

Date Identified	Source	Action / Decision	Description	Owner	Due Date	Notes / Updates
20/01/2025	STF Board - Full	Action	minutes of Nov meeting to be uploaded to SCC website	MC (PMO)	03/02/2025	minutes had not been approved at the meeting so were approved by Co-chairs subsequently
20/01/2025	STF Board - Full	Action	New members to complete register of interest forms (to be circulated by MC)		07/03/2025	all forms received but awaiting approval to upload to website
20/01/2025	STF Board - Full	Action	review of governance structure to be taken as item to Transport & Regen Board in Feb. SM to share findings following meeting	SM	07/03/2025	
20/01/2025	STF Board - Full	Action	SM to provide note on checklist and formal date of meeting. Links to be provided to the petition re STF governance and the meeting where it was discussed (Strategy & Resource Ctite May 2024)	SM	24/01/2025	emailed by MON on 24/1/25
20/01/2025	STF Board - Full	Action	Work to be carried out around comms strategy including press release re new Board members and photo, social media updates.	(HS) LS		HS has now left SCC. New comms resources starting in March 25
20/01/2025	STF Board - Full	Action	SCC will report back developed options(from design team) to the board, taking into account feedback provided at the meeting on 20 Jan		07/03/2025	
20/01/2025	STF Board - Full	Action	Proposed Hopper bus routes to be circulated to Board	MON		circulated on 24/1/25
20/01/2025	STF Board - Full	Action	CC/TG as Skills and Education reps on the board to liaise with IS (Board lead representative for Hub 519) to clarify what documentation is held around discussions with Northern College.	CC/TG/I S	07/03/2025	
20/01/2025	STF Board - Full	Action	Plans for 519 building/ Planning application to be shared with new members.	MON	24/01/2025	emailed by MON on 24/1/25
20/01/2025	STF Board - Full	Action	Liaise with Laura Hayfield in SCC Employment & Skills team re potential for grant funding for outreach staff at the Hub.	TG	07/03/2025	
20/01/2025	STF Board - Full	Action	Bargain Booze suggested as possible site for contractors' compound for 519 Build. Any suggestions to be given to MON to pass to contractor.	MON	Ongoing	
20/01/2025	STF Board - Full	Action	Finance item to be covered at separate meeting due to time constraints	MON		Meeting took place on Tues 4 Feb