley College STEM & Digital Centre	Proposed conditions for the grant to be included in the grant award letter.	JS	Letter issued from the Investments Team to Shelagh Legrave, Chichester College group on 1 February 2019.
January 2019 meeting: Item 4 - Local Growth Fund Investment Decisions	The Coast to Capital Investment Committee to meet separately to confirm the conditions necessary for both the Valley Gardens Phase 3 and the Crawley College STEM and Digital Centre projects.	JS	Complete – Investment Committee meeting conference call took place on 31 January 2019 to agree upon conditions for both projects.

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January 2019 meeting: Item 5 - Board Composition and Assurance Framework Update	JS to meet with Board members on the detail of the Local Assurance Framework document prior to final confirmation of the AF through Board correspondence.	JS	JS has met up with almost all Board members on this topic; mailshot issued to board members on 18 March 2019.
January 2019 meeting: Item 5. Board Composition and Assurance Framework Update	Additional District and Borough representation at Board Meetings following 2018 consultation exercise for Joint Committee approval at 6 March 2019 meeting.  Amendment to the Articles to reflect increase in Board member composition from 19 to 20.	JS	Approved at the 6 March meeting. To include in the Assurance Framework and LEP Articles of Association document.  As above.
January 2019 meeting: Item 5. Board Composition and Assurance Framework Update	Transfer the existing two current co-opted Directors for Housing and Transport to full Director status by issuing updated appointment letters signed by Chairman.	JS	Letters to be drafted for finalisation by the Chair.
January 2019 meeting: Item 5. Board Composition and Assurance Framework Update	Review of financial delegation thresholds between the Board and Investment Committee before 3 April Board meeting.	JS	Incorporated in new Assurance Framework
January 2019 meeting: Growing Places Fund (GPF) Overview (Part B - not for publication)	Establishment of a loan portfolio review group, reporting into the Investment Committee.  Investment Committee to approve the terms of reference of the review group.	JS	Assurance Framework maintains separate Growing Places Committee.
December 2018 meeting: Item 2 – Growing Places Fund	Board to approve Brighton Block J final exit agreement through correspondence.	JS	Ongoing.

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December 2018 meeting: Item 2 – Growing Places Fund	Board to be kept informed of GPF risk reviews.	JS	GPF performance table included in Item 6 of January 2019 Board meeting. (See also Agenda item 5 b for April Board meeting.)
December 2018 meeting: Item 3 – Local Growth Fund	Analysis of the strategic pipeline of projects under the LGF to identify underspend and contingency actions to be presented at next Board meeting for Review.	JS	For April 2019 Board meeting.
October 2018 meeting: Item 5 – Chief Executive Report: Enterprise Adviser Network (EAN)	EAN Review update.	JS	For CE Report paper/April 2019 Board Meeting.