

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

Work- Activity Group / Activity	Complete Status Pre Eat WEEK-2	Week -1 Week -0 g 15-lag 35-lag 25-lag 25-lag 36-lag 36-lag </th <th>WEEK 1 WEEK 2 WEEK 2 WEEK 1</th> <th>WEEK 4 W</th> <th>0.395W C.2.3</th> <th>WEEK / WEEK 8</th> <th>WEES</th> <th>WEEK 10 WEEK 11</th> <th>WEEK 12</th> <th>Well 13</th> <th>Weak 14</th> <th>WEEK 15</th>	WEEK 1 WEEK 2 WEEK 2 WEEK 1	WEEK 4 W	0.395W C.2.3	WEEK / WEEK 8	WEES	WEEK 10 WEEK 11	WEEK 12	Well 13	Weak 14	WEEK 15
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CPCA confirm their final understanding of 'TUPE in-Scope' Personnel 1780 TUPE requirements understood 1780 confirmation of the following received by PMO	26/09/23 100% #### 06/10/23 0% N/A 0%											
CPCA/TTKO HR teams engaged, full scope/timeframe/process an T&C changes due to ETO reasons (economic/technical/organic) Staff in around role and files written (horse/ducta)/arountic)	reed 12/10/23 0% iona 19/10/23 0% - 29/10/23 0%											
CPCA commence engagement with affected YTKO staff CPCA communicate agreement/refusal to transfer decisions to CPCA conduct concern meetings with transferring staff	27/10/23 0% 31/10/23 0% 31/10/23 0%											
Legal transfer of staff to CPCA TUPE transfer complete	30/11/23 0% 30/11/23 0% 06/10/23 0%											
GPC confirmation of the following received by PMO GPC/GPC HR teams engaged, full scope/timeframe/process ag T3 chemistry data in T2 can be a set of the se	N/A 0% red 12/10/23 0%											
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CPCA conduct onboard meetings with transferring staff Legal transfer of staff to CPCA	31/10/23 0% 15/12/23 0%							_				
GLG confirm no TUPE requirements apoly Redundancy requirements understood by Subcontractors (YTXC)	28/09/23 2005 event 32/20/23 0%											
Works tream Complete HubSpot readiness for transfer commences	15(22)22 0% 27(21/23 0%											
GPC sign off that HubSpot data and attachments are ready for GPC sign off that HubSpot data and attachments are ready for t GEC sign off that HubSpot data and attachments are ready for	ansi 15/12/23 0% ansi 15/12/23 0%											
GPCA confirm transfer to their control CPCA confirm transfer to their control CPCA turn off all GW access to HubSpot for non-TUPE staff English law blocks at CPCA turn	15/12/23 0% 15/12/23 0% 15/12/23 0%			_		_						
Coaching Service briefing session with CPCA on data booked (G Coaching Service briefing session with CPCA on data booked (G Coaching Service briefing session with CPCA on data conducted	G in 14/11/23 0% GGG 21/11/23 0%					<u></u>						
Investment Service briefing session with OPCA on data booked Investment Service briefing session with OPCA on data conduct Skills Service briefing session with OPCA on data booked (GEG	d (G 29/11/23 0% for 08/12/23 0%							_				
Series service briefing session with CPCA on data conducted (GE CapEx Grants Service briefing session with CPCA on data booke CapEx Grants Service briefing session with CPCA on data condu-	(GE 14/11/23 0% ed (22/11/23 0%											
Equity service briefing session with CPCA on data booked (GEG Equity Service briefing session with CPCA on data conducted (G CPCA & GEG agree HubSpot transition meets contracted Exit requirems	G in 29/11/23 0% ts 15/12/23 0%											
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Schedule of files to transfer documented and approved by PMO Schedule of files to transfer documented and approved by PMO Schedule of files to transfer reviewed and agreed with CPCA in SPOC Declinated Files do transfer feel	13/10/23 0% 25/20/23 0% 35/20/23 0%											
Collation of files to transfer contrences PMO files to transfer commences	27/10/23 0% 17/11/23 0%											
GEG written confirmation received GEG written accountability received Coaching files grouped and stored in the dedicated folder	17/11/23 0% 17/11/23 0% 08/12/23 0%											
