

DRAFT BUSINESS BOARD

Cambridgeshire & Peterborough Combined Authority



Purpose	<p>The purpose of the Business Board is to provide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> strategic business advice to CPCA's Board, Mayor, Committees and officers across all policy areas <input type="checkbox"/> support and challenge to the Executive Director Economy & Growth <input type="checkbox"/> advice and collaboration on the development and shaping of economic strategy and day to day oversight of progress on implementation, on behalf of the CPCA Board who decide on and own the strategy <input type="checkbox"/> an independent business voice for Cambridgeshire and Peterborough. <p>The Business Board:</p> <ul style="list-style-type: none"> <input type="checkbox"/> sits as the strategic business voice to the Combined Authority Board, Mayor, Committees and Officers. Providing strategic business advice on economy, business, skills, transport, housing, UKSPF and future devolution deals <input type="checkbox"/> act as the lead business voice to the Combined Authority for the region, representing business to the CPCA <input type="checkbox"/> take the lead role in developing economic growth strategy iterations for the CPCA through close working and collaboration with the Executive Director for Economic Growth and the relevant Combined Authority Lead Member for Economic Growth <input type="checkbox"/> develop proposals for strategy and key policy for Combined Authority Board consideration, engaging key stakeholders and partners in order to assist delivery of the CPCAs strategic objectives <input type="checkbox"/> provide independent business advice and critical friend challenge on the development and shaping of economic strategy and day to day oversight of progress on implementation, on behalf of the CPCA Board who decide on and own the strategy and in support of the Executive Director Economy & Growth <input type="checkbox"/> engage specific business sectors as and when required to provide advice, guidance and responses to consultation to the Combined Authority <input type="checkbox"/> members individually act as sector champions for their areas of expertise – leading on engaging with local and national networks, bringing insight into CA discussions, and supporting stakeholder engagement with CA officers on specific pieces of work <input type="checkbox"/> works with the Combined Authority to identify key messages and key opportunities to engage the business community on influencing priorities with Government and maintain a role of developing local networks to support this. <p>The Business Board has the following responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support and challenge the Executive Director Economy & Growth in the implementation and delivery of Priority Area – Achieving Good Growth as set out in the Corporate Plan
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	<ul style="list-style-type: none"> <input type="checkbox"/> The development of thematic strategy and key policy, engaging key stakeholders and partners to develop proposals to assist delivery of the CAs strategic objectives <input type="checkbox"/> Oversee implementation of thematic strategy and key policy, supporting and challenging the Executive Director Economy & Growth in the taking decisions within the strategic and budgetary framework agreed by the Board to deliver strategy and key policy <input type="checkbox"/> Supporting and challenging the Executive Director Economy & Growth in driving delivery of key strategic performance measures (as set out in corporate plan and key supporting strategy) <input type="checkbox"/> Oversight, support and guidance of the development and delivery of thematic business cases, programmes and projects, ensuring that they are contributing to the delivery of CA Strategic Objectives and the Annual Business Plan <input type="checkbox"/> Ensure all programmes and projects comply with the Assurance Framework and are monitored and evaluated in line with the Monitoring and Evaluation Framework. <p>Recycled Local Growth Fund</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administer, provide consideration and approvals for Recycled Local Growth Fund Projects <input type="checkbox"/> Provide oversight of fund projects delivery and performance <input type="checkbox"/> Ensure Projects approved are in alignment with CPCA Strategic Objectives
Accountable to:	Cambridgeshire & Peterborough Combined Authority Board
Accountable for:	<p>Key functions of the Business Board as they relate to the CPCA Corporate Plan are as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> support and challenge the Executive Director for Economic Growth to drive implementation and delivery of CPCA Priority Area – Achieving Good Growth as set out in the CPCA Corporate Plan <input type="checkbox"/> provide operational oversight of Achieving Good Growth Priority Area and associated strategy, policy and performance in order to provide critical friend challenge to the CPCA <input type="checkbox"/> Through collaboration and co-creation with the CPCA and the Executive Director Economy & Growth, develop, manage and implement key sector strategy such as: <ul style="list-style-type: none"> ○ Agri-Tech Sector Strategy ○ Life Sciences Sector Strategy ○ Advanced Manufacturing and Materials Strategy ○ Digital Sector Strategy <input type="checkbox"/> Provide operational oversight of implementation of key deliverables and performance measures of CPCA Priority Area – Achieving Good Growth as set out in the CPCA Corporate Plan. <p>The Business Board acting as the relevant Thematic Committee for the Achieving Good Growth Priority Area within the Corporate Plan is accountable for the following-</p>

