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| BUSINESS BOARD | AGENDA ITEM No: 1.9 |
| 30 APRIL 2018 | PUBLIC REPORT |

FORWARD PLAN AND FUTURE DATES OF MEETINGS

1.0 PURPOSE

- 1.1. The Business Board should approve its calendar of meetings for 2018/19. It is proposed that the Business Board meet every two months on the Monday before Combined Authority meetings.
- 1.2. For openness and transparency, the Business Board should publish a forward plan of intended decisions at future meetings. This should be published 28 clear days before its meetings.

| <u>DECISION REQUIRED</u> | |
|---|---|
| Lead Member: | Chair of the Business Board |
| Lead Officer: | Kim Sawyer, Legal Counsel and Monitoring Officer |
| Forward Plan Ref: No | Key Decision: No |
| <p>The Business Board is recommended to:</p> <p>(a) Note the forward plan</p> <p>(b) Agree the dates of future meetings as set out in the report.</p> | <p>Voting arrangements</p> <p>Simple majority of all Members</p> |

2.0 BACKGROUND

Dates of future meetings

- 2.1. It is proposed that the Business Board meet every two months on the Monday before the Combined Authority Board. Combined Authority Board meetings take place on a Wednesday. This will enable the Business Board's decisions to be signed off by the Combined Authority Board without unnecessary delay.
- 2.2. The Combined Authority's Overview and Scrutiny Committee also meetings on a Monday between 10am and 12pm before the Wednesday meeting of the Combined authority Board It is proposed that the Business Board's meetings take place between 2.30pm to 4.30pm on the following dates:
- (a) Monday 25 June 2018
 - (b) Monday 23 July 2018 (if required)
 - (c) Monday 24 September 2018
 - (d) Monday 26 November 2018
 - (e) Monday 28 January 2019
 - (f) Monday 25 March 2019
 - (g) Monday 28 May 2019
- 2.3. An additional date has been included for July prior to the summer recess as decisions may be required before the September meeting.
- 2.4. Combined Authority Board meetings and its committees rotate their meetings around member local councils to ensure that the public in Cambridgeshire and Peterborough may attend meetings.
- 2.5. Although meetings will not be held in public, it is proposed that the Business Board also rotate their meetings to be held in a nearby location as meetings of the Overview and Scrutiny Committee meetings to enable relevant support officers to attend.

Forward Plan

- 2.6. The forward plan from April was published on the Combined Authority website on 30 March. The draft forward plan for 25 June is attached. The Business Board is asked to note the current draft.

3.0 FINANCIAL IMPLICATIONS

- 3.1. There are no financial implications.

4.0 LEGAL IMPLICATIONS

- 4.1. If the Business Board makes a key decision, or it is proposing to make recommendations to the Combined Authority Board, it must be published in a forward plan.

- 4.2. A “key decision” means a decision, which in the view of the Overview and Scrutiny Committee is likely to:
- (a) result in the Combined Authority spending or saving a significant amount, compared with the budget for the service or function the decision relates to; or
 - (b) have a significant effect on communities living or working in an area made up of two or more wards or electoral divisions in the area.
- 4.3. When assessing whether or not a decision is a key decision, Members must consider all the circumstances of the case. However, a decision which results in a significant amount spent or saved will not generally be considered to be a key decision if that amount is less than £500,000.
- 4.4. A key decision which is considered to have a ‘significant’ effect on communities should usually be of a strategic rather than operational nature and have an outcome which will have an effect upon a significant number of people living or working in the area and impact upon:
- (a) the amenity of the community or;
 - (b) quality of service provided by the Authority.
- 4.5. A key decision may not be taken by the decision maker unless:
- (a) it is in the Forward Plan on the Combined Authority’s website:
 - (b) At least 28 clear days’ notice has been given, or if this is impracticable, the decision has complied with the provisions set out in paragraph 12 or 13 below as they may apply, and
 - (c) Notice of the meeting has been given in accordance with these rules

5.0 SIGNIFICATE IMPLICATIONS

5.1. N/A

6.0 APPENDICES

6.1. Appendix 1 – Forward Plan

| <u>Source Documents</u> | <u>Location</u> |
|---|---|
| List background papers: Forward Plan published on 30 March 2018 | List location of background papers http://cambridgeshirepeterborough-ca.gov.uk/assets/Business-Board-Forward-Plan-April-2018.pdf |

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