YTKO written confirmation received YTKO written accountability received Investment files grouped and stored in the dedicated folder	08/12/23 0% 08/12/23 0% 15/12/23 0%											
GEG written confirmation received GEG written accountability received Skills files grouped and stored in the dedicated folder	15/12/23 0% 15/12/23 0% 15/12/23 0%											
GPC written confirmation received GPC written accountability received CapEx Grants files, grouped and stored in the dedicated folder	15/12/23 0% 15/12/23 0% 08/12/23 0%											
YTKO written confirmation received YTKO written accountability received Equity files grouped and stored in the dedicated folder	0%/12/23 0% 08/12/23 0% 15/12/23 0%											
GEG written confirmation received GEG written accountability received Collation completed and status communicated to CPCA	15/12/23 0% 15/12/23 0% 18/12/23 0%											
File transfer commencement meeting with CPCA File transfer completion meeting with CPCA (includes briefing) CPCA written acceptance that file transfer is complete	19/12/23 0% 20/12/23 0% 21/12/23 0%								<u>b</u>			
Workstream Complete Asset Transfer planning and execution commences Assets Register reviewed and Asset Transfer meeting booked	22/12/23 0% 29/09/23 0% EG 1 16/10/23 0%											
Asset Transfer readiness meeting conducted (GEG internal) Schedule of Assets to Transfer documented and approved by P Schedule of Assets to Transfer reviewed and agreed with CPCA	19/10/23 0% 25/10/23 0% 5 59 30/20/23 0%											
Asset Transfer plan created and approved by CPCA and GEG Asset Transfer commences Growth Works website/domain	06/11/23 0% 07/11/23 0% 21/11/23 0%											
Growth Works brand Locate Cambridge website Locate Cambridge brand	24/11/23 0% 24/11/23 0% 29/11/23 0%											
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	29/09/23 0% 17/11/23 0% 24/11/23 0%											
Property leases Asset Termination completes Asset Recovery planning and execution commences	30/11/23 0% 01/12/23 0% 29/00/23 0%											
Propertylease Acet Termination completes Acet Recoveryplanning and execution commences GEOT recovered from TPC (Listif and contracton) GEOT recovered from GPC (Listif and contracton) GEOT recovered from GPC contracton Musing/damaged T a such stactored into financial subcontract Acet Recovery completes	30/11/23 0% 19/12/23 0% 20/12/23 0%											
adissing/damaged IT assets factored into financial subcontract Asset Recovery completes Workstream Complete	22/12/23 0% 22/12/23 0% 22/12/23 0%											
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Final OMG reporting requirements confirmed Final OMG reporting requirements supplied Final OMG reporting requirements applied	30/11/23 0% 30/11/23 0% 30/11/23 0%											
Final information upload to SharePoint undertaken Subcontractor written confirmation received Subcontractor written accustabilite received	30/11/23 0% 30/11/23 0% 30/11/23 0%											
YTND Roll-Off complete GPC Roll-Off commences Final data entry into HubSont - Indentation	30/11/23 0% 02/10/23 0% 15/12/23 0%							_				
Subcontractor written confirmation received Subcontractor written accountability received Final CMS reporting requirements confirmed	15/12/23 0% 15/12/23 0% 15/12/23 0%											
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8.3	Drit messaging produced by CPCA	19/10/23 0% 24/10/23 0%	1 1					1 1
8.4	 Exit messaging reviewed by GEG (PMO) 	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	Exit 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%						
	November#3 GEG Meeting (w/c 06/11)	06/11/23 0%						
	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%						
	November#4 CPCA Meeting (w/c 27/11)	22/22/22 02						
	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						