



Business Board Forward Plan

Edited 29 June 2023

Business Board Meeting – 11th July 2022

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
1.	Minutes of the Meeting Held on 9 th May 2022	Business Board			To approve the minutes of the last meeting as a correct record.		
2.	Appointment of new Chair of the Business Board	Business Board			To approve the appointment of new Chair of the Business Board following open and transparent recruitment process.	<i>Domenico Cirillo, Business Programmes & Business Board Manager</i>	Acting Chair
3.	Business Board Representation on the CA Board	Combined Authority Board	27 th July 2022		To agree nominations for Business Board representation on the Combined Authority Board.	<i>Domenico Cirillo, Business Programmes & Business Board Manager</i>	Acting Chair
4.	Business Board Representation on the GCP Executive Board	Business Board			To agree nominations for Business Board representation on the Greater Cambridge Partnership Executive Board.	<i>Domenico Cirillo, Business Programmes & Business Board Manager</i>	Acting Chair
5.	Budget and Performance Report	Business Board			To provide an update and overview of MTFP funding lines within the Business & Skills Directorate.	<i>Robert Emery, Business Board S73 Officer</i>	Acting Chair
6.	Strategic Funding Management Review – July 2022	Business Board			To monitor and review programme performance, evaluation, outcomes and risks.	<i>Steve Clarke, SRO LGF and Market Insight & Evaluation</i>	Acting Chair

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
7.	Shared Prosperity Fund Investment Plan	Combined Authority Board	27 th July 2022	Key Decision	To note progress made on the Cambridgeshire and Peterborough Shared Prosperity Fund Investment Plan.	<i>Steve Clarke SRO LGF and Market Insight & Evaluation</i>	Acting Chair
8.	Growth Works Management Review – July 2022	Combined Authority Board	27 th July 2022		To monitor and review programme delivery and performance.	<i>Nigel Parkinson, Growth Co Chair</i>	Acting Chair
9.	Enterprise Zones - Cambourne Business Park Boundary Change & Programme Update	Combined Authority Board	27 th July 2022		To approve proposed changes to the boundary of Cambourne Business Park Enterprise Zone.	<i>Domenico Cirillo, Business Programmes & Business Board Manager</i>	Acting Chair
10.	Net Zero Hub Update	Business Board			To note the update on the Greater South East Net Zero Hub.	<i>Alan Downton, Deputy Chief Officer and SRO Growth Works & Energy</i>	Acting Chair
11.	Economic & Skills Insight Report	Business Board			To note the Economic and Skills Insight Report.	<i>Alan Downton, Deputy Chief Officer and SRO Growth Works & Energy</i>	Acting Chair
12.	Forward Plan	Business Board			To note the updated Forward Plan.	<i>Monitoring Officer for Combined Authority</i>	Acting Chair

Business Board Meeting – 12th September 2022

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
1.	Minutes of the Meeting Held on 11 th July 2022	Business Board			To approve the minutes of the last meeting as a correct record.		
2.	Budget and Performance Report	Business Board			To provide an update and overview of MTFP funding lines within the Business & Skills Directorate.	<i>Robert Emery, Business Board S73 Officer</i>	Chair
3.	Strategic Funding Management Review – September 2022	Business Board			To monitor and review programme performance, evaluation, outcomes and risks.	<i>Steve Clarke, SRO LGF and Market Insight & Evaluation</i>	Chair
4.	Recycled Local Growth Funds (Category 2) Project Approvals	Combined Authority Board	28 th September 2022		To approve the decision regarding the deferred project (Produce Hub).	<i>Louisa Simpson, Strategic Funds Programme Lead</i>	Chair
5.	Delivery of Sector Strategies/Action Plans	Business Board			To note the delivery to date on the sector strategies.	<i>Steve Clarke, SRO LGF and Market Insight & Evaluation</i>	Chair
6.	Enterprise Zones - Cambourne Business Park Boundary Change (recalled item)	Combined Authority Board	28 th September 2022		To approve proposed changes to the boundary of Cambourne Business Park Enterprise Zone.	<i>Domenico Cirillo, Business Programmes & Business Board Manager</i>	Chair
7.	Forward Plan	Business Board			To note the Forward Plan.	<i>Monitoring Officer for Combined Authority</i>	Chair

