

BUSINESS BOARD FORWARD PLAN

PUBLISHED: 30 APRIL 2018

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	DECISION	PURPOSE	CONTACT DETAILS / REPORT AUTHORS	LEAD MEMBER
	30 April 2018						
1.	Interim Membership and Appointment of Interim Chair and Vice Chair of Business Board	Business Board	30 April 2018	Decision	To appoint an interim Chair and Vice of Shadow Board	Kim Sawyer, Legal Counsel & Monitoring Officer for Combined Authority	Chair, Councillor Charles Roberts, Deputy Mayor
2.	Minutes of the Meeting on 22 March 2018	Business Board	30 April 2018	Decision	To approve the minutes of the last meeting as a correct report	Kim Sawyer, Legal Counsel & Monitoring Officer for Combined Authority	Chair
3.	Proposals for Membership of the Business Board and Achieving Partnership Working with the Combined Authority	Business Board	30 April 2018	For recommendation to CA Board	Confirm Interim Membership of Shadow Business Board	Kim Sawyer, Legal Counsel & Monitoring Officer for Combined Authority	Chair
4.	Interim Terms of Reference & Constitutional Arrangements	Business Board	30 April 2018	For recommendation to CA Board	To review and finalise constitutional arrangements for recommendation to Combined Authority Board (a) Membership/substitutes (b) Terms of reference, (c) Agree O&S (d) Agree governance arrangements (e) Scheme of Delegation	Kim Sawyer, Monitoring Officer for Combined Authority	Chair

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	DECISION	PURPOSE	CONTACT DETAILS / REPORT AUTHORS	LEAD MEMBER
5.	Recruitment to Business Board and Allowances and Expenses	Business Board	30 April 2018	For Information	Agree recruitment process and timetable for private sector members Agree nomination process for public sector members. To recommend allowances/expenses scheme to Combined Authority	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
6.	Industrial Strategy – Key Messages	Business Board	30 April 2018	For Information	To discuss key messages outlined in the Industrial Strategy, Building a Britain fit for the Future	Harriet Fear, Interim Director of Business and Skills	Chair
7.	Government Economic Funding Opportunities	Business Board	30 April 2018	Decision	To agree the broad strategic approach to funding and funding streams from BEIS, sector deals, Industrial Strategy Challenge funding and R&D Challenge Fund	Harriet Fear, Interim Director of Business and Skills Adrian Cannard, Director of Strategy & Planning	Councillor Charles Roberts, Deputy Mayor
8.	Interim Assurance Framework	Business Board	30 April 2018	Decision	To agree the interim assurance framework and refer for decision to the Combined Authority Board	Chief Executive, Darren Edey, Compliance Manager	Councillor Charles Roberts, Deputy Mayor
9.	Growth Deal - Programme Update and New Investments	Business Board	30 April 2018	Decision	To monitor and review performance of existing programme Process and Timetable for new investments	Alex Francis Growth Deal Programme Manager Adrian Cannard, Director of Strategy & Planning	Councillor Charles Roberts, Deputy Mayor
10.	Ratify Decisions taken By Shadow Business Board	Business Board	30 April 2018	Decision	To agree the decision log	Kim Sawyer, Monitoring Officer for Combined Authority	Chair

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	DECISION	PURPOSE	CONTACT DETAILS / REPORT AUTHORS	LEAD MEMBER
11.	Budget Update	Business Board	30 April 2018	To note capital and revenue budget	To note capital and revenue budget	Rachel Musson Interim Chief Finance Officer for Combined Authority	Councillor Steve Count Portfolio Holder for Fiscal
12.	Forward Plan	Business Board	30 April 2018	Decision	To note the forward plan	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
	25 June 2018 - TBC						
13.	Minutes of the Meeting on 30 April 2018	Business Board	25 June 2018	Decision	To approve the minutes of the last meeting as a correct report	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
14.	Combined Authority Prospectus and 4 year Plan	Business Board	25 June 2018	For Information	To note the Prospectus and 4 year plan for the Combined Authority	Pearl Roberts, Interim Director of Housing	James Palmer, Mayor
15.	Preparation of Industrial Strategy (Stage 1)	Business Board	25 June 2018	For Information	To note stage 1 of Industrial Strategy	Martin Whiteley, Chief Executive Dan Thorp Interim Assistant Director	James Palmer, Mayor
16.	Investment Strategy – Action Plan	Business Board	25 June 2018	Decision	To agree Investment Strategy Action Plan	Harriet Fear, Interim Director of Business and Skills Adrian Cannard, Director of Strategy & Planning	Councillor Charles Roberts, Deputy Mayor
17.	Growth Deal Prospectus 18/19-20/21	Business Board	25 June 2018	Decision	To agree the prospectus for Growth Fund Bids and timetable	Alex Francis Growth Deal Programme Manager	Chair

