LEP Tupe In 1 March 2024

Activity	Responsible	Comments	Start Date	Completion Date
Project Commissioning and Scope	пеорологое	Commence	Start Bate	Completion Date
LEP transition Meetings to discuss TUPE in	Transition Board		03/11/23	29/02/2024
Infor relevant HR departments and IT of Transfer in	Angela Gray		03/11/23	
Meet with LEP HR to discuss transferees	Angela Gray		16/11/23	
Legal	Aligeia Gray		10/11/23	23/02/2024
Check original contract(s) with transferor for indemnities and	<u> </u>		I	
warranties in the event of TUPE transfer and seek further legal				
advice in the event this is not covered by original contract -may				
need TUPE Transfer Agreement (see section 4)	Legal			
Due Dilligence	10		l	
Jul Jimgenee		Data in and initial scope sent to		
Request data, from LEP HR on who is in scope and discuss any		systems. More info requested		
challenge or dispute	Angela Gray	from LEP HR	16/11/23	09/01/24
If redundancies are proposed complete business case giving	rangela oray	monite in the	10/11/20	03/01/21
clear ETO reason	N/A			
Check with LEP HR if there are any Union Recognition	14/4			
agreements in place	Angela Gray		16/11/23	30/11/23
Request Organisation Structure from LEP HR	Angela Gray Angela Gray		16/11/23	
	Angela Gray		16/11/23	30/11/23
Request terms and conditions, pay structure, structure chart	Angele Crov		45/44/22	20/44/22
and contractual policies from LEP HR	Angela Gray		16/11/23	
Complete a terms and conditions and benefits comparison	Angela Gray		01/12/23	14/12/23
Get data from transferor on allowances and deductions and				
complete Allowances and Deductions SAP template	Angela Gray		16/11/23	30/11/23
Discuss and agree structure and terms and conditions with SAP				
Systems	Angela Gray	Draft sturcture sent to systems	01/12/23	28/02/24
Consultation				
Agree joint constultationn dates with LEP HR	Angela Gray		16/11/23	30/11/23
Inform relevant unions of Transfer into the Council.	Angela Gray		29/11/23	29/11/23
Start of Consultation meeting - arranged by LEP	Angela Gray	Steve & Richard present	05/12/23	05/12/23
	Angela Gray	2nd Consultation meeting		
	0-1-1,	8/1/24. Consultation extended		
Face to face consultation meeting		to 23/1/24	08/01/23	08/01/20
Input to any FAQs raised by transferring employees	Transition Board	33 25/ 2/ 2	08/01/24	
impacts any massassasy dansering employees	Steve Bambrick/Richard		00,01,21	23/02/21
Hold 1:1's with transferring employees (where agreed with LEP)			08/01/24	29/02/24
Joint end of Consultation meeting - arranged by LEP	Angela Gray	Steve & Richard present	09/01/24	
	Arigeia Gray	Steve & Richard present	09/01/24	09/01/24
SAP Configuration	T		1	
Request final due dilligence information from LEP HR (must be			04/40/00	24/04/24
given in full by 28 days before transfer) and send to HR	Angela Gray		01/12/23	
Complete and send Pensions spreadsheet to LGPS	Angela Gray		01/02/24	
Final structure chart to SAP Systems	Angela Gray	Draft sturcture sent to systems	01/02/24	01/02/24
Request and gain copies of right to work information (if not		To be brought in by staff on		
already gathered from 1-1 with service)	Angela Gray	8/1/24	05/12/24	29/02/24
Request and gain copies of bank details and share with Payroll	Angela Gray	Info received	05/12/24	29/02/24
Request payslips from LEP	Angela Gray		01/02/24	29/02/24
Confirm the Transfer				
Request LEP HR to send P45's for transferring employees and				
send to payroll	Angela Gray		01/03/24	
• •	T - '		. ,,	
Arrange security passes and first day details to new employees	Line Manager		01/03/24	
Arrange induction programme for new employees to include	Steve Bambrick/Richard		01/03/24	<u> </u>
C4P overview	Ambrose		01/03/24	
Send welcome letter to new employees	Angela Gray		01/03/24	
send welcome letter to new employees	Alibeia Gray		01/03/24	1

1				
1				
3				
3				
1				
3				
0				
1				
1				
1				
1				

LEP integration - Operational workstream

