

City of Wolverhampton Towns Fund Board
Action Tracker (from the meeting of 15 May 2020)



Agenda Item No.	Issue	Action / Resolution	Board Member Responsible	Timescale	Progress / Update
4	Matters Arising	That Board Members forward any nominations for proposed members to Simon Philips, CBRE to allow a selection process to take place. That the Board be updated with refreshed terms of reference/membership following selection.	All Members invited to submit nominations Simon Philips, CBRE	By 22 May Circa 29 May 2020	Nominations were received from board members A selection process has taken place leading to the appointment of three final board members, and final terms of reference have been prepared for the 03 July meeting.
9	Working Groups Approach	That CBRE initiate a voting system for Board members to declare which project working group/s they wish to contribute to before week commencement of working groups from w/c 25 May 2020.	CBRE	Before w/c 25 May 2020	Board members have been contacted to request their preferences for focus group sessions. In most cases we have been able to allocate first choice preferences.
10	BEIS Update	That BEIS share partial agreed guidance ahead of full guidance being agreed.	Michelle Nutt, BEIS		Action superseded by the release of final guidance on 15 June
11	Future High Street Fund	That the Towns Fund Board approve the letter of support for the Future High Street Fund bid.			Letter of support from the Towns Fund Board was endorsed and submitted as part of the Future High Streets Fund bid.

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Item 9 from 28 February 2020 Agenda	Communication Protocol	That Board members consider the communication protocol and provide feedback for approval at a future board.	All	To be scheduled at a future Board meeting	Linked item “Stakeholder Engagement” is scheduled for the 03 July 2020 Board meeting.