

All decisions made by the Cambridgeshire and Peterborough Combined Authority Business Board are recorded below.
The decisions are captured in the minutes of the Business Board which can be found at <http://cambridgeshirepeterborough-ca.gov.uk/meetings>

Date	Reference	Issue	Decision
24/09/18	Minute 1	Apologies and Declarations of Interest	Apologies received from Mark Dorsett. Councillor Roberts and James Palmer declared interests as members of the Combined Authority Board, but that there were no conflicts of interest in relation to the items to be considered.
24/09/18	Minute 2	Appointment of Chair and Vice Chair of Business Board	Noted the membership of the Business Board shall comprise up to 10 members as follows: i. Two public sector members ii. Eight private sector members. Noted the appointments made by the Business Board at the meeting prior to this meeting for a period of 3 years until September 2021. Appointed Aamir Khalid as Chair and Andy Neely as Vice Chair of the Business Board for a period of 2 years until September 2021.

Date	Reference	Issue	Decision
24/09/18	Minute 3	Terms of Reference & Constitutional Arrangements	Agreed the terms of reference of the Business Board and constitutional arrangements (Appendix 1), with the following amendments: Para 2.10: “The term of office for private sector representatives will normally be a maximum of 3 years, subject to a maximum of <i>one consecutive term</i>.” Para 3.3: “It is proposed that the Chair and Vice Chair of the Business Board be appointed for a period of <i>2 years until September 2020, subject to a maximum of one consecutive term</i>.” Para 3.4: remove second line “The Vice Chair will be a non-voting member of the Combined Authority Board except when substituting for the Chair”.
24/09/18	Minute 4	Forward Plan	Noted the Forward Plan.

Date	Reference	Issue	Decision
24/09/18	Minute 5	Government review of LEPs – Strengthened Local Enterprise Partnerships	Agreed to submit a proposal to Government for the boundary of the Business Board to be coterminous with the Combined Authority Boundary. Agreed the draft response (as attached to the report) for submission to the Government by 29 September and consideration by the Combined Authority on the 26 September Agreed that any final amendments to the Government response can be made by the Chair prior to submission to the Government. Noted the deadlines and changes as set out in the Strengthened LEPs paper and that a report will be brought back to the Board addressing these requirements.
24/09/18	Minute 6	Cambridgeshire and Peterborough Independent Economic Review (Final)	Noted the publication of the Cambridgeshire and Peterborough Independent Economic Review (CPIER) as a major milestone in the development of our Local Industrial Strategy; Provided any initial view on the findings of the CPIER, in advance of the upcoming engagement sessions.
24/09/18	Minute 7	Assurance Framework	Agreed the current Business Board Assurance Framework.

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24/09/18	Minute 8	Growth Prospectus	Agreed the draft Growth Prospectus 2018/19 and the programmes contained therein, subject to final version to be signed off by Chief Executive (Acting). Agreed provisional allocations for each programme within the Prospectus, subject to review and cashflow within Growth Deal and Growing Places Fund budgets. Agreed processes for due diligence and appraisal, subject to review. Noted that applications and business cases will be brought to the Business Board for consideration and recommendation to the Combined Authority, from November 2018 onwards. Requested an interim report on the Industrial Strategy be provided, setting out the direction of the Industrial Strategy.
24/09/18	Minute 9	Growth Funds Update	Agreed the programme position to 31 August 2018
24/09/18	Minute 10	Date of next meeting	26 November 2018 – 2:30-4:30 – Council Chamber, The Grange, Nutholt Lane, Ely, CB7 4EE.
26/11/18	Minute 11	Apologies and Declarations of Interest	Apologies received from Professor Andy Neely, Tina Barsby and Mark Dorsett. The Chairman declared a disclosable interest under the Code of Conduct in Minute 22, Business Board Private Sector Board Members – Expenses and Allowances Scheme, as the Chairman of the Business Board.

Date	Reference	Issue	Decision
26/11/18	Minute 12	Minutes of the Meetings held on 24th September 2018	Agreed the minutes as amended of the two Business Board meetings held on 24th September 2018.
26/11/18	Minute 13	Forward Plan	Noted the Forward Plan.
26/11/18	Minute 14	Growth Programme Update	Noted the accumulative and in-year programme position to 31 October 2018 for Growth Deal and Growing Places Fund. Noted and agreed the submission of the Growth Deal monitoring report to Government to end Q2 2018/19. Approved an extension to the funding period for the Lancaster Way Phase 2 (grant).
26/11/18	Minute 15	Growth Fund Projects	Noted that 28 applications are undergoing initial internal appraisal before selection to undertake full business case and subsequent external appraisal. Recommended the Combined Authority accept and approve recommendations from officers of small grant awards to SMEs totalling £19,490. Recommended the Combined Authority agree delegated authority to approve small grants to SMEs between £2,000 and £20,000 to Director of Business & Skills subject to Section 151 Officer approval, and regular reporting to the Business Board. Recommended the Combined Authority give approval to procure and appoint independent project appraisers of business cases over £20,000.

Date	Reference	Issue	Decision
26/11/18	Minute 16	Eastern Agri-Tech Growth Initiative	Subject to Department for Business, Energy and Industrial Strategy (BEIS) Ministerial approval to release further Growth Deal funding, the Business Board (BB) made the following recommendations to the Combined Authority (CA) Board: Agree that the Eastern Agri-Tech Growth Initiative should continue across the existing geographical areas of both the BB and New Anglia Local Enterprise Partnership (NALEP). Agree a funding allocation of £4m from new Growth Deal funding. Agree the Terms of Reference for the Eastern Agri-Tech Programme Board. Delegate authority to the Eastern Agri-Tech Programme Board to make decisions about applications for grant funding on behalf of both the CA/BB and NALEP. Agree that the Eastern Agri-Tech Programme Board should become a SubBoard of the BB. Agree that William Haire should become Chair of the Eastern Agri-Tech Programme Board.
26/11/18	Minute 17	Wisbech Access Strategy	Noted the proposed package of measures for further development (Table 2 Recommended Wisbech Access Strategy Package). Recommended the Combined Authority Board approve a budget of £10,500,000 to enable the procurement of an appropriate design and build contractor to immediately commence the delivery of an overlapped phased design and construction programme.

