## Gateley /GLOBAL

## Draft PROGRAMME EXIT PLAN

Version 1.1

Date - 21 September 2023

Document Owner - Jonathan Finlay (GEG)

This Exit Plan has been created by Gateley Global (a Gateley plc company) trading as Gateley Economic Growth Services (GEG) to be used by both GEG and the Cambridgeshire and Peterborough Combined Authority (CPCA) trading as The Growth Co to deliver a complaint exit from the Business Growth Service by 31 December 2023 in accordance with the terms of the contract, paying particular attention but not exclusive attention to the provisions codified in Schedule 8.5 (Exit Management). At the date of submission version 1.1 is a final draft and is subject to review by and agreement with The Growth Co / CPCA. This Exit Plan covers the Programme and not individual Service Lines. The subcontractors providing each of the Service Lines are contrcatually repsonsible for compliant exit from their services and will produce their own Exit Plans. However, this Exit Plan makes requirements of each subcontractor and their Exit Plans will dovetail with this Programme Exit Plan.

The "Exit Plan Gantt Chart" tab is presented in sections which can be expanded as required. These sections are listed in numerical order, from 1.0 to 9.0. They are named as set out below. While it is understood that the bulk of the exit provisions can be found in contract Schedule 8.5 (Exit Management) where we note the relevance of one or more additional parts of the contract we have listed these against the sections codified below. The purpose of listing these is to demonstrate to the CPCA that GEG understands the full range of provisions required for a smooth, compliant and complete exit by 31 December 2023.

Section	Additional Relevent Schedules
1.0 - Preparation	7.1 Charges and Invoicing
2.0 - Service Lines BAU: Slow-down to Shut-down	2.1 Services Description
3.0 - People	9.1 Staff Transfer
4.0 - Data	8.4 Reports and Records Provision; 4.2 Commercially Sensitive Information; 7.5 Financial Reports and Audit Rights
5.0 - Information	8.4 Reports and Records Provision; 4.2 Commercially Sensitive Information
6.0 - Assets	12.0 Trademark License Terms
7.0 - Subcontractor Roll-Off	2.1 Services Description; 7.2 Payments on Termination
8.0 - Exit Communications	
9.0 - Exit Governance	8.2 Governance; 7.2 Payments on Termination