Stabible new Enterprise & Investment Board Growth Board agree membership of the Enterprise & Investment Board Rachael S Nov O4-Dec Complete After agreed by GB Afte	LEP integration - Operational workstream				
Growth Board agree membership of the Enterprise & Investment Board Martin Tett Dec Dec Jan Richard A Dec Jan Richard A Richard A Richard A Richard A Richard A Richard B Rich	Action	Responsible	Start	End	Comments
New members officially invited to join Martin Tett Dec Dec Jan Torbat full Ell Betrms of reference Richard A Richard A Richard A Richard B Richar	1. Establish new Enterprise & Investment Board				
Draft full EIB terms of reference Richard A Peb Jan Feb	Growth Board agree membership of the Enterprise & Investment Board	Rachael S	Nov	04-1	Dec Complete
Richard A Feb Feb Agree agreed by Growth Board Richard H Feb Feb Agree agreed agreed by Growth Board Richard H Feb Feb Feb Agree agred and pagers Richard H Feb Feb Feb Agree agreed and pagers Richard H Feb Mar Richard H Mar Mar War Ward Mar War Ward Mar Ward Mar War Ward Ward Mar War Ward Ward Mar War Ward Ward Ward Mar War Ward Ward Ward Ward Ward Ward War	New members officially invited to join	Martin Tett	Dec	Dec	after agreed by GB
Set meeting dates Richard H Feb Feb Feb Send invites Richard H Feb Feb Mar Richard H Feb Mar Richard H Feb Mar Richard H Feb Mar Richard H Feb Mar Mar Mar Mar Richard H Mar Mar Mar Mar Mar Richard H Mar M	Draft full EIB terms of reference	Richard A	Dec	Jan	
Send invites Richard H Feb Feb Mar First meeting of new Board Richard H Feb Mar First meeting of new Board Richard H Mar Mar Rachael S Nov O4-Dec Romandements to GB Toff plus sub boards to reflect business voice Claire P Dec Feb Feb Additional meeting 8 Feb Richard A Feb Additional meeting 8 Feb Richard A Feb	ToR agreed by Growth Board	Richard A	Feb	Feb	8 Feb meeting
Agree agenda and papers First meeting of new Board Richard H Mar Mar Carrowth Board agovernance agreed by Growth Board Rachael S Nov 04-Dec Claire P Dec Feb additional meeting 8 Feb Compile register of interests Claire P Jan Mar Steablish frow economic development investment fund Were agreed and input into proposed approach Fund arrangements agreed Growth Board of to to support bids assessment Engage professional advisor to support bids assessment Richard A A Jan Mar Engage professional advisor to support bids assessment Richard A A May May Develop a single new service level agreement (SLA) with BBF to oversee funding arrangements for the growth hub, skills hub and business support service Identify (likely) budget available for 24/25 (includes assumptions around government funding) Confirm SLA/Grant/Contract requirements with Procurement/Legal Confirmation of government conditions (reporting etc) Engage with BBF about future approach/focus Engage with BBF about future approach/focus Engage with BBF about future approach/focus Richard A Dec Claire P Dec Jan Compilete Decreting agreement including activities, standards and performance measures Claire P/Ian B Dec Jan Compilete Claire P Dec	Set meeting dates	Richard H	Feb	Feb	after ToR agreed
First meeting of new Board 2. Growth Board governance agreed by Growth Board 2. Growth Board review proposed amendments to GB ToR plus sub boards to reflect business voice 3. Establish new economic development investment fund 2. Growth Board review proposed amendments to ToR 3. Establish new economic development investment fund 3. Establish new economic development investment fund 3. Establish new economic development investment fund 4. Growth Board 4. Growth Board 5. Growth Board 6. Growth Board 6. Growth Board 7. Growth Board 8. Feb Reb 8. Feb Maditional meeting 8 Feb 8. Feb Meeting 8. Feb Meeting 9. Feb Maditional meeting 8 Feb	Send invites	Richard H	Feb	Feb	