Date	Reference	Issue	Decision
			Recommended the Combined Authority Board delegate authority to the Transport Director, in consultation with the Chair of the Transport Committee, at key gateway stages to deliver this package of works on behalf of the Business Board. Recommended to the Combined Authority Board to, subject to BEIS Ministerial approval of the release of future Growth Deal funds, release of the £10.5m Growth Deal funding for the delivery of this vital scheme for the housing and economic growth of Wisbech.
26/11/18	Minute 18	M11 Junction 8 Improvement Project	Noted the independently reviewed business case commending the scheme as representing value for money and the anticipated economic benefits as a result of the project. Recommended the Combined Authority Board release the £1m Growth Deal funding to Essex County Council, to support the delivery of the range of improvements outlined within this paper for the M11 Junction 8.
26/11/18	Minute 19	The Greater South East Energy Hub – Rural Community Energy Fund	Recommended the Combined Authority Board to agree that the Greater South East Energy Hub assumes the RCEF management role.
26/11/18	Minute 20	Growth Hub Progress	Noted: i) The Growth Hub six-month activity report; ii) Better Business for All paper(s)
26/11/18	Minute 21	Local Industrial Strategy	Noted the progress so far in the development of the Local Industrial Strategy, and the next steps in the process.

Date	Reference	Issue	Decision
26/11/18	Minute 22	Business Board Private Sector Board Members – Expenses and Allowances Scheme	Noted the Interim Business Board agreed the principle of paying allowances to private sector members of the Business Board and that positions were advertised on this basis. Agreed that an independent remuneration panel should be convened to consider the level of allowances payable to: a. the Chair; b. the Vice Chair; c. other private sector board members. Agreed that the Monitoring Officer be authorised to source a suitable panel to recommend an allowance scheme to the Business Board. Agreed as an interim measure until a scheme is agreed to: a. adopt an expenses scheme for private sector board members to take effect from July 2018 b. confirm the Chair's allowance of £2,000 a month to take effect from the date of the appointment. (The Combined Authority was asked to ratify decisions made by the Business Board)
26/11/18	Minute 23	Date of next meeting	Noted the date of the next meeting.
28/01/19	Minutes 24	Apologies and Declarations of Interest	Noted apologies from Mark Dorsett, Mayor James Palmer and Councillor Charles Roberts. Doug Cuff declared a disclosable interest agenda item 3.1, Growth Deal Project Proposals January 2019, (Minute no. 28). He was not present whilst the item was discussed or for the vote.

Date	Reference	Issue	Decision
			Councillor Bailey also declared an interest as the County Council Member for the division of Ely South with regards agenda item 3.1, Growth Deal Project Proposals January 2019, (Minute no. 28).
28/01/19	Minute 25	Minutes of the Meetings held on 26th November 2018	Agreed the minutes of the Business Board meeting held on 26 th November 2018.
28/01/19	Minute 26	Forward Plan	Noted the Forward Plan.
28/01/19	Minute 27	Local Industrial Strategy	Discussed and commented on the draft of the Local Industrial Strategy – providing steer for officers in developing the next version.
28/01/19	Minute 28	Growth Deal Project Proposals	Considered the reports by external assessors of projects submitted for Growth Deal Funds. Recommended Bid A to the Combined Authority Board for approval. Recommended Bid B to the Combined Authority Board for approval, subject to there being recognition of the source of the funds from the Business Board by the recipient and that two conditions precedent are satisfied before any funds are released Noted the summary of Small Grants approved under delegated powers.
28/01/19	Minute 29	(Draft) Annual Delivery Plan for Business and Skills	Considered the content of the draft Annual Delivery Plan. Recommended that the Combined Authority Board note the draft Annual Delivery Plan for Business and Skills.

Date	Reference	Issue	Decision
28/01/19	Minute 30	Rural Community Energy Fund – Management and Administration	Agree that the Greater South East Energy Hub assumed the RCEF management role, administered the fund and employed the Community Energy Advisor.
28/01/19	Minute 31	Business Board Future Panning	Noted.
28/01/19	Minute 32	Date of next meeting	Noted the date of the next meeting.
25/03/19	Minute 33	Apologies and Declarations of Interest	None.
25/03/19	Minute 34	Minutes of the Meetings held on 28 th January 2018	Agreed the minutes of the Business Board meeting held on 26 th November 2018.
25/03/19	Minute 35	Forward Plan	Noted the Forward Plan.
25/03/19	Minute 36	Local Industrial Strategy	Recommended the Cambridgeshire and Peterborough Industrial Strategy to the Combined Authority Board for approval Recommended that the Combined Authority Board delegate to the Business Board and the Director of Business and Skills, in consultation with the Chair of the Housing and Communities Committee, to take the Industrial Strategy through the remaining stages of national sign-off, and refine. Noted the first Digital Sector Strategy for Cambridgeshire and Peterborough, independently produced to inform the Local Industrial Strategy, to be considered further by the Board at a future meeting.
25/03/19	Minute 37	Growth Deal Project Proposals	Considered the confidential reports by external assessors of projects submitted for Growth Deal Funds.

Date	Reference	Issue	Decision
			Recommended Applicants 2 and 3 as suitable for approval to the Combined Authority Board for approval, and requested further detail for Applicants 1 and 4 in order to make a final decision. Noted the update on progress of projects that were approved at the January 2019 Business Board meeting and Small Grant Scheme.
25/03/19	Minute 38	Growth Programme Update	Noted the accumulative and in-year programme position to 28 February 2019 for Growth Deal and Growing Places Fund. Noted and recommend the Combined Authority Board agree the submission of the Growth Deal monitoring report to Government to end Q3 2018/19.
25/03/19	Minute 39	Assurance Framework	Agreed the revised single Assurance Framework which is in line with the Ministry of Housing, Communities & Local Government's revised National Local Growth Assurance Framework for Mayoral Combined Authorities with a Single Pot and Local Enterprise Partnerships.
25/03/19	Minute 40	Date of Next Meeting	Noted the date of the next meeting.
28/05/19	Minute 41	Apologies and declarations of interest	No apologies. Professor Andy Neely declared an interest in* (<i>checking details</i>)
28/05/19	Minute 42	Minutes of the meeting held on 25 th March 2019	Agreed the minutes of the Business Board meeting held on 25 th March 2019.
28/05/19	Minute 43	Forward Plan	Noted the Forward Plan.