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11 12 13 14 15 16	Formal Centract End readification received     Formal Centract End readification received     Formal Centract End readification received     Final Central Programme Exit Strategy and Rin submitted to CFCA     Final Central Programme Exit Strategy and Rin meeting with CFCA     Final Central Central Strategy and Rin meeting with CFCA     Final Central Central Central Strategy and Rin Meeting     Final Central Central Strategy and Rin Meeting     Final Central Central Strategy	28/09/23 0% 29/09/23 0% 13/10/23 0%																			
1.5 1.6	Final amends to Proiramme Exit Plan made Programme Exit Plan approved by both CPCA and GEG (PMO)	25/10/23 0% 27/10/28 0%				- 25		e ())													
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3.6 3.7 3.8	GEG confirm no TUPE requirements apply Redundancy requirements understood by Subcontractors (YTKO)	28/09/23 107% 31/10/23 0%	10000 (S. 1		_	2	2			2											
1.8	To serve and secure and the second se	31/10/23 0% 35/12/27 0%			10			<i>U</i>													
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4.2	GEG sign off that HubSpot data and attachments are ready for tr Notify OPCA that HubSpot data records and attachments are ready for tr	ans) 15/12/23 0%																			
42 43 44 45	CPCA confirm transfer to their control CPCA turn off all GW access to HubSpot for non-TUPE staff	15/12/23 0% 15/12/23 0%										5 - 10									
45	Coaching Service briefing session with CPCA on data booked (GE     Coaching Service briefing session with CPCA on data booked (GE	27/2/22         0%           and 30/3/22         0%           and 30/3/22         0%           and 30/3/22         0%           and 15/3/2/2         0%           and 15/3/2/2         0%           15/3/2/2         0%           15/3/2/2         0%           15/3/2/2         0%           15/3/2/2         0%           13/3/2/2         0%           13/3/2/2         0%           13/3/2/2         0%           14/3/2/2         0%           16/3/2/2         0%           16/3/2/2         0%           16/3/2/2         0%           16/3/2/2         0%           16/3/2/2         0%           16/3/2/2         0%           16/3/2/2         0%           16/3/2/2         0%           16/3/2/2         0%           15/3/2/2         0%           16/3/2/2         0%           16/3/2/2         0%           16/3/2/2         0%           16/3/2/2         0%           16/3/2/2         0%           16/3/2/2         0%																			
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4.6	Equity service briefing session with OPA on data cooked (GEG) Equity Service briefing session with OPA on data conducted (GE OPA & GEG airee HubSpot transition meets contracted Exit requirement	5 in 29/11/23 0%																			
4.8	The contrast of the second sec	29/12/23 0%	2 J			8			3			4							-	s	
5.1 5.2 5.3 5.4 5.5 5.6	SharePoint file transfer readiness meeting booked (GEG internal) SharePoint file transfer readiness meeting conducted (GEG internal) Schoole of files to transfer documented and approximation	02/10/23 0% 03/10/23 0% 13/10/23 0%			2. C																
5.4 5.5	Schedule of files to transfer reviewed and agreed with CPCA in SPOC Dedicated "files to transfer" folder created in SharePoint	25/10/23 0% 25/10/23 0%				10 S			——————————————————————————————————————												
5.6	Collation of files to transfer commences PMO files grouped and stored in the dedicated folder	27/10/23 0% 17/11/23 0%							and the second se												
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	GPC written confirmation received GPC written accountability received	15/12/23 0% 15/12/23 0%																			
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	Equity files grouped and stored in the dedicated folder GEG written confirmation received	15/12/23 0% 15/12/23 0%																			
5.7	GEG written accountability received Collation completed and status communicated to CPCA	15/12/23 0% 18/12/23 0%																			
5.7 5.8 5.9 5.10 5.11	File transfer commencement meeting with CPCA File transfer completion meeting with CPCA (includes briefing)	19/12/23 0% 20/12/23 0%																			
5.10 5.11 6.1	The purpose of the section of the se					2					· · · · · · · · · · · · · · · · · · ·				· · · · ·					2	
	Assets Register reviewed and Asset Transfer meeting booked (G Asset Transfer readiness meeting conducted (GEG internal)	EG   16/10/23 0% 19/10/23 0%																			
	Schedule of Assets to Transfer documented and approved by PM Schedule of Assets to Transfer reviewed and agreed with CPCA is documenter plan readed on the CPCA is the CPCA in the CPCA is the CPCA in the CPCA in the CPCA is the CPCA in the CPCA in the CPCA is the CPCA in	5P 30/10/23 0%							E //	_											
	Asset Transfer commences Growth Works website/domain	07/11/23 0% 21/11/23 0%								1.5			· · · ·								
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	Locate Cambridge brand OPCA confirm Coaching specific asset transfer completes	29/11/23 0% 30/11/23 0%										247 (									
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6.2	Asset Termination planning and execution commences Licenses	29/09/23 0% 17/11/23 0%																			
63	Justification	24/11/23 0% 30/11/23 0% 01/12/23 0%																			
6.3 6.4	Popertylease AssetTermination complete AssetTeronyplanning and exocution commences GGGI recovered from GTC (staff and contracton) GGGI recovered from GTC (staff and contracton) GGGI recovered from GTC (staff and contracton) Missing/damaged I raise to factored into financial subcontracto AssetTeronymy completes	29/09/23 0% 30/11/23 0%			1000										i						
	GEG IT recovered from GPC (staff and contractors) GEG IT recovered from GEG contractors	19/12/23 0% 20/12/23 0%																			
6.5	Missing/damaged IT assets factored into financial subcontracto Asset Recovery completes Workstream Complete	7 tri 21/12/23 0% 22/12/23 0%																			
7.1	The Decoget and provide the Standard strength of the Standard Standar	02/10/23 0% 30/11/23 0%	8 8			8	1	-	14		e	1 I		_	e					2	
	Subcontractor written confirmation received Subcontractor written accountability received	30/11/23 0% 30/11/23 0%																			
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7.2 7.3	Subcontractor written accountability received YTRD Roll-Off complete	30/11/23 0% 30/11/23 0%																			
7.3	GPC Roll-Off commences Final data entry into HubSpot undertaken	02/10/23 0% 15/12/23 0%												1,000,000							
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7.6	Gateley Global Roll-Off complete Workstream Complete	15/12/23 0% 15/12/23 0%																			
8.1 8.2	Workstream Complete Stakeholder Map produced by CPCA Stakeholder Map reviewed by GEG (PMO)	15/12/23 0% 15/12/23 0% 19/10/23 0% 24/10/23 0%	5 - F			8	di i	e			S	3	3		S		() ()		10 B	2	

