

LEAll 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	<p>Apologies received from Mark Dorsett.</p> <p>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.</p>
24/09/18	Minute 2	Appointment of Chair and Vice Chair of Business Board	<p>Noted the membership of the Business Board shall comprise up to 10 members as follows:</p> <ul style="list-style-type: none"> i. Two public sector members ii. Eight private sector members. <p>Noted the appointments made by the Business Board at the meeting prior to this meeting for a period of 3 years until September 2021.</p> <p>Appointed Aamir Khalid as Chair and Andy Neely as Vice Chair of the Business Board for a period of 2 years until September 2021.</p>

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24/09/18	Minute 3	Terms of Reference & Constitutional Arrangements	<p>Agreed the terms of reference of the Business Board and constitutional arrangements (Appendix 1), with the following amendments:</p> <p>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>.”</p> <p>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>.”</p> <p>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”.</p>
24/09/18	Minute 4	Forward Plan	Noted the Forward Plan.

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24/09/18	Minute 5	Government review of LEPs – Strengthened Local Enterprise Partnerships	<p>Agreed to submit a proposal to Government for the boundary of the Business Board to be coterminous with the Combined Authority Boundary.</p> <p>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</p> <p>Agreed that any final amendments to the Government response can be made by the Chair prior to submission to the Government.</p> <p>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.</p>
24/09/18	Minute 6	Cambridgeshire and Peterborough Independent Economic Review (Final)	<p>Noted the publication of the Cambridgeshire and Peterborough Independent Economic Review (CPIER) as a major milestone in the development of our Local Industrial Strategy;</p> <p>Provided any initial view on the findings of the CPIER, in advance of the upcoming engagement sessions.</p>
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	<p>Agreed the draft Growth Prospectus 2018/19 and the programmes contained therein, subject to final version to be signed off by Chief Executive (Acting).</p> <p>Agreed provisional allocations for each programme within the Prospectus, subject to review and cashflow within Growth Deal and Growing Places Fund budgets.</p> <p>Agreed processes for due diligence and appraisal, subject to review.</p> <p>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.</p> <p>Requested an interim report on the Industrial Strategy be provided, setting out the direction of the Industrial Strategy.</p>
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	<p>Apologies received from Professor Andy Neely, Tina Barsby and Mark Dorsett.</p> <p>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.</p>

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	<p>Noted the accumulative and in-year programme position to 31 October 2018 for Growth Deal and Growing Places Fund.</p> <p>Noted and agreed the submission of the Growth Deal monitoring report to Government to end Q2 2018/19.</p> <p>Approved an extension to the funding period for the Lancaster Way Phase 2 (grant).</p>
26/11/18	Minute 15	Growth Fund Projects	<p>Noted that 28 applications are undergoing initial internal appraisal before selection to undertake full business case and subsequent external appraisal.</p> <p>Recommended the Combined Authority accept and approve recommendations from officers of small grant awards to SMEs totalling £19,490.</p> <p>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.</p> <p>Recommended the Combined Authority give approval to procure and appoint independent project appraisers of business cases over £20,000.</p>

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26/11/18	Minute 16	Eastern Agri-Tech Growth Initiative	<p>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:</p> <p>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).</p> <p>Agree a funding allocation of £4m from new Growth Deal funding.</p> <p>Agree the Terms of Reference for the Eastern Agri-Tech Programme Board.</p> <p>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.</p> <p>Agree that the Eastern Agri-Tech Programme Board should become a SubBoard of the BB.</p> <p>Agree that William Haire should become Chair of the Eastern Agri-Tech Programme Board.</p>
26/11/18	Minute 17	Wisbech Access Strategy	<p>Noted the proposed package of measures for further development (Table 2 Recommended Wisbech Access Strategy Package).</p> <p>Recommended the Combined Authority Board approve a budget of £10,500,000 to enable the procurement of an appropriate design</p>

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			<p>and build contractor to immediately commence the delivery of an overlapped phased design and construction programme.</p> <p>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.</p> <p>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.</p>
26/11/18	Minute 18	M11 Junction 8 Improvement Project	<p>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.</p> <p>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.</p>
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	<p>Noted:</p> <ul style="list-style-type: none"> i) The Growth Hub six-month activity report; ii) Better Business for All paper(s)

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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.
26/11/18	Minute 22	Business Board Private Sector Board Members – Expenses and Allowances Scheme	<p>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.</p> <p>Agreed that an independent remuneration panel should be convened to consider the level of allowances payable to:</p> <ul style="list-style-type: none"> a. the Chair; b. the Vice Chair; c. other private sector board members. <p>Agreed that the Monitoring Officer be authorised to source a suitable panel to recommend an allowance scheme to the Business Board.</p> <p>Agreed as an interim measure until a scheme is agreed to:</p> <ul style="list-style-type: none"> 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. <p>(The Combined Authority was asked to ratify decisions made by the Business Board)</p>
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.

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			<p>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.</p> <p>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).</p>
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	<p>Considered the reports by external assessors of projects submitted for Growth Deal Funds.</p> <p>Recommended Bid A to the Combined Authority Board for approval.</p> <p>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</p> <p>Noted the summary of Small Grants approved under delegated powers.</p>

Date	Reference	Issue	Decision
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.
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.