	<ul style="list-style-type: none"> □ Supporting and challenging the Executive Director Economy & Growth in the collaboration, development, management and implementation of key strategy and policy relevant to the Business board, including: <ul style="list-style-type: none"> ○ Cambridgeshire and Peterborough Economic Growth Strategy ○ Local Industrial Strategy ○ Life Sciences Sector Strategy ○ Advanced Manufacturing and Materials Strategy ○ Housing Strategy ○ Non-Statutory Spatial Framework □ Supporting and challenging the Executive Director Economy & Growth in the oversight and management of: <ul style="list-style-type: none"> ○ Delivery of the Enterprise Zone Programme ○ Business support (currently delivered through Growth Works programme) ○ Inward investment ○ R&D and innovation ○ Increase in Gross Value Added / value of local economy ○ Improvements in Productivity above UK average ○ All districts across region improve on prosperity index ○ Levelling Up, lifting as many areas as possible out of the top 10% most deprived areas nationally ○ Consistent High levels of Sustainable Growth in Knowledge Intensive Industries (above UK average growth rates) ○ Housebuilding above national rates ○ Retain global position and reputation ○ Maintain net contribution to UK treasury □ Supporting and challenging the Executive Director Economy & Growth in performance management of key performance measures from the Corporate Plan within the remit of the Committee, including: <ul style="list-style-type: none"> ○ Metric 1: Gross Value Added for Cambridgeshire and Peterborough Area ○ Metric 2: Total jobs in Cambridgeshire and Peterborough ○ Metric 3: Number of jobs per working age person in Cambridgeshire and Peterborough ○ Metric 4: Number of active businesses per 10,000 working age population ○ Metric 5: Number of business startups per 10,000 working age population ○ Metric 6: New Housing Completions per 1000 of population ○ Metric 7: Number of Local Super Output Areas in the 20% most deprived nationally ○ Metric 21: Total number of jobs created and supported by key Combined Authority Economy and Growth funds
Membership:	<p>The Business Board membership will comprise of:</p> <p><u>Combined Authority Board Membership:</u></p>

	<input type="checkbox"/> the Mayor of the Combined Authority <input type="checkbox"/> the CPCA Lead Member for Economic Growth <input type="checkbox"/> the CPCA Lead Member for Skills & Employment <u>Private Sector Membership:</u> <input type="checkbox"/> Business Representative x 9 <input type="checkbox"/> Small and Medium Enterprise Representative <input type="checkbox"/> Education Sector Representative <input type="checkbox"/> International Business Representative <p>All of the above private sector representatives will be appointed in line with the Business Board appointments process.</p> <p>Business Board Private Sector Members should be employed by or have a substantial interest (by virtue of ownership / control) in businesses in the area served by the Business Board.</p> <u>Co-opted Membership:</u> <p>Where specific skills or abilities are required which are not available among existing members co-optees may be appointed to the Business Board. The appointment will be made by the Chair, in consultation with the Board, for 12 months. Co-opted members will not have voting rights and will not count towards the quorum. The maximum number of co-opted members should not exceed five.</p>
Terms:	<p>Private sector members (including the Chair and Vice-Chair) are appointed for two consecutive 3-year terms and can then be co-opted to continue on the Business Board.</p> <p>Co-opted membership is reviewed every 12 months.</p>
Chair:	The Business Board will appoint a private sector representative as Chair
Vice Chair:	The Business Board will appoint a private sector representative as Vice Chair
Voting:	<p>Each private sector Member of the Business Board is to have one vote and no Member (including the Chair) is to have a casting vote.</p> <p>The public sector and co-opted members of the Business Board do not have any voting rights.</p>
Quorum:	<p>No business is to be transacted at a meeting of the Business Board unless a majority of the total number of Members of the Board are present (either at the venue or remotely) which should include the majority of private sector members and at least one public sector member.</p> <p>During any meeting if the Chair counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair. If the Chair does not fix a date, the remaining business will be considered at the next ordinary meeting.</p>
Servicing:	The Business Board will be serviced by Democratic Services
Frequency:	Minimum of 6 'formal' quarterly meetings and 6 informal meetings per annum
Supported by:	<p>The Business Board shall be supported by:</p> <input type="checkbox"/> Economic Development Advisory Panel

