

**King's Lynn Town Deal Board
Action Log / Matters arising**

| Ref | Action | Board meeting | Tasked to | Status / update | Completed | Date closed |
|-----|---|---------------|-----------|--|-----------|-------------|
| 130 | CWA to update Comms on School of Nursing official opening | 30/09/2022 | DP/SC | <p>14.10.22 - BCKLWN Comms liaising with CWA. 11.11.22 - Date set, was cancelled 18.11.22 - Ongoing, awaiting confirmation of date from SoS. 01.02.23 - D Pomfret advised that a further invitation was to be sent to the SoS for Health from the college. 13.02.23 - DP in contact with Dept for Health 28.04.23 - Paused - awaiting response from government re QEH funding. 14.09.23 - QEH funding announcement made in May, no further information received on SoN official opening to date. 27.10.23 - Action remains paused as out of local control</p> | Ongoing | |
| 132 | Media training session to be arranged for the Board on how to handle reporters | 30/09/2022 | SC | <p>14.10.22 - Budget being identified, ongoing. 11.11.22 - Budget not resolved yet, ongoing. Also dependant on agreement to role of TDB going forwards. 20.01.23 - Ongoing 13.02.23 - Ongoing - role of Champion (being defined) informs way forward on this action 24.02.23 - Paused - Decision taken to wait until Board membership is back to full strength before proceeding 25.08.23 - TDB confirmed this was to be re-started now Board up to full strength again 14.09.23 - SC reviewing options for training 20.10.23 - Update awaited 14.11.23 - This will be picked up following comms workshop planned for 01.12.23 19.01.24 - will be highlighted with the Board as part of the discussion around the updated protocol which is on the agenda 15.02.24 - missed / not covered as part of the protocol, to be picked up within the comms item at the February TDB meeting</p> | Ongoing | |
| 181 | Accelerated funding: Public Realm on the High Street - Urgent need for resolution | 24.02.23 | JC/DO | <p>21.04.23 - Negotiations are continuing with the contractor. Dialogue planned with NCC Highways to agree plan to resolve and options for scheme completion. 15.05.23 - Meeting held with NCC area highway team to discuss options for scheme completion. Dialogue with contractor in next month to conclude the contractual position and determine next steps. 14.07.23 - Negotiations are ongoing with contractor. Awaiting submission of a revised design solution by the contractor to resolve defects. 11.08.23 - Update report to August TDB meeting 14.09.23 - Verbal further update being given to Sept TDB meeting 22.09.23 - Agreed at TDB mtg that proactive comms are to be issued to the public. 18.10.23 - Verbal update being given to Oct TDB meeting 14.11.23 - Verbal update given to Nov TDB mtg. Update to be given to Comms in order to issue proactive comms as requested. 15.12.23 - Actions previously updated to the TDB verbally continue to be progressed. The project lead has confirmed that we are not in a position to issue a comms update at this time 19.01.24 - Actively being progressed. Further updates will be brought to the Board as appropriate 15.02.24 - Verbal update on Feb 2024 TDB agenda</p> | Ongoing | |
| 201 | Key comms messages to be produced for Board Members | 22.09.23 | SC | <p>14.11.23 - This will be outsourced and intended to complete by year end - this will only cover overarching and headline themes. Immediate issues on individual projects will need reporting in from project leads. Process to be ironed out at comms workshop 13.12.23 - In progress 19.01.24 - Focus has been on updating Strategy and Plan. Target date for this action is now February 2024 15.02.24 - Key messages covered within the Comms narrative document; 'crib sheets' in progress</p> | Ongoing | |