Date	Reference	Issue	Decision
28/05/19	Minute 44	Schedule of Meetings 2019/20	Noted the schedule of meetings 2019/20.
28/05/19	Minute 45	Combined Authority Update	Considered the updates provided following the meetings of the Combined Authority Board held on the 26th September, 31st October, 28th November 2018, 30th January, 27th February and 27th March 2019.
28/05/19	Minute 46	Business and Skills Annual Delivery Plan for 2019-20	Approved the final Annual Delivery Plan for 2019-20 and for submission to Government. Recommended that the Combined Authority Board note the final Annual Delivery Plan for 2019-20. Requested future reports on progress with the Delivery Plan.
28/05/19	Minute 47	Progress on Growth Fund Programme	Noted and recommended the Combined Authority Board agree the submission of the Growth Deal monitoring report to Government to end Q4 2018/19. Noted the current and expected projects pipeline profile for the LGF programme as at May 2019; Agreed the launch of Investment Prospectus in June to call for investment projects and to note the text for the call for next round with delegation to Officers to refine the text as required; Noted the Eastern Agri-Tech Growth Initiative update; Noted the progress of the Small Grant Scheme.
28/05/19	Minute 48	OxCam Arc Update	Noted the update provided in this report.

Date	Reference	Issue	Decision
			Commented and provided a steer for officers in the ongoing development of the OxCam Arc. Recommended this update to the Combined Authority Board. Agreed that the Chairman should submit formal representation to BEIS outlining Business Board Members' comments.
28/05/19	Minute 49	Energy Hub	Recommended to the Combined Authority Board to agree to the establishment of the Greater South East Energy Hub Board in line with the draft Terms of Reference and included in this report, and authorise the Director of Business & Skills, in consultation with the Chief Finance Officer and Monitoring Officer, to make minor amendments to terms of reference as required in their finalization. Agreed to nominate the Combined Authority's representative on the Hub Board or to delegate the appointment of the Hub Board member to the Director of Business, Skills & Energy. Agreed to delegate authority to the Energy Hub Board for the use of the Local Energy Capacity Support Grant and Rural Community Energy Fund where the decisions do not impact Cambridgeshire and Peterborough Combined Authority staffing arrangements. Noted the draft Accountable Body Agreement and authorise the Section 73 Officer to make minor amendments and finalise the agreement.
28/05/19	Minute 50	Assurance Framework	Agreed the revised single Assurance Framework, which is in line with the Ministry of Housing, Communities & Local Government's

Date	Reference	Issue	Decision
			revised National Local Growth Assurance Framework for Mayoral Combined Authorities with a Single Pot and Local Enterprise Partnerships, as per Appendix 1 to the report.
28/05/19	Minute 51	Better Sharing Chair and Member tasks across the Business Board	Discussed alternative ways of handling both the volume of work and the different skills required to fulfil the tasks falling to the Chair as set out in Appendix A to the report. Agreed the process for appointing an interim Chair until a permanent appointment is made. Agreed delegated authority be given to the Chief Executive to accept the recommendation of the recruitment panel for the interim Chair and that the Board shall ratify the decision at their next meeting in July. Agreed that the Constitution be amended to include the process for appointing an interim Chair mid-term as set out below and in Appendix B to the report (para 3.7). Agreed that a report be submitted to the next meeting of the Business Board on the appointment of additional members and the Chair that accord with the National Guidance set out in Appendix B to the report. Agreed to a discussion on assignment of Board member tasks to conclude at a future board meeting. Agreed that a further informal meeting should be arranged to explore the above issues further.

Date	Reference	Issue	Decision
28/05/19	Minute 52	Constitution Review	Recommend to the Combined Authority Board for approval the amendments to the Constitution set out in Appendix 1 to the report.
28/05/19	Minute 53	Business Board Headlines for Combined Authority Board	-
28/05/19	Minute 54	Date of Next Meeting	Noted the date of the next meeting.
28/05/19	Minute 55	Growth Deal Project Proposals May 2019	Consider the additional information in relation to projects resubmitted for Growth Deal Funds. Recommended both schemes to the Combined Authority Board for approval.
28/05/19	Minute 56	Greater Peterborough Inward Investment Pilot	Considered the proposal for a pilot one-year inward investment service for Greater Peterborough area. Approved the one-year contract funds to Peterborough City Council and recommend to the Combined Authority Board for approval.
28/05/19	Minute 57	Growth Co Strategic Outline Business Case	Commented on the Growth Company Strategic Outline Business Case. Approved the development of an Outline Business Case for September 2019. Approved the principle of using a Company Limited by Guarantee as the delivery vehicle for the three services, with details for its operation and governance to developed for an Outline Business Case.

Date	Reference	Issue	Decision
			Recommended to the Combined Authority Board to authorise Officers to form a Company Limited by Guarantee in June 2019. Agreed the funding strategy for the services and make recommendation to CA Board to authorise Officers to: i. Submit proposals for external funding to Local Growth Fund, Growing Places Fund, European Social Fund and European Regional Development Fund ii. Submit, through the subsequent Outline Business Case proposals for internal funding from within the already agreed Medium Term Financial Plan of the Business Board and its Enterprise Zone receipts. Gave feedback on how officers might strengthen the case for the Outline Business Case in July and Full Business Case in October.
22/07/19	Minute 58	Appointment of Interim Chairman/woman	Aamir Khalid affirmed his resignation as Chairman. No other nominations put forward by remaining Board members, and Austen Adams was appointed as the Interim Chairman. Aamir Khalid officially steps down and the meeting continues under the Chairmanship of Austen Adams.
22/07/19	Minute 59	Apologies and Declarations of Interest	Noted apologies from Councillor John Holdich. Austen Adams, declared an interest in Chatteris Technology Park, which was referred to in the CPCA Advanced Materials Manufacturing report.