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	DECISION	PURPOSE	CONTACT DETAILS / REPORT AUTHORS	LEAD MEMBER
18.	Loans Fund	Business Board	25 June 2018	Decision	To agree criteria for loans fund, process for approvals, and any delegated authority for approval of loans	Alex Francis Growth Deal Programme Manager	Chair
19.	National Prosperity Fund	Business Board	25 June 2018	For Information	To discussion National Prosperity Fund	Adrian Cannard, Director of Strategy & Planning Harriet Fear, Interim Director of Business and Skills, Rachel Musson Interim Chief Finance Officer for Combined Authority	Councillor Steve Count Portfolio Holder for Fiscal
20.	Progress on Growth Fund Programme	Business Board	25 June 2018	Decision	To review Growth Deal programme performance and risks	Alex Francis Growth Deal Programme Manager	Char
21.	Energy Hub Update	Business Board	25 June 2018		For Information		
22.	Name and Branding, website of Business Board	Business Board	25 June 2018	For Information	To consider name, branding and website for Business Board	Laura Welham-Halstead, Head of Communications & Connectivity	Chair
23.	Recruitment of Private Sector Members	Business Board or agreed arrangements for appointment committee	25 June 2018		To appointment private sector members	Leah Mickleborough/ Laura Welham-Halstead, Head of Communications & Connectivity	

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	DECISION	PURPOSE	CONTACT DETAILS / REPORT AUTHORS	LEAD MEMBER
24.	Forward Plan	Business Board	25 June 2018	Decision	To note the forward plan	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
	23 July 2018						
25.	Minutes of the Meeting on 25 June 2018	Business Board	23 July 2018	Decision	To approve the minutes of the last meeting as a correct report	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
26.	Forward Plan	Business Board	23 July 2018	Decision	To note the forward plan	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
	July -TBC	Another meeting					
27.	Joint meeting of Leaders and Chief Executives - Informal	Private meeting			To consult and explain the arrangements for the new LEP business board		
	24 September-TBC (Induction)						
28.	Induction for new Members	Business Board	24 September 2018			Martin Whiteley, Chief Executive, Kim Sawyer, Monitoring Officer for Combined Authority	
	24 September 2018 (Launch of Business Board and AGM) -TBC						

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	DECISION	PURPOSE	CONTACT DETAILS / REPORT AUTHORS	LEAD MEMBER
29.	Membership and Appointment of Chair and Vice Chair of the Business Board	Business Board	24 September 2018	Decision	To agree the Membership of the Business Board (private and public members) To appoint a Chair and Vice Chair of the Business Board	Leah Mickleborough/ Laura Welham-Halstead, Head of Communications & Connectivity	
30.	Minutes of the Meeting 23 July 2018	Business Board	24 September 2018	Decision	To approve the minutes of the last meeting as a correct report	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
31.	Terms of Reference and Governance arrangements	Business Board	24 September 2018	For recommendation to the Combined Authority Board	To approve terms of reference and constitution	Kim Sawyer, Monitoring Officer for Combined Authority	
32.	Assurance Framework	Business Board	24 September 2018	Decision	To agree the single pot assurance framework and refer for decision to the Combined Authority Board	Chief Executive, Darren Edey, Compliance Manager	Councillor Charles Roberts, Deputy Mayor
33.	Industrial Strategy - Launch	Business Board	24 September 2018	For consultation	To consider and review strategy agreed by Combined Authority on 30 May	Martin Whiteley, Chief Executive Dan Thorp Interim Assistant Director	James Palmer, Mayor
34.	Progress on Growth Deal Programme	Business Board	24 September 2018	Decision	To review programme performance and agree shortlist for new investments	Alex Francis Growth Deal Programme Manager	Chair
35.	Cambridgeshire and Peterborough Independent Economic Review (Interim)	Cambridgeshire and Peterborough Combined Authority	24 September 2018	For consultation	To consider and review the Independent Economic Review agreed by Combined Authority on 30 May	Martin Whiteley, Chief Executive	Councillor Lewis Herbert Portfolio Holder for Strategic Planning

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	DECISION	PURPOSE	CONTACT DETAILS / REPORT AUTHORS	LEAD MEMBER
36.	Skills Strategy	Cambridgeshire and Peterborough Combined Authority	24 September 2018	For consultation	To consider and review strategy agreed by Combined Authority on 30 May	Stephen Rosevear Interim Director of Skills	Councillor John Holdich Portfolio Holder for Employment and Skills
37.	Non-Statutory Strategic Spatial Framework and Market Town Masterplans	Cambridgeshire and Peterborough Combined Authority	24 September 2018	For Information	To note the framework and Masterplans agreed by the Combined Authority	Dan Thorp Interim Assistant Director	Councillor Charles Roberts, Deputy Mayor
38.	Forward Plan	Business Board	24 September 2018	Decision	To note the forward plan	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
	26 November 2018 -TBC						
39.	Minutes of the Meeting on 24 September 2018	Business Board	26 November 2018	Decision	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager	Chair
40.	Growth Fund Pipeline	Business Board	26 November 2018	Decision	New project pipeline – recommend first project approvals to Combined Authority Board	Alex Francis Growth Deal Programme Manager	Chair
41.	Progress on Growth Fund Programme and Risk Register	Business Board	26 November 2018	Decision	To monitor and review programme performance and risks Agree submission for 18/19 Annual Conversation to BEIS/CLOG	Alex Francis Growth Deal Programme Manager	Chair