Business Board Meeting – 14th November 2022

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author
1.	Minutes of the Meeting Held on 12 th September 2022	Business Board			To approve the minutes of the last meeting as a correct record.	
2.	Budget and Performance Report	Business Board			To provide an update and overview of MTFP funding lines within the Business & Skills Directorate.	Read Baurtally, Finance Manager
3.	Strategic Funding Management Review – November 2022	Business Board			To monitor and review programme performance, evaluation, outcomes and risks.	<i>Steve Clarke, SRO LGF and Market Insight & Evaluation</i>
4.	Growth Works Management Review – November 2022	Combined Authority Board	30 th November 2022		To review programme delivery and performance for Quarter 7, outcomes of Programme Review and approval of recommended change requests.	<i>Steve Clarke, SRO LGF and Market Insight & Evaluation</i>
5.	Employment and Skills Strategy Implementation Plan	Business Board			To consider the final Employment and Skills Strategy Implementation Plan.	<i>Fliss Miller, Interim Associate Skills Director</i>
6.	University of Peterborough, Delivery Update and Future CPCA Role	Combined Authority Board	30 th November 2022	Decision	To endorse the progress of the development of the University of Peterborough, it's initial and potential performance against the original business plan objectives and to consider the future role of the CPCA in the further evolution and development of the University.	<i>Rachael Holliday, SRO Higher Education</i>

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author
7.	Business Board Communications Update	Business Board			To note latest Business Board Communications plan and to consider proposed dissemination of economic insight data.	<i>Constance Anker, Business and Skills Communications Advisor</i>
8.	Local Skills Improvement Plan	Business Board			To note the latest update from Local Skills Improvement Plan and proposed policy changes for the area.	<i>Fliss Miller, Interim Associate Skills Director</i>
9.	Forward Plan	Business Board			To note the Forward Plan.	<i>Monitoring Officer for Combined Authority</i>

Business Board Meeting – 9th January 2023

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
1.	Minutes of the Meeting Held on 14 th November 2022	Business Board			To approve the minutes of the last meeting as a correct record.		
2.	Budget and Performance Report	Business Board			To provide an update and overview of MTFP funding lines within the Business & Skills Directorate.	<i>Robert Emery, Business Board S73 Officer</i>	Chair

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
3.	ARU Peterborough Phase 3 Full Business Case and monitoring arrangements for the new University	Combined Authority Board Via Skills Committee	25 th January 2023		To consider and endorse the full business case relating to Phase 3 Full Business Case, The Living Lab, of ARU Peterborough. including a review of the university's original quantitative objectives set at the Phase 1 full business case, with recommendations about how to reset these for effective monitoring of the new university.	<i>Rachael Holliday, SRO Higher Education</i>	Chair
4.	Strategic Funding Management Review – January 2023	Business Board			To monitor and review programme performance, evaluation, outcomes and risks.	<i>Steve Clarke, SRO LGF and Market Insight & Evaluation</i>	Chair
5.	Skills & Labour Market Insight	Business Board			Check with Rachel Hallam (and how it links with Economic Insight)	<i>Domenico Cirillo, Business Programmes & Business Board Manager</i>	Chair
6.	Reappointment of First Term Private Sector Members	Business Board			To discuss and note the reappointment/resignation of first term private sector members whose term has come to an end.	N/A	Chair
7.	Forward Plan	Business Board			To note the Forward Plan.	<i>Monitoring Officer for Combined Authority</i>	Chair

Business Board Meeting – 13th March 2023

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
1.	Minutes of the Meeting Held on 9 th January 2023	Business Board			To approve the minutes of the last meeting as a correct record.		
2.	Budget and Performance Report	Business Board			To provide an update and overview of MTFP funding lines within the Business & Skills Directorate.	<i>Bruna Menegatti, Finance Manager</i>	Chair
4.	Strategic Funding Management Review – March 2023	Combined Authority Board	22 nd March 2023		To monitor and review programme performance, evaluation, outcomes and risks, including approval of reinvestments.	<i>Steve Clarke, SRO LGF and Market Insight & Evaluation</i>	Chair
5.	Growth Works Management Review – March 2023	Business Board			To monitor and review programme delivery and performance.	<i>Steve Clarke, SRO LGF and Market Insight & Evaluation; Domenico Cirillo, Business Programmes & Business Board Manager; Nigel Parkinson</i>	Chair
6.	Profile of Investments	Combined Authority Board	22 nd March 2023		To review the profile of investments made by the Business Board.	<i>Louisa Simpson, Strategic Funds Programme Lead</i>	Chair