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			Professor Neely declared an interest as a Non-executive Director in Cambridge Innovation Capital, referenced in the Local Industrial Strategy. Councillor Fitzgerald declared an interest as Deputy Leader of Peterborough City Council in the University of Peterborough item. Councillor Fitzgerald declared an interest as Deputy Leader of Peterborough City Council, as the Council was a landowner and key partner in the development, in relation to Minute 69. William Haire declared an interest as was using LDA Design who were the design consultants for the Peterborough Station Quarter Masterplan, in relation to Minute 69.
22/07/19	Minute 60	Minutes of the Business Board meeting held 28 th May 2019	Agreed the minutes of the Business Board meeting held 28 th May 2019.
22/07/19	Minute 61	Combined Authority Update	Noted the Combined Authority Update.
22/07/19	Minute 62	Business Advisory Panel Update – July 2019	Noted the minutes of the Business Advisory Panel meeting held on 27th June 2019. Approved the appointments of Chairman and Vice-Chairwoman made by the Business Advisory Panel. Noted the recommendations from the Business Advisory Panel as set out in Section 2.4 of the report.
22/07/19	Minute 63	Growth Fund Update	Recommend the Combined Authority Board agree the submission of the Growth Deal monitoring report to Government to end

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			Q1 2019/20. Noted the revised categorisation of projects in the pipeline and forecast spend beyond July 2019. Recommended to the Combined Authority Board the proposed creation of a Capital Growth Grant scheme for small businesses using LGF and recommend to the Combined Authority Board for approval of a £3m pilot programme and for Officers to run a procurement for a provider to deliver the pilot programme. Noted the launch of Investment Prospectus in July to call for investment projects. Approved the remit and Terms of Reference for the proposed Entrepreneur Assessment Panel (EAP) being created in the LGF application process and request Board members to volunteer to sit on this panel. Noted the Eastern Agri-Tech Growth Initiative update. Noted the progress of the existing Small Grant Scheme.
22/07/19	Minute 64	Internal Audit – Business Board	Considered the outcomes from the review of corporate governance of the Business Board together with the proposed actions for management to address any weaknesses identified (Appendix 1 of the report). Noted that the S151 Officer will submit the Audit Report to the Cities and Local Growth Unit together with any comments of the Business Board.

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22/07/19	Minute 65	Alconbury Enterprise Zone Memorandum of Understanding and Enterprise Zone Governance	Recommend the Alconbury Enterprise Zone Memorandum of Understanding between CPCA and Huntingdonshire District Council and the adoption of the proposed Enterprise Zone Programme Terms of Reference and associated governance to the Combined Authority Board for approval.
22/07/19	Minute 66	CPCA Advanced Materials Manufacturing Strategy	Noted and recommended the Cambridgeshire and Peterborough Advanced Materials & Manufacturing Strategy to the Combined Authority Board for approval.
22/07/19	Minute 67	Peterborough Station Quarter Masterplan	Considered the proposal for funding masterplan study and delivery covering the Peterborough station quarter area. Recommend approval of the funds to Peterborough City Council and recommend to the Combined Authority Board.
22/07/19	Minute 68	Local Industrial Strategy	Noted the publication of the final Local Industrial Strategy. Noted the next steps regards the implementation and delivery plans.
22/07/19	Minute 69	Review of University of Peterborough	Noted the findings of the reviews that were recommended and approved by the Combined Authority Board for the way forward for the University of Peterborough to be developed to meet the outcomes of the Cambridgeshire and Peterborough independent Economic Review, Local Industrial Strategy and Skills Strategy.
22/07/19	Minute 70	Recruitment on New Chair and Business Board Members	Agreed the process and timetable for the recruitment of the permanent Chair and additional Business Board members (in line with the National Guidance set out in Appendix 1 of the report).

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			Agreed the revised Diversity Statement to meet the Business Boards diversity requirement (Appendix 3 of the report) and the appointment of Dr Tina Barsby to act as the Board Diversity Champion to support the recruitment process, and will be involved in candidate shortlisting. Approved the increase of Business Board membership from 9 to 12 members.
22/07/19	Minute 71	Business Board Headlines for Combined Authority	-
22/07/19	Minute 72	Forward Plan	Noted the Forward Plan.
22/07/19	Minute 73	Date of Next Meeting	Noted the date of the next meeting.
23/09/19	Minute 75	Apologies and Declarations of Interest	Noted apologies from Mark Dorsett and William Haire Tina Barsby declared an interest as CEO of NIAB in relation to an Expression of Interest (EOI) for the Local Growth Fund (Minute 82). Aamir Khalid declared an interest as CEO of TWI in relation to two EOIs for the Local Growth Fund (Minute 82). Professor Neely declared an interest as a Member of Cambridgeshire And, in relation to an Expression of Interest (EOI) for the Local Growth Fund (Minute 82). All Members declared an interest in Business Board Private Sector Board Members Expenses and Allowances Scheme (Minute 86),

Date	Reference	Issue	Decision
			but the Interim Monitoring Officer confirmed that this was not an issue.
23/09/19	Minute 76	Minutes of the Business Board meeting held 22 nd July 2019	Agreed the minutes of the Business Board held on 22 nd July were a correct record.
23/09/19	Minute 77	Combined Authority Update	Noted the update.
23/09/19	Minute 78	Business Advisory Panel Update – September 2019	Noted the minutes of the Business Advisory Panel meeting held on 22 nd August 2019. Considered the recommendations from the Business Advisory Panel as set out in Section 3 of the report.
23/09/19	Minute 79	OxCam Arc Update – September 2019	Noted the current plans by the OxCam Productivity Group to develop three Strategic Outline Business Cases for input into the Spending Review, concerning: 1. A Business Growth Service 2. An Inward Investment Service 3. An Integrated Skills Network
23/09/19	Minute 80	Cambridgeshire & Peterborough Combined Authority Digital Sector Strategy	Agreed the adoption of the Digital Strategy with delivery of key priority interventions and authorise Officers to work with partners on business cases for delivery and funding sources.
23/09/19	Minute 81	Local Growth Fund Project Proposals – September 2019	Deferred the Local Growth Fund application described in the report to the Business Board dated 23 September 2019 and requested further information in order to make a final decision.