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	DECISION	PURPOSE	CONTACT DETAILS / REPORT AUTHORS	LEAD MEMBER
42.	Investment Strategy and Budget – Update	Business Board	26 November 2018	Decision	To review the Investment Strategy and budget	Adrian Cannard, Director of Strategy & Planning Rachel Musson Interim Chief Finance Officer for Combined Authority/Lead for Finance Work Stream	Councillor Steve Count Portfolio Holder for Fiscal
43.	Forward Plan	Business Board	26 November 2018	Decision	To note the forward plan	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
	28 January 2019- TBC						
44.	Minutes of the Meeting on 26 November 2018	Business Board	28 January 2019	Decision	To approve the minutes of the last meeting as a correct report	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
45.	Growth Fund Pipeline	Business Board	28 January 2019	Decision	To agree further projects for approval by the Combined Authority 13 February Budget meeting	Alex Francis Growth Deal Programme Manager	Chair
46.	Progress on Growth Fund Programme and Risk Register	Business Board	28 January 2019	Decision	To monitor and review programme performance and risks	Alex Francis Growth Deal Programme Manager	Chair

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	DECISION	PURPOSE	CONTACT DETAILS / REPORT AUTHORS	LEAD MEMBER
47.	Investment Strategy and Budget - Update	Business Board	28 January 2019	Decision	To review the Investment Strategy and budget	Adrian Cannard, Director of Strategy & Planning Rachel Musson Interim Chief Finance Officer for Combined Authority/Lead for Finance Work Stream	Councillor Steve Count Portfolio Holder for Fiscal
48.	Forward Plan	Business Board	28 January 2019	Decision	To note the forward plan	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
	25 March 2019- TBC						
49.	Minutes of the Meeting on 28 January 2019	Business Board	25 March 2019	Decision	To approve the minutes of the last meeting as a correct report	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
50.	Progress on Growth Fund Programme and Risk Register	Business Board	25 March 2019	Decision	To monitor and review programme performance and risks Recommend projects for approval to CA Board (if required)	Alex Francis Growth Deal Programme Manager	Char

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	DECISION	PURPOSE	CONTACT DETAILS / REPORT AUTHORS	LEAD MEMBER
51.	Investment Strategy and Budget - Update	Business Board	25 March 2019	Decision	To review the Investment Strategy and budget	Adrian Cannard, Director of Strategy & Planning Rachel Musson Interim Chief Finance Officer for Combined Authority/Lead for Finance Work Stream	Councillor Steve Count Portfolio Holder for Fiscal
52.	Forward Plan	Business Board	25 March 2019	Decision	To note the forward plan	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
	28 May 2019-TBC						
53.	Minutes of the Meeting on 25 March 2019	Business Board	28 May 2019	Decision	To approve the minutes of the last meeting as a correct report	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
54.	AGM matters and Schedule of meetings 2019/20	Business Board	28 May 2019	Decision	To agree schedule of meetings for 2019/20	Kim Sawyer, Monitoring Officer for Combined Authority	Chair
55.	Progress on Growth Fund Programme and Risk Register	Business Board	28 May 2019	Decision	To monitor and review programme performance and risks Recommend projects for approval to CA Board (if required)	Alex Francis Growth Deal Programme Manager	Char

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	DECISION	PURPOSE	CONTACT DETAILS / REPORT AUTHORS	LEAD MEMBER
56.	Investment Strategy and Budget - Update	Business Board	28 May 2019	Decision	To review the Investment Strategy and budget	Adrian Cannard, Director of Strategy & Planning Rachel Musson Interim Chief Finance Officer for Combined Authority/Lead for Finance Work Stream	Councillor Steve Count Portfolio Holder for Fiscal
57.	Forward Plan	Business Board	28 May 2019	Decision	To note the forward plan	Kim Sawyer, Monitoring Officer for Combined Authority	Chair

SUBMIT YOUR COMMENTS OR QUERIES TO BUSINESS BOARD

Your comment or query:

How can we contact you with a response?

(please include a telephone number, postal and/or e-mail address)

Name

Address

.....

Tel:

Email:

Who would you like to respond?