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25/03/19	Minute 37	Growth Deal Project Proposals	<p>Considered the confidential reports by external assessors of projects submitted for Growth Deal Funds.</p> <p>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.</p> <p>Noted the update on progress of projects that were approved at the January 2019 Business Board meeting and Small Grant Scheme.</p>
25/03/19	Minute 38	Growth Programme Update	<p>Noted the accumulative and in-year programme position to 28 February 2019 for Growth Deal and Growing Places Fund.</p> <p>Noted and recommend the Combined Authority Board agree the submission of the Growth Deal monitoring report to Government to end Q3 2018/19.</p>
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	<p>No apologies.</p> <p>Professor Andy Neely declared an interest in* (<i>checking details</i>)</p>

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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.
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	<p>Approved the final Annual Delivery Plan for 2019-20 and for submission to Government.</p> <p>Recommended that the Combined Authority Board note the final Annual Delivery Plan for 2019-20.</p> <p>Requested future reports on progress with the Delivery Plan.</p>
28/05/19	Minute 47	Progress on Growth Fund Programme	<p>Noted and recommended the Combined Authority Board agree the submission of the Growth Deal monitoring report to Government to end Q4 2018/19.</p> <p>Noted the current and expected projects pipeline profile for the LGF programme as at May 2019;</p> <p>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;</p>

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			<p>Noted the Eastern Agri-Tech Growth Initiative update;</p> <p>Noted the progress of the Small Grant Scheme.</p>
28/05/19	Minute 48	OxCam Arc Update	<p>Noted the update provided in this report.</p> <p>Commented and provided a steer for officers in the ongoing development of the OxCam Arc.</p> <p>Recommended this update to the Combined Authority Board.</p> <p>Agreed that the Chairman should submit formal representation to BEIS outlining Business Board Members' comments.</p>
28/05/19	Minute 49	Energy Hub	<p>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.</p> <p>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.</p> <p>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.</p>

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			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 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	<p>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.</p> <p>Agreed the process for appointing an interim Chair until a permanent appointment is made.</p> <p>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.</p> <p>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).</p> <p>Agreed that a report be submitted to the next meeting of the Business Board on the appointment of additional members and the</p>

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			<p>Chair that accord with the National Guidance set out in Appendix B to the report.</p> <p>Agreed to a discussion on assignment of Board member tasks to conclude at a future board meeting.</p> <p>Agreed that a further informal meeting should be arranged to explore the above issues further.</p>
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	<p>Consider the additional information in relation to projects resubmitted for Growth Deal Funds.</p> <p>Recommended both schemes to the Combined Authority Board for approval.</p>
28/05/19	Minute 56	Greater Peterborough Inward Investment Pilot	<p>Considered the proposal for a pilot one-year inward investment service for Greater Peterborough area.</p> <p>Approved the one-year contract funds to Peterborough City Council and recommend to the Combined Authority Board for approval.</p>
28/05/19	Minute 57	Growth Co Strategic Outline Business Case	Commented on the Growth Company Strategic Outline Business Case.

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			<p>Approved the development of an Outline Business Case for September 2019.</p> <p>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.</p> <p>Recommended to the Combined Authority Board to authorise Officers to form a Company Limited by Guarantee in June 2019.</p> <p>Agreed the funding strategy for the services and make recommendation to CA Board to authorise Officers to:</p> <ul style="list-style-type: none"> 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. <p>Gave feedback on how officers might strengthen the case for the Outline Business Case in July and Full Business Case in October.</p>
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

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			officially steps down and the meeting continues under the Chairmanship of Austen Adams.
22/07/19	Minute 59	Apologies and Declarations of Interest	<p>Noted apologies from Councillor John Holdich.</p> <p>Austen Adams, declared an interest in Chatteris Technology Park, which was referred to in the CPCA Advanced Materials Manufacturing report.</p> <p>Professor Neely declared an interest as a Non-executive Director in Cambridge Innovation Capital, referenced in the Local Industrial Strategy.</p> <p>Councillor Fitzgerald declared an interest as Deputy Leader of Peterborough City Council in the University of Peterborough item.</p> <p>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.</p> <p>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.</p>
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.

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22/07/19	Minute 62	Business Advisory Panel Update – July 2019	<p>Noted the minutes of the Business Advisory Panel meeting held on 27th June 2019.</p> <p>Approved the appointments of Chairman and Vice-Chairwoman made by the Business Advisory Panel.</p> <p>Noted the recommendations from the Business Advisory Panel as set out in Section 2.4 of the report.</p>
22/07/19	Minute 63	Growth Fund Update	<p>Recommend the Combined Authority Board agree the submission of the Growth Deal monitoring report to Government to end Q1 2019/20.</p> <p>Noted the revised categorisation of projects in the pipeline and forecast spend beyond July 2019.</p> <p>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.</p> <p>Noted the launch of Investment Prospectus in July to call for investment projects.</p> <p>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.</p>

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			<p>Noted the Eastern Agri-Tech Growth Initiative update.</p> <p>Noted the progress of the existing Small Grant Scheme.</p>
22/07/19	Minute 64	Internal Audit – Business Board	<p>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).</p> <p>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.</p>
22/07/19	Minute 65	Alconbury Enterprise Zone Memorandum of Understanding and Enterprise Zone Governance	<p>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.</p>
22/07/19	Minute 66	CPCA Advanced Materials Manufacturing Strategy	<p>Noted and recommended the Cambridgeshire and Peterborough Advanced Materials & Manufacturing Strategy to the Combined Authority Board for approval.</p>
22/07/19	Minute 67	Peterborough Station Quarter Masterplan	<p>Considered the proposal for funding masterplan study and delivery covering the Peterborough station quarter area.</p> <p>Recommend approval of the funds to Peterborough City Council and recommend to the Combined Authority Board.</p>
22/07/19	Minute 68	Local Industrial Strategy	<p>Noted the publication of the final Local Industrial Strategy.</p>

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			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	<p>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).</p> <p>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.</p> <p>Approved the increase of Business Board membership from 9 to 12 members.</p>
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.