Date	Reference	Issue	Decision
23/09/19	Minute 82	Local Growth Fund Update – September 2019	Recommended all the programme updates outlined in the report to the Combined Authority Board. Agreed the amended evaluation criteria for Major Projects as set out in Appendix 3 to the report. Approved the continuation of the evaluation criteria for the other areas of funding as set out in Appendix 3 to the report. Agreed the process for ranking projects to manage oversubscribed pipeline to support robust decision making on funding highest quality projects.
23/09/19	Minute 83	Strategic Partnership Agreements	Noted the first five Strategic Partnership Agreements with neighbouring Local Authority to remove LEP overlaps. Recommended that the Combined Authority Board approve the first five Strategic Partnership Agreements for Rutland County Council, West Suffolk Council, Kings Lynn & West Norfolk Council, New Anglia LEP and South East LEP. Noted that Lincolnshire County Council is included for a Strategic Partnership Agreement. Noted that the remaining seven Strategic Partnership Agreements are anticipated to be finalised and submitted for approval in January 2020. Recommended that the Combined Authority Board approve the CPCA develop a LEP Partnership Strategy (to cover other

Date	Reference	Issue	Decision
			contiguous and strategically important LEPs) once the remaining Strategic Partnership Agreements have been completed.
23/09/19	Minute 84	Greater South East Energy Hub	Recommended to the Combined Authority Board that the Energy Hub is transferred to a new Accountable Body which will be decided by the Hub Board. Recommended the Combined Authority Board to agree to the establishment of the Greater South East Energy Hub Board in line with the Terms of Reference and included in the report, and authorise the Director of Business & Skills, in consultation with the Lead Member for Economic Growth, Chief Finance Officer and Monitoring Officer, to make minor amendments to terms of reference as required in their finalisation. Agreed to delegate authority to the Energy Hub Board for the use of the Local Energy Capacity Support Grant and Rural Community Energy Fund where the decisions do not impact Cambridgeshire and Peterborough Combined Authority staffing arrangements. Noted the draft Accountable Body Agreement and authorise the Section 73 Officer to make minor amendments and finalise the agreement.
23/09/19	Minute 85	Local Industrial Strategy Delivery Plans	Noted the revised Financial Strategy. Noted the revised Commercial Strategy. Approved the submission of an application to the Local growth Fund for equity investment into the Growth Company.

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23/09/19	Minute 86	Business Board Private Sector Board Members Expenses and Allowances Scheme	Noted the Members' Allowance Scheme for the Business Board at Appendix 2 to the report.
23/09/19	Minute 87	Monitoring and Evaluation Framework	Agreed the extension of the 2019 Monitoring & Evaluation Framework to include all Business Board activities. Noted the resource implications for effective Monitoring & Evaluation to be delivered.
23/09/19	Minute 88	European Union Exit Capability Programme	Noted the two schemes to provide support to businesses for the Brexit Basics import and export documentation and associated challenges workshops and the retention and recruitment of EU workers programmes of support and to comment on them.
23/09/19	Minute 89	Update on Business Board Member Recruitment	Noted progress made against the agree process and timetable for the recruitment of additional Business Board Members.
23/09/19	Minute 90	Business Board Headlines for Combined Authority	Noted.
23/09/19	Minute 91	Business Board Forward Plan	Noted the Forward Plan.
25/11/19	Minute 92	Apologies and Declarations of Interest	Noted apologies from Tina Barsby. Aamir Khalid declared an interest as CEO of TWI in relation to an application for the Local Growth Fund (Minute 97). Professor Neely declared an interest in both the Growth Service and Cambridge And, in relation to applications for the Local Growth Fund (Minute 97).

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			Austen Adams declared an interest in the Local Growth Fund but advised that the relevant applications were not being considered until a future meeting. James Palmer and Councillor John Holdich declared an interest in both the Growth Service and University of Peterborough items (Minutes 97 and 101 respectively) but reminded Members that they were both non-voting Business Board Members.
25/11/19	Minute 93	Minutes of the Business Board meeting held 23 rd September 2019	Agreed the minutes of the Business Board held on 23 rd September were a correct record.
25/11/19	Minute 94	Combined Authority Update	Noted the update.
25/11/19	Minute 95	Business Advisory Panel Update – October 2019	Noted the minutes of the Business Advisory Panel meeting held on 24th October 2019. Considered the recommendations from the Business Advisory Panel as set out in the minutes.
25/11/19	Minute 96	Advanced Materials and Manufacturing Sector Strategy	Deferred the adoption of the Advanced Materials and Manufacturing Strategy pending completion of actions set out by the Business Board and consideration by the Business Advisory Panel.
25/11/19	Minute 97	Local Growth Fund Project Proposals – November 2019	Recommend to the Combined Authority Board that the Director of Business and Skills be granted delegation to approve the application numbered 1 in the table at paragraph 2.8 in the report subject to legal advice to confirm that approval would be lawful in the context of the Bus Review.

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			Recommended that the Combined Authority Board approve funding for the projects numbered 3 and 6 in the table at paragraph 2.8 of the report. Recommended that the Combined Authority Board approve funding for the projects numbered [5, 7 and 8] in the table at paragraph 2.8 in the report. Deferred consideration of the projects numbered [2 and 4] in the table at paragraph 2.8 in the report until the January meeting of the Business Board.
25/11/19	Minute 98	Local Growth Fund Update – November 2019	Recommended all the programme updates outlined in the report to the Combined Authority Board. Recommended to Combined Authority Board the delegation of authority to the Director of Business and Skills, in consultation with the Chair of Business Board, to approve grants to SMEs under the Small Business Capital Grant Programme. Recommended to Combined Authority Board approval of the allocation of £100,000 from the Small Business Capital Growth Grant Programme to a new Entrepreneurs' Accelerator Fund to be ring-fenced for Thomas Cook employees or affected supply chain companies' employees who have been made redundant and are exploring starting up a business. Recommended to Combined Authority Board approval of delegated authority to the Director of Business and Skills, in consultation with