7.	Economic Growth Strategy Implementation Plan	Combined Authority Board	22 nd March 2023		To approve the Economic Growth Strategy Implementation Plan for Cambridgeshire and Peterborough.	<i>Steve Clarke, SRO LGF and Market Insight & Evaluation</i>	Chair
8.	Growth Hub Backfill Funding for 2023-24	Combined Authority Board			To approve reserve funding to sustain continuation of the Growth Hub Service in lieu of BEIS Core Funding for the period 2023-24.	<i>Steve Clarke, SRO LGF and Market Insight & Evaluation</i>	Chair
9.	Forward Plan	Business Board			To note the Forward Plan.	<i>Monitoring Officer for Combined Authority</i>	Chair

Business Board Meeting – 15th May 2023 – Annual General Meeting

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
1.	Minutes of the Meeting Held on 13 th March 2023	Business Board			To approve the minutes of the last meeting as a correct record.		
2.	Recruitment of new Chair of the Business Board – Constitution Amendment	Combined Authority Board	7 th June 2023	Decision	To approve proposed amendment to the Business Board Constitution under the 'Private Sector Representatives' paragraph 9.4.	<i>Domenico Cirillo, Business Programmes and Business Board Manager</i>	Chair
3.	Budget and Performance Report	Business Board			To provide an update and overview of MTFP funding lines within the Business & Skills Directorate.	<i>Bruna Menegatti, Finance Manager</i>	Chair

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
4.	Strategic Funding Management Review – May 2023	Business Board			To monitor and review programme performance, evaluation, outcomes and risks.	<i>Steve Clarke, Interim Associate Director Business</i>	Chair
5.	Business Board Annual Report and Delivery Plan 2023-24	Business Board			To approve the Business Board Annual Report and Delivery Plan for 2023-24.	<i>Domenico Cirillo, Business Programmes and Business Board Manager</i>	Chair
6.	Nomination of Business Board Representatives for the Combined Authority Board	Combined Authority Board	7 th June 2023	Decision	To nominate the Chair and Vice-Chair to be a member and substitute member of the Combined Authority Board for the municipal year 2023-24.	<i>Domenico Cirillo, Business Programmes and Business Board Manager</i>	Chair
7.	Business Board Expenses and Allowances 2022-23	Business Board			To report on the remuneration and expenses paid to private sector members for 2022-23 under the Business Board Expenses and Allowances Scheme.	<i>Domenico Cirillo, Business Programmes and Business Board Manager</i>	Chair
8.	Tour of the UK	Combined Authority Board			To consider proposal for funding to support start-stage for Tour of the UK in Cambridgeshire.	<i>Domenico Cirillo, Business Programmes and Business Board Manager</i>	Chair
9.	Business Board Governance	Business Board			To note outcomes of the CPCA commissioned review of the Business Board.	<i>Jodie Townsend</i>	Chair
10.	Forward Plan	Business Board			To note the Forward Plan.	<i>Monitoring Officer for Combined Authority</i>	Chair

Business Board Meeting – 10th July 2023

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
1.	Minutes of the Meeting Held on 15 th May 2023	Business Board			To approve the minutes of the last meeting as a correct record.		
2.	Budget and Performance Report	Business Board			To provide an update and overview of MTFP funding lines within the Business & Skills Directorate.	<i>Robert Emery, Business Board S73 Officer</i>	Acting Chair
3.	Business Board Chairs Update	Business Board			Update to Members from the Business Board Chair. Verbal update.	<i>Andy Neely, Acting Chair of the Business Board</i>	Acting Chair
4.	CPCA Directors Update	Business Board			Update to Members from the Director of Economy & Growth. Verbal update.	<i>Richard Kenny, Director of Economy & Growth</i>	Acting Chair
5.	Appointment of new Chair of the Business Board - Postponed	Combined Authority Board			To note the appointment of the new Chair of the Business Board.	<i>Domenico Cirillo, Business Programmes and Business Board Manager</i>	Acting Chair
6.	Strategic Funding Management Review – May 2023	Business Board			To monitor and review programme performance, evaluation, outcomes and risks, including approval of reinvestments.	<i>Steve Clarke, Interim Associate Director Business</i>	Acting Chair