Agrowth Board governance High level changes to governance agreed by Growth Board Figh level changes to governance agreed by Growth Board Figh level changes to governance agreed by Growth Board Figh level changes to governance agreed by Growth Board Figh governance agreed by Growth Board Figh governance agreed by Growth Board Figh governance agreed by Growth Board to reflect business voice Feb Growth Board review proposed amendments to ToR Feb Growth Board review proposed amendments to ToR Feb Growth Board review proposed amendments to ToR Feb Jan Mar Claire P Jan Mar Duttine scope of the fund drafted and shared Find arrangements agreed Find arrangements agreed Find arrangements agreed Find arrangements agreed Find agreement for proposed approach Find agreement for proposed approach Find agreement for the proposed approach Find agreement for the growth hus, skills hub and business support service Find agreement for funding activities, standards and performance measures Find agreement founding activities, standards and performance measures Find agreement founding agreement for funding approach Find BBF about future approach/focus Find BBF a	Agree agenda and papers	Richard H	Feb	Mar	
High level change's to governance agreed by Growth Board Pachael S Nov O4-Dec Feb Feb Growth Board review proposed amendments to ToR Claire P Dec Feb Growth Board review proposed amendments to ToR Claire P Develop GB forward plan for March meeting Bevelop GB forward plan for March meeting Claire P Develop GB forward plan for March meeting Bichard A Beb Graft for Feb meeting Glaire P Jan Feb Jan Feb Jan Feb Jan Feb Jan Feb Jan Feb Jan Bichard A Jan Jan B Feb at this point or alongside strategy? Although a subject or alongside strategy? Although a single new service level agreement [SLA) with BBF to oversee funding arrangements for the growth hub, skills hub and business support service level agreements. (SLA) with BBF to oversee funding arrangements for the growth hub, skills hub and business support service level agreement (SLA) with BBF to oversee funding arrangements for the growth hub, skills hub and business support service level agreement (SLA) with BBF to oversee funding arrangements for the growth hub, skills hub and business support service level agreement (SLA) with BBF to oversee funding arrangements for the growth hub, skills hub and business support service level agreement (SLA) with BBF to oversee funding arrangements for the growth hub, skills hub and business support service level agreement funding in the procurement/Legal Confirm SLA/Grant/Contract requirements with Procurement funding agreement funding approach Finding agreement including activities, standards and performance measures Claire P Dec Jan Complete Jan Complete Jan Complete Jan Complete Jan Complete Jan Agree preferred approach to development of the strategy- inhouse/consultants Province process of the fund division of power process of the funding approach resource will unliit Jan Jan Ja	First meeting of new Board	Richard H	Mar	Mar	
Draft amendments to GB ToR plus sub boards to reflect business voice Claire P Richard A Feb Feb Additional meeting 8 Feb Claire P Jan Mar Claire P Jan Feb Arft for Feb meeting 8 Feb Arft for Feb meeting 9 Feb Artt for Feb meeting 9 Feb Are	2. Growth Board governance				
Growth Board review proposed amendments to TOR Compile register of interests Claire P Jan Mar Develop GB forward plan for March meeting Claire P Jan Below To Jan Claire P Jan Cutline scope of the fund drafted and shared Fund arrangements agreed - Growth Board - Cabinet? Richard A Jan Jan Jan Jan Se be meeting At this point or alongside strategy? At this point or alongside strate	High level changes to governance agreed by Growth Board	Rachael S	Nov	04-1	Dec_Complete