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			the Chair of the Business Board, to adopt appropriate application evaluation criteria and award processes for the Entrepreneurs' Accelerator Fund. Approved a reduction in the Local Growth Fund allocated to the Eastern Agri-Tech Growth Initiative scheme of £3.5m. Approved the allocation of an additional £9m to the Small Business Capital Growth Grant Programme from Local Growth Fund and recycled Growth Fund to create a total £12m budget for the Small Business Capital Growth Grant programme. Noted that in the event recommendations above are approved, the revised total budget available to fund the £63.4million of applications in the Local Growth Fund pipeline would become £48.4million, allowing approximately 75% of the 22 proposals to be funded, rather than 65%.
25/11/19	Minute 99	Local Industrial Strategy Delivery Plan – the Business Growth Service	Noted the Outline Business Case and recommend to the Combined Authority Board the establishment of a Growth Service Management Company to initially be a wholly owned subsidiary of Angle Holdings Limited as set out in Section 4 of the report. Noted the proposal for the Combined Authority to bid for Local Growth Fund monies as set out in paragraph 4.4 of the report. Supported the proposal for the Combined Authority to bid for European Regional Development Fund (ERDF) and European Social Fund (ESF) monies as set out in paragraph 4.5 of the report.

Date	Reference	Issue	Decision
			Recommended that the Combined Authority Board agree, subject to the proposed bids in paras 2 and 3 above being successful, to allocate £2.335m funding from a combination of Enterprise Zone receipts and funding within the Medium Term Financial Plan, as set out in paragraph [4.6] of the report, to the Growth Service Management Company to part fund the procurement of the Business Growth Service.
25/11/19	Minute 100	Enterprise Zones Update	Noted the progress being made with delivery on each of the area's Enterprise Zone sites, and the associated Enterprise Zone National Non-Domestic Rates income profile for the Combined Authority as per Table 1 of the report. Noted the existing financial commitments and allocations from the Combined Authority share of Enterprise Zone National Non-Domestic Rates income in supporting core Local Enterprise Partnership services as set out in Table 2 of the report.
25/11/19	Minute 101	University of Peterborough – Progress Update	Noted the progress made to date on the programme of delivery for the New University of Peterborough. Noted the decision of Skills Committee to release of £364,854.85 from the 2019/20 budget to mobilise activities and services. The £364,854.85 is made up of £294,110.55 capital and £70,744.30 revenue.
25/11/19	Minute 102	Assurance Framework	Agreed the adoption of the Assurance Framework as amended to meet the requirements of the Ministry of Housing, Communities and Local Government.

Date	Reference	Issue	Decision
25/11/19	Minute 103	Appointment of New Members to Business Board	Noted progress made with the recruitment of additional Business Board members. Noted the appointment of new private sector Business Board members, subject to due diligence, and the identification of reserve candidates. Noted the new Business Board members will be attending the Business Board meeting in January 2020. Recommended to the Combined Authority that the limit on the number of business representatives on the Business Board of 10 set out at paragraph 8.3 of Annex 5 [Business Board] of the Constitution be raised to 12.
25/11/19	Minute 104	Forward Plan	Noted the Forward Plan
27/01/20	Minute 105	Apologies and Declarations of Interest	Noted apologies from Professor Andy Neely. Austen Adams declared an interest in the Local Growth Fund project proposal (project 12, item 111). James Palmer, Councillor John Holdich and John T Hill declared an interest in the University of Peterborough Local Growth Fund project proposal (project 1, item 111); James Palmer and Councillor Holdich reminded Members that they were both non-voting Business Board Members. Councillor Holdich declared an interest in the Local Growth Fund project proposal (project 7, item 111).

Date	Reference	Issue	Decision
			Jason Mellad declared an interest in the Local Growth Fund project proposal (project 10, item 111). Approved the recommendation of the Appointment Panel and appointed Austen Adams as permanent Chair of the Business Board with one consecutive term. Noted the appointed of new business board member, appointment subject to due diligence and induction training. Appointed Aamir Khalid as Vice-Chairman for the meeting. Accepted the resignation of William Haire from the Business Board with effect from 1st February 2020.
27/01/20	Minute 106	Minutes of the Meeting held 25 th November 2019	Agreed the minutes of the Business Board held on 25 th November were a correct record.
27/01/20	Minute 107	Business Board Membership Update	Noted the appointment of six new Business Board members. Noted the update on full Business Board membership composition.
27/01/20	Minute 108	Combined Authority Update	Noted the Decision Statement of the Combined Authority Board meeting held on 27th November 2019 (Appendix 1 to the report). Noted the updates from transport officers on the Cambridgeshire Autonomous Metro Project and the Strategic Bus Review. Agreed the proposed timetable for future updates on significant Combined Authority projects (Appendix 2 to the report).
27/01/20	Minute 109	Business Advisory Panel Update	Noted the minutes of the Business Advisory Panel meeting held on 15 th January 2020 (Appendix 1 to the report).

Date	Reference	Issue	Decision
			Defer the amended Terms of Reference for the Business Advisory Panel (Appendix 2 to the report) to a future meeting. Agreed that Cambridge Network and Cambridge Ahead should be invited to be members of the Business Advisory Panel.
27/01/20	Minute 110	Local Growth Fund Programme Management Review - January	Recommended all the programme updates outlined in the paper to the Combined Authority Board. Noted the submission of the Growth Deal monitoring report to Government to the end of Quarter 2 2019/20.
27/01/20	Minute 111	Local Growth Fund Project Proposals – January 2020	Recommended to the Combined Authority Board approve funding for the projects ranked 1, 2, 4, 5, 6, 7, 8, 9, and 14 in the table at paragraph 2.8 of the report based on achieving highest scoring criteria and external evaluation recommendation. Recommended that the Combined Authority Board approve a revised grant funding offer for the project ranked 11 in the table at paragraph 2.8 in the report of £2,400,000. Recommended that the Combined Authority Board approve a revised grant funding offer for the project ranked 13 in the table at paragraph 2.8 in the report of £1,400,000. Recommended that the Combined Authority reject project ranked 15 in the table at 2.8 in the report. Recommended that the Combined Authority decline projects ranked 3 and 16 in the table at paragraph 2.8 in the report based on the scoring criteria for project 16, as this is the

