

All 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"> <li>i. Two public sector members</li> <li>ii. Eight private sector members.</li> </ul> <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>

Date	Reference	Issue	Decision
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 &amp; 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	<p>Recommended the Combined Authority Board to agree that the Greater South East Energy Hub assumes the RCEF management role.</p>
26/11/18	Minute 20	Growth Hub Progress	<p>Noted:</p> <ul style="list-style-type: none"> <li>i) The Growth Hub six-month activity report;</li> <li>ii) Better Business for All paper(s)</li> </ul>

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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"> <li>a. the Chair;</li> <li>b. the Vice Chair;</li> <li>c. other private sector board members.</li> </ul> <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"> <li>a. adopt an expenses scheme for private sector board members to take effect from July 2018</li> <li>b. confirm the Chair’s allowance of £2,000 a month to take effect from the date of the appointment.</li> </ul> <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 <sup>th</sup> 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>
28/01/19	Minute 29	(Draft) Annual Delivery Plan for Business and Skills	<p>Considered the content of the draft Annual Delivery Plan.</p> <p>Recommended that the Combined Authority Board note the draft Annual Delivery Plan for Business and Skills.</p>

<b>Date</b>	<b>Reference</b>	<b>Issue</b>	<b>Decision</b>
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 26th November 2018	Agreed the minutes of the Business Board meeting held on 26 <sup>th</sup> November 2018.
25/03/19	Minute 35	Forward Plan	Noted the Forward Plan.
25/03/19	Minute 36	Local Industrial Strategy	<p>Recommended the Cambridgeshire and Peterborough Industrial Strategy to the Combined Authority Board for approval</p> <p>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.</p> <p>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.</p>
25/03/19	Minute 37	Growth Deal Project Proposals	Considered the confidential reports by external assessors of projects submitted for Growth Deal Funds.

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			<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	<p>Agreed the revised single Assurance Framework which is in line with the Ministry of Housing, Communities &amp; Local Government's revised National Local Growth Assurance Framework for Mayoral Combined Authorities with a Single Pot and Local Enterprise Partnerships.</p>
25/03/19	Minute 40	Date of Next Meeting	<p>Noted the date of the next meeting.</p>