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
7.	Business Board Plan for Remaining Strategic Funds	Combined Authority Board	26 th July 2023	Decision	To present proposed spend plan on the remaining Recycled Growth Funds and Enterprise Zone (EZ) income budgets for the Business Board to consider and seek agreement for a recommendation to the CA Board for approval in July on the proposed plan.	<i>Steve Clarke, Interim Associate Director Business</i>	Acting Chair
8.	Growth Works Management Update for Q9 (December 2022 to March 2023)	Business Board			To note the programmes performance progress report. <i>Contains confidential appendix.</i>	<i>Steve Clarke, Interim Associate Director Business</i>	Acting Chair
9.	Employment and Skills Strategy Implementation Plan	Business Board			To note progress made in implementation of the Employment and Skills Committee	<i>Fliss Miller, Assistant Director – Skills</i>	Acting Chair
10.	Sector Strategies	Combined Authority Board	26 th July 2023	Decision	To update Members on the suggested approach to co-designing the next phases of development of the areas sector strategies, with budget request to establish an in-house support & delivery team.	<i>Steve Clarke, Interim Associate Director Business</i>	Acting Chair
11.	Rural England Prosperity Fund Implementation	Combined Authority Board	26 th July 2023	Decision	Recommendation to CA Board of the Rural England Prosperity Fund Addendum & associated delegations	<i>Louisa Simpson, Strategic Funds Programme Lead</i>	Acting Chair

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
12.	Forward Plan	Business Board			To note the Forward Plan.	<i>Monitoring Officer for Combined Authority</i>	Acting Chair

Business Board Meeting – 4th September 2023

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
1.	Minutes of the Meeting Held on 10 th July 2023	Business Board			To approve the minutes of the last meeting as a correct record.		
2.	Budget and Performance Report	Business Board			To provide an update and overview of MTFP funding lines within the Business & Skills Directorate.	<i>Robert Emery, Business Board S73 Officer</i>	Chair
3.	Business Board Chairs Update	Business Board			Update to Members from the Business Board Chair. Verbal update.	<i>Chair of the Business Board</i>	Chair
4.	CPCA Directors Update	Business Board			Update to Members from the Director of Economy & Growth. Verbal update.	<i>Richard Kenny, Director of Economy & Growth</i>	Chair
5.	Appointment of New Private Sector Business Board Members	Combined Authority Board			To note the appointments of new private sectors members onto the Business Board.	<i>Domenico Cirillo, Business Programmes & Business Board Manager</i>	Chair

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
6.	Strategic Partnerships Report	Business Board			To discuss CPCA relationship and engagement position regarding key existing strategic partnerships.	<i>Richard Kenny, Director of Economy & Growth</i>	Chair
7.	Strategic Funding Management Review – September 2023	Combined Authority Board	26 th July 2023	Decision	To monitor and review programme performance, evaluation, outcomes and risks, including approval of reinvestments.	<i>Steve Clarke, Interim Associate Director Business</i>	Chair
8.	Local Growth Fund - Project Change Requests	Combined Authority Board	26 th July 2023	Decision	To approve project change requests received in relation to 'live' Local Growth Fund (LGF) funded projects.	<i>Steve Clarke, Interim Associate Director Business</i>	Chair
9.	Refresh of the Cambridgeshire and Peterborough Independent Economic Review	Business Board			To note the supplementary update and refresh of the Cambridgeshire and Peterborough Independent Economic Review (CPIER).	<i>Richard Kenny, Director of Economy & Growth</i>	Chair
10.	State of the Economy Report 2023-24	Business Board			To note the latest position regarding the state of the Cambridgeshire & Peterborough economy.	<i>Richard Kenny, Director of Economy & Growth</i>	Chair
11.	Economic Growth Strategy Implementation Plan Update	Business Board			To note the progress made in the implementation of the Economic Growth Strategy.	<i>Steve Clarke, Interim Associate Director Business</i>	Chair
12.	Forward Plan	Business Board			To note the Forward Plan.	<i>Monitoring Officer for Combined Authority</i>	Chair

Business Board Meeting – 13th November 2023

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
1.	Minutes of the Meeting Held on September 2023	Business Board			To approve the minutes of the last meeting as a correct record.		
2.	Budget and Performance Report	Business Board			To provide an update and overview of MTFP funding lines within the Business & Skills Directorate.	<i>Robert Emery, Business Board S73 Officer</i>	Chair
3.	Business Board Chairs Update	Business Board			Update to Members from the Business Board Chair. Verbal update.	<i>Chair of the Business Board</i>	Chair
4.	CPCA Directors Update	Business Board			Update to Members from the Director of Economy & Growth. Verbal update.	<i>Richard Kenny, Director of Economy & Growth</i>	Chair
5.	Strategic Funding Management Review – November 2023	Combined Authority Board			To monitor and review programme performance, evaluation, outcomes and risks, including approval of reinvestments.	<i>Steve Clarke, Interim Associate Director Business</i>	Chair
6.	Growth Works Programme - ERDF Update	Business Board			To note the performance progress report on ERDF delivery under the Growth Works Programme.	<i>Steve Clarke, Interim Associate Director Business</i>	Chair
7.	Growth Works Programme Management Update (Year 3, Quarter 10)	Business Board			To note the programmes performance progress report. Contains confidential appendix.	<i>Steve Clarke, Interim Associate Director Business</i>	Chair