Date	Reference	Issue	Decision
			lowest scored project, and the external evaluation recommendation on project 3. Recommend that the Combined Authority delegate authority to the Director of Business and Skills to renegotiate the management fee proposed by the applicant of project 10. Recommend that the Director of Business and Skills, in consultation with Cllr Count as Lead Member for Finance, be granted delegation to approve project ranked 10 upon completion of satisfactory renegotiation of the management fee proposed and due diligence.
27/01/20	Minute 112	Local Growth Fund Monitoring and Evaluation Plan	Recommended to the Combined Authority Board the incorporation of the proposed Local Growth Fund Monitoring and Evaluation Plan into the Monitoring and Evaluation Framework and to grant the Monitoring Officer delegated authority to make any consequential amendments required to the Monitoring and Evaluation Framework. Noted the resource implications for effective Monitoring & Evaluation to be delivered.
27/01/20	Minute 113	High Growth Small and Medium-sized Enterprises Observatory	Recommend that the Combined Authority Board note and approve the proposals to create the Observatory which will act as a Research, Analytical and Market Intelligence function to identify the Combined Authority's target clients at a total cost of £80,000 subject to the following: Approve the reprofiling of £80,000 from the 19-20 LEP Capacity Funding budget to cover the costs of the High Growth SME Observatory in 2020/21 and 2021/22.

Date	Reference	Issue	Decision
27/01/20	Minute 114	OxCam-wide Business Support Strategic Outline Business Case – request for funding	Approved the allocation of £30,000 from the existing LEP Capacity Funding budget line, to contribute to the £120,000 of costs to produce a suite of Strategic Outline Business Cases, requesting funding from Government, as part of the Comprehensive Spending Review, to finance an Arc-Wide Business Support Programme. Subject to: – The funding being used only for the production of the Strategic Outline Business Case for the Arc-wide Inward Investment Service, which is considered likely to be the most attractive to Government and produce the greatest additional impact, above and beyond, that generated by the planned services within the Combined Authority’s own Growth Service. – The service providers being procured to produce the Strategic Outline Business Case being committed to produce a full form Strategic Outline Business Case document to Treasury Green Book standards by the end of March 2020. – The ambition of the service being set at a level capable of growing the Arc to challenge other global innovation-growth centres such as San Francisco, Seoul, Singapore and Toronto. To achieve this the ambition of the value of the “ask” to Government should be in excess of at least four times the £4m the Business Board has already committed to its own Inward Investment Service. To delegate the Chief Officer for the Business Board authority to negotiate these terms with the three LEPs co-funding the £120,000 of costs and making up the OxCam Arc, alongside the Combined

Date	Reference	Issue	Decision
			Authority. Specifically, to focus investment on the production of a Strategic Outline Business Case for the service(s) with most economic impact for the Cambridgeshire & Peterborough economy, measured in GVA growth and productivity improvement.
27/01/20	Minute 115	Business Board Strategic Funds Update	Noted the update and financial position relating to the revenue funding lines under the control of the Business Board.
27/01/20	Minute 116	The Strategic Role of the Adult Education Budget in delivering the Local Industrial Strategy	Deferred.
27/01/20	Minute 117	Business Support Services – Promotional Campaign 2020-21	Noted the requirement to improve the profile of the full range of services and related value propositions across the Business & Skills Directorate; Approved the planned activities detailed within the Promotional Campaign (Appendix 2 of the report); Noted the revised budget re-allocations as detailed in Section 6.2 of the report. Noted the subsequent benefits of mobilising this campaign alongside the launch of the Business Growth Service.
27/01/20	Minute 118	Business Board Headlines for the Combined Authority	Noted
27/01/20	Minute 119	Forward Plan	Noted the Forward Plan
23/03/20	Minute 120	Apologies and Declarations of Interest	Noted apologies from Al Kingsley. Austen Adams, Tina Barsby, Aamir Khalid and Jason Mellad declared interests in the Local Growth Fund (item 124).

Date	Reference	Issue	Decision
			Mayor James Palmer and Councillor John Holdich declared an interest in the University of Peterborough (item 125); The Mayor and Councillor Holdich reminded Members that they were both non-voting Business Board Members.
23/03/20	Minute 121	Minutes of the meeting held 27th January 2020	Agreed the minutes of the Business Board held on 27th January 2020 were a correct record.
23/03/20	Minute 122	Combined Authority Update	Noted the Decision Statement of the Combined Authority Board meeting held on 29th January 2020 (Appendix 1 to the report). Deferred presentations on the A10 upgrade and the University of Peterborough to the Board meeting on 26th May 2020; an update on the GCP was also postponed to a future meeting.
23/03/20	Minute 123	Business Advisory Panel Update	Noted the minutes and recommendations of the Business Advisory Panel meeting held on 20th February 2020 (Appendix 1 to the report).
23/03/20	Minute 124	Local Growth Fund Management Review and Recycled Funds – March 2020	Noted the submission of the Growth Deal monitoring report to Government end Q3 2019/20; Noted the availability of returned Local Growth Funds for allocation; and Noted the current and projected recycled funds available to the Business Board.