8.3	Drit messaging produced by CPCA	19/10/23 0% 24/10/23 0%	1 1					1 1
8.4	<ul> <li>Exit messaging reviewed by GEG (PMO)</li> </ul>	24/10/23 0%						
8.5	Doit Comms Plan drafted by CPCA	19/10/23 0%						
8.6	Exit Comms Plan reviewed by GEG (PMO)	24/10/23 0%						
8.7	Doit Comms Plan agreed in SPOC	27/10/23 0%						
8.8	Dait Comms commences	31/10/23 0%						
	October Comma Delivery	01/11/23 0%						
	End of month comms review in SPOC							
	8 November Comms Delivery	01/12/23 0%						
	End of month comms review in SPOC	04/12/23 0%						
	End of month comms review in SPOC	28/12/23 0%						
8.9	Drit Comms completion agreed in final SPOC	28/12/23 0%						
8.10	Workstream Complete	28/12/23 0% 29/12/23 0%					44	
91	bit SPOCs for CPCA and GEG appointed	02/10/23 0%						
9.2	Exit Teams for CPCA and GEG in place	06/10/23 0%						
9.3	KD bit Meeting booked	09/10/23 0%						
2.4	KD bit Meeting conducted	13/10/23 0%						
9.5	bit Meeting Calendar created	13/10/23 0%						
9.6	bit RAID created	06/10/23 0%						
9.7	Dit SPOC meetings commence	13/10/23 0%						
***	October#1 YTKD Meeting (w/c 09/10)	09/10/23 0%						
	October#1 GPC Meeting (w/c 09/20)	09/10/23 0%						
	October#1 GEG Meeting (w/c 09/20)	09/10/23 0%						
	October#1 CPCA Meeting (w/c 05/20)	16/10/23 0%						
	October#2 YTED Meeting (w/c 23/10)	23/10/23 0%						
	October#2 GPC Meeting (w/c 23/10)	23/10/23 0%						
	October#2 GEG Meeting (w/c 23/10)	23/10/23 0%						
	October#2 CPCA Meeting (w/c 30/20)	20/20/23 0/						
	November#3 YTKO Meeting (w/c 05/11)	30/10/23 0% 06/11/23 0%						
	November#3 GPC Meeting (w/c 06/11)	06/11/23 0%						
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	November#3 CPCA Meeting (w/c 13/11)	13/11/23 0%						
	November#4 YTXO Meeting (w/c 20/11)	20/11/23 0%						
	November#4 GPC Meeting (w/c 20/11)	20/11/23 0%						
	November#4 GEG Meeting (w/c 20/11)	20/11/23 0%						
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	December#3 YTKO Meeting (w/c 21/11)	27/11/23 0% 04/12/23 0%						
	December#5 GPC Meeting (w/c 04/12)	04/12/23 0%						
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	December#5 CPCA Meeting (w/c 11/12)	11/12/23 0%						
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	December#6 CPCA Meeting (w/c 18/12)	18/12/23 0%						
9.8	bit SPOC meetings complete	18/12/23 0%						
9.8	bit Reporting commences	33 (30/33) 01						
9.9	Exit Reporting commences Exit Report (October) drafted for PMO review	31/10/23 0% 02/11/23 0%						
	Eait Report (October) submitted to CPCA	03/11/23 0%						
	Exit Report (October) submitted to OFCA Exit Report (October) accepted by OFCA. Exit Plan & RAID baselined							
	East Report (October) accepted by OCA, East Plan & KAD baselined East Report (November) drafted for PMD review	04/12/23 0%						
	Exit Report (November) drafted for VND review Exit Report (November) submitted to CPCA	05/12/23 0%						
	Exit Report (November) submitted to CPCA. Exit Report (November) accepted by CPCA. Exit Plan & FAID baseline							
	East Report (November) accepted by Orce, cat Plan & KAID baseline East Report (December) drafted for PMD review	27/12/23 0%						
	Eait Report (December) submitted for PMD review	28/12/23 0%						
	Exit Report (December) submitted to CPCA. Exit Report (December) accepted by CPCA. Exit Plan & FAID baseline							
9.10	Exit Report (December) accepted by OrLA, Exit Plan & KAD baseline Drit Reporting completes	29/12/23 0%						
9.10 9.11	Exit Reporting completes Final Exit Meeting booked	29/12/23 0% 22/12/23 0%						
9.11 9.12	Final Exit Meeting booked Final Exit Meeting conducted	22/12/23 0% 28/12/23 0%						
	Final Exit Meeting conducted CPCA written acceptance that Exit is complete	28/12/23 0% 29/12/23 0%						
9.13 9.14		29/12/23 0% 29/12/23 0%						
9.14	Workstream Complete	CARLES ON						