	<input type="checkbox"/> Business Advisory Panel – the Business Board will utilise the Panel to get a depth of experience and a cumulative voice representing small business across the region
Functions: (key areas of focus under Corporate Plan)	<p>Funding</p> <ul style="list-style-type: none"> <input type="checkbox"/> More fairer funding and more UK Shared Prosperity Fund allocations <input type="checkbox"/> Less restriction on capital and revenue allocations <input type="checkbox"/> Successful lobbying for single pot funding – working with trailblazing MCAs for single settlements <input type="checkbox"/> Initiate evidence and research in support of seeking additional funding for the region <p>Place Growth</p> <ul style="list-style-type: none"> <input type="checkbox"/> Market Towns Programme and Business and Social Investment Fund <input type="checkbox"/> Enterprise Zones and future knowledge intensive growth clusters <input type="checkbox"/> Final delivery of the Combined Authority Affordable and Community-led Housing programme delivery <input type="checkbox"/> Working with providers to reduce the need to travel through more place-based community or digital services <input type="checkbox"/> Support to Rural Communities and Businesses through the Rural England Prosperity Funding <input type="checkbox"/> Support to driving and maintaining Innovation across the high knowledge business sectors/clusters <input type="checkbox"/> Working with Fens partners to support Future Fens and potential designation. <p>Sector Growth</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agri-tech <input type="checkbox"/> Life Sciences <input type="checkbox"/> Advanced Manufacturing and Materials <input type="checkbox"/> Digital and Technology <p>Policy and Strategy Influence</p> <ul style="list-style-type: none"> <input type="checkbox"/> Engage DLUHC for new knowledge intensive cluster(s) <input type="checkbox"/> Lobby for devolution of single pot for Adult Education Budget and all age career service <input type="checkbox"/> Campaign for rail infrastructure <input type="checkbox"/> Influence central government planning policy and guidance to enable key infrastructure to support sustainable growth <input type="checkbox"/> Undertake 'State of the region' review in 2023 <input type="checkbox"/> Engagement with partners to consider the development of the Non-Statutory Spatial Strategy <p>The Committee can approve budgets and projects detailed in the Medium-Term Financial Plan marked subject to approval that are within the remit of the Business Board functions.</p>

Other Key Functions:	<ul style="list-style-type: none"> <input type="checkbox"/> Strategic independent business voice to the Board, Mayor and CA committees on economy, business, skills, transport, housing, UKSPF and future devolution deals. <input type="checkbox"/> Provide a sounding Board to the CPCA and support and challenge through its business connections <input type="checkbox"/> Co-creation of key messages for engagement with Government and national bodies/networks as agreed with CPCA <input type="checkbox"/> Lead partnerships on good business practices and inclusive growth – e.g. a Good Employment Charter, Living Wage commitments for local businesses <input type="checkbox"/> Contribute to and advise on CPCA economic and skills evidence base, playing a lead role in the development of state of the region assessments <input type="checkbox"/> Supporting implementation of CPCA strategies
Lead Member Functions:	<p>Support the Lead Members for Economic Growth and for Skills and Employment by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Providing advice and support to CPCA activity <input type="checkbox"/> Helping engage with wider stakeholder networks and activity <input type="checkbox"/> Identify and scale up existing good practice within the CPCA region, including cross portfolio working, improvements and initiatives <input type="checkbox"/> Identify and secure resources to deliver new opportunities <p>The Business Board can appoint up to 2 members to sit on each of the CPCA Thematic Committees, at present these are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transport & Infrastructure Committee <input type="checkbox"/> Environment & Sustainability Committee <input type="checkbox"/> Skills & Employment Committee <p>The Business Board can appoint lead representatives for each of the following areas:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Small and Medium Enterprise <input type="checkbox"/> Education Sector <input type="checkbox"/> International Business <input type="checkbox"/> Sector Champions x4 (Agri-tech, Life Sciences, Advanced Manufacturing & Materials, and Digital & Technology) <input type="checkbox"/> Business Advisory Panel <input type="checkbox"/> Economic Development Advisory Panel
Review:	<p>Reviewed annually and/or following adoption of new Corporate Plan. The review process will include consideration of co-opted membership that will support the Committees remit</p>