Date	Reference	Issue	Decision
23/03/20	Minute 125	University of Peterborough Outline Business Case – Phase 1	Noted the update.
23/03/20	Minute 126	Budget Update – Business Board Funds	Noted the update and financial position relating to the revenue funding lines under the control of the Business Board.
23/03/20	Minute 127	2020-24 Business and Skills Directorate Medium Term Financial Plan Review	Noted the Medium Term Financial Plan for the Business and Skills Directorate.
23/03/20	Minute 128	Advanced Materials & Manufacturing Sector Strategy	Deferred until the Board meeting on 26th May 2020.
23/03/20	Minute 129	Enterprise Zones Funding Utilisation	Noted the updated financial position regarding CPCA share of the Enterprise Zone NNDR income (set out for the period 2019/20 – 2022/23); Noted the financial commitments allocated against the CPCA share of Enterprise Zone NNDR income; and Recommended the Combined Authority approve the reallocation of £306,313 (representing 75% of all eligible costs) from Enterprise zone NNDR income to Local Growth Fund).
23/03/20	Minute 130	Business Board Governance Review	Noted and approved the preliminary recommendations and next steps outlined in the Appendix; Recommended to the Combined Authority approval of the preliminary recommendations and next steps outlined in the Appendix; and Recommended that the Combined Authority delegate authority to Monitoring Officer to amend the Assurance Framework and

Date	Reference	Issue	Decision
			Constitution to reflect the recommendations outlined in the Appendix.
23/03/20	Minute 131	Governance Update	Noted the update.
23/03/20	Minute 132	Coronavirus Update	Noted the update. Agreed to use the urgency procedure to bring forward recommendations in response to the Coronavirus Update to the Combined Authority Board.
23/03/20	Minute 133	Business Board Headlines for the Combined Authority	Noted.
23/03/20	Minute 134	Business Board Forward Plan	Noted the Forward Plan.
26/05/20	Minute 135	Apologies for absence and declarations of interest	Noted apologies from Mark Dorsett. Councillor John Holdich declared a non-pecuniary interest in the University of Peterborough item (Minute 137). Andy Neely declared an interest in the Local Growth Fund item (Minute 140).
26/05/20	Minute 136	Minutes of the meeting held 23 rd March 2020	Agreed the minutes of the Business Board held on 23 rd March 2020 were a correct record.
26/05/20	Minute 137	Combined Authority Update	Noted the Decision Statement of the Mayoral decision making meeting held on 23 March 2020 and Combined Authority Board meeting held on 29 April 2020.

Date	Reference	Issue	Decision
			Noted the Timetable of Combined Authority Updates to the Business Board. Noted the update on the University of Peterborough. Noted the update on the A10 Upgrade.
26/05/20	Minute 138	Update on the Business Board and wider Combined Authority response to Covid-19	Noted the wider Combined Authority's responses to COVID-19, as described in the report. Noted the Combined Authority's approval of the Recover Orient Adapt and Regrowth (ROAR) approach, set out in Appendix 1 to the report. Noted the Combined Authority's approval of the interest-accruing repayment holidays to companies in receipt of a Local Growth Fund loans, covering repayments due between 24 March 2020 and 31 August 2020. Noted the Combined Authority's approval of the adjustment of the current Small Capital Grant Scheme eligibility criteria on intervention rates, jobs output-value ratio to grant-value, including safeguarded jobs in output measures for grants, subject to consultation with BEIS where appropriate. Noted the Combined Authority's approval of the approval of the allocation of £3million Local Growth Funding to the COVID-19 Capital Grant Scheme, from returned unallocated Local Growth Funding.

Date	Reference	Issue	Decision
			Noted the Combined Authority's creation of a £500,000 capital grant scheme aimed at supporting the smallest businesses in the Cambridgeshire and Peterborough Combined Authority area and delegation to the Director of Business and Skills, in consultation with the Mayor, the Section 73 and the Monitoring Officer, for the setting of detailed parameters and criteria for the scheme. Noted the ongoing discussions between the Mayor and MHCLG and the Minister in support of Business Board objectives. Noted the work ongoing for the potential development in the Housing and Development directorate for a package of measures for home buying borrowers in the CPCA's £40m revolving fund; and Noted the support provided by the Mayor in raising the challenges of the local bus sector in conversations with the Secretary of State for Transport and the Buses Minister, Baroness Vere. The related government announcement of a package of support for the bus industry, of which the Combined Authority will distribute a proportion.
26/05/20	Minute 139	Business Board Strategic Funds Update	Noted the update and financial position relating to the revenue funding lines under the control of the Business Board.
26/05/20	Minute 140	Local Growth Fund Programme Management Review – May 2020	Noted the updates for the Local Growth Fund programme to the Combined Authority Board. Noted the Local Growth Fund Project Delivery Risk Register. Recommended to the Combined Authority Board approval of an allocation of £320,000 returned Local Growth Funding into the new

Date	Reference	Issue	Decision
			Adult Education Budget Innovation Fund as capital match to that fund to support the Further Education (FE) Sector plus Apprenticeships and Retraining. Noted the proposed approach for allocating the remaining Local Growth Funding to remaining projects in pipeline.
26/05/20	Minute 141	iMET Investment Update and Options recommendation	Noted the recent position of iMET LGF investment; and Noted the potential options available to the Business Board in relation to the iMET investment that will be explored further by the Chief Officer of the Business Board, complimented with legal advice and reported back to the Business Board in July 2020.
26/05/20	Minute 142	Integrated Business and Skills Insight Evaluation Programme	Endorsed the commissioning of an Integrated Business & Skills Insight & Evaluation Programme. Recommended the Combined Authority approve the consolidation of the SME Observatory budget and the of LGF Top Slice and BEIS Support Funding as detailed in Table 1, to resource the commissioning. Noted that a recommendation will be made, via the Skills Committee to the Combined Authority Board, to approve the consolidation of budgets details in Table 2 of the report, to resource the commissioning.
26/05/20	Minute 143	Constitution Review (Appendix 5 – Business Board)	Recommend to the Combined Authority the amendments to the constitution set out in Appendix 1 to the report.

Date	Reference	Issue	Decision
26/05/20	Minute 144	Nomination of Business Board representative for the Combined Authority report	Nominated the Chair of the Business Board to be the Business Board Member of the Combined Authority for the municipal year 2020/21. Nominated the Vice Chair of the Business Board to be the Substitute Member of the Combined Authority for the municipal year 2020/21. Recommend the nominations above to the Combined Authority.
26/05/20	Minute 145	Nomination of Business Board Member as Chair of the Business and Skills Board	Nominated Al Kingsley for the role of Chair of the Employment & Skills Board.
26/05/20	Minute 146	Business Board Communications Update	Noted the content of the report.
26/05/20	Minute 147	Business Board Headlines for the Combined Authority	
26/05/20	Minute 148	Business Board Forward Plan	Noted the Forward Plan.