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
8.	University of Peterborough - Innovation and Research Centre Update	Business Board			TBC	TBC	Chair
9.	Business Advisory Panel Update	Business Board			To inform Business Board Members of the latest updates from the Business Advisory Panel (BAP) sub-group.	<i>Domenico Cirillo, Business Programmes and Business Board Manager</i>	Chair
10.	Forward Plan	Business Board			To note the Forward Plan.	<i>Monitoring Officer for Combined Authority</i>	Chair

Business Board Meeting – 15th January 2024

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
1.	Minutes of the Meeting Held on November 2023	Business Board			To approve the minutes of the last meeting as a correct record.		
2.	Budget and Performance Report	Business Board			To provide an update and overview of MTFP funding lines within the Business & Skills Directorate.	<i>Robert Emery, Business Board S73 Officer</i>	Chair

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
3.	Strategic Funding Management Review – November 2023	Combined Authority Board			To monitor and review programme performance, evaluation, outcomes and risks, including approval of reinvestments.	<i>Steve Clarke, Interim Associate Director Business</i>	Chair
4.	Business Advisory Panel Update	Business Board			To inform Business Board Members of the latest updates from the Business Advisory Panel.	<i>Domenico Cirillo, Business Programmes and Business Board Manager</i>	Chair
5.	Combined Authority Highlights Update	Business Board			To update Business Board Members of the latest highlights from the Combined Authority.	<i>Domenico Cirillo, Business Programmes and Business Board Manager</i>	Chair
6.	Forward Plan	Business Board			To note the Forward Plan.	<i>Monitoring Officer for Combined Authority</i>	Chair

Business Board Meeting – 4th March 2024

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
1.	Minutes of the Meeting Held on January 2024	Business Board			To approve the minutes of the last meeting as a correct record.		

2.	Budget and Performance Report	Business Board			To provide an update and overview of MTFP funding lines within the Business & Skills Directorate.	<i>Robert Emery, Business Board S73 Officer</i>	Chair
3.	Strategic Funding Management Review – January 2024	Combined Authority Board			To monitor and review programme performance, evaluation, outcomes and risks, including approval of reinvestments.	<i>Steve Clarke, Interim Associate Director Business</i>	Chair
4.	Growth Works Evaluation	Business Board			To receive and note the evaluation findings	<i>Steve Clarke, Interim Associate Director Business</i>	Chair
5.	Business Advisory Panel Update	Business Board			To inform Business Board Members of the latest updates from the Business Advisory Panel.	<i>Domenico Cirillo, Business Programmes and Business Board Manager</i>	Chair
6.	Combined Authority Highlights Update	Business Board			To update Business Board Members of the latest highlights from the Combined Authority.	<i>Domenico Cirillo, Business Programmes and Business Board Manager</i>	Chair
7.	Forward Plan	Business Board			To note the Forward Plan.	<i>Monitoring Officer for Combined Authority</i>	Chair

Business Board Meeting – 20th May 2024

	Report Title	Decision Maker	Decision Expected	Decision	Purpose	Report Author	Lead Member
1.	Minutes of the Meeting Held on January 2024	Business Board			To approve the minutes of the last meeting as a correct record.		
2.	Budget and Performance Report	Business Board			To provide an update and overview of MTFP funding lines within the Business & Skills Directorate.	Robert Emery, Business Board S73 Officer	Chair
3.	Strategic Funding Management Review – January 2024	Combined Authority Board			To monitor and review programme performance, evaluation, outcomes and risks, including approval of reinvestments.	Steve Clarke, <i>Interim Associate Director Business</i>	Chair
4.	Growth Works Evaluation	Business Board			To receive and note the evaluation findings	Steve Clarke, <i>Interim Associate Director Business</i>	Chair
5.	Business Advisory Panel Update	Business Board			To inform Business Board Members of the latest updates from the Business Advisory Panel.	Domenico Cirillo, Business Programmes and Business Board Manager	Chair
6.	Combined Authority Highlights Update	Business Board			To update Business Board Members of the latest highlights from the Combined Authority.	Domenico Cirillo, Business Programmes and Business Board Manager	Chair
7.	Forward Plan	Business Board			To note the Forward Plan.	Monitoring Officer for Combined Authority	Chair