Claire P Jan Mar Develop GB forward plan for March meeting 3. Establish new economic development investment fund Outline scope of the fund drafted and shared Fund arrangements agreed - Growth Board - Cabinet? Richard A Jan Jan 8 Feb meeting - Cabinet? Richard A Jan Jan 8 Feb meeting - Cabinet? Richard A Jan Jan 8 Feb meeting - Cabinet? Richard A Jan Mar Investment Board input into proposed approach Richard A/Richard H Mar May Richard A/Richard H Mar May Richard A/Richard H May May Develop a single new service level agreement (SLA) with BBF to oversee funding arrangements for the growth hus, skills hub and business support service Identify (likely) budget available for 24/25 (includes assumptions around government funding) Confirm SLA/Grant/Contract requirements with Procurement/Legal Confirmation of government conditions (reporting etc) Engage with BBF about future agreement including activities, standards and performance measures Growth Board outline of funding approach Richard A Feb Feb Overview paper to Growth Board 8 Feb Funding agreement drafted Claire P Jan Mar Schedule to be agreed at Mar GB Shevelop new Buckinghamshire Economic Strategy Refresh Agree preferred approach to development of the strategy - inhouse/consultants Richard H/Richard A Dec Jan Depending on approach resource will unline of government of the strategy - inhouse/consultants Richard H/Richard A Dec Jan Depending on approach resource will unline of government of the strategy - inhouse/consultants Richard H/Richard A Dec Jan Depending on approach resource will unline of government of the strategy - inhouse/consultants Richard H/Richard A Dec Jan Depending on approach resource will unline of government of the strategy - inhouse/consultants Richard H/Richard A Dec Jan Depending on approach resource will unline of government of the strategy - inhouse/consultants Richard H/Richard A Dec Jan Depending on approach resource will unline of government of the strategy - inhouse/consultants	Draft amendments to GB ToR plus sub boards to reflect business voice	Claire P	Dec	Feb	
Develop GB forward plan for March meeting 3. Establish new economic development investment fund Richard A Growth Board Gabinet? Richard A Richard B Richard A Richard B Richar	Growth Board review proposed amendments to ToR	Richard A	Feb	Feb	additional meeting 8 Feb
3. Establish new economic development investment fund Outline scope of the fund drafted and shared Fund arrangements agreed - Growth Board - Cabinet? Investment Board input into proposed approach Engage professional advisor to support bids assessment Launch fund Develop a single new service level agreement (SLA) with BBF to oversee funding arrangements for the growth hub, skills hub and business support service Identify (likely) budget available for 24/25 (includes assumptions around government funding) Confirm SLA/Grant/Contract requirements with Procurement/Legal Confirm SLA/Grant/Contract requirements with Procurement/Legal Confirmation of government conditions (reporting etc) Confirmation of government conditions (reporting etc) Claire P Dec Jan Complete Claire P/Ian B Dec Jan Growth Board outline of funding approach Funding agreement furafted Claire P Dan Jan Growth Board outline of funding approach Feb meeting at this point or alongside strategy? At thi	Compile register of interests	Claire P	Jan	Mar	
Section of the fund drafted and shared Richard A Dec Jan	Develop GB forward plan for March meeting	Claire P	Jan	Feb	draft for Feb meeting
Fund arrangements agreed Growth Board Richard A Richard B Richard A Richard B Richard A Richard B Rich	3. Establish new economic development investment fund				
- Growth Board - Cabinet? - Cabinet? - Cabinet Board input into proposed approach - Richard A Ban Bright Mar Bright Mary Bright Mar Bright Mary Bright Bright Mary Brigh	Outline scope of the fund drafted and shared	Richard A	Dec	Jan	
- Cabinet? Investment Board input into proposed approach Engage professional advisor to support bids assessment Launch fund Richard A/Richard H Mar May Buther Board input into proposed approach Richard A/Richard H Mar May Buther Board input into proposed approach Richard A/Richard H Mar May Buther Board available for 24/25 (includes assumptions around government funding) Confirm SLA/Grant/Contract requirements with Procurement/Legal Confirm SLA/Grant/Contract requirements with Procurement/Legal Confirmation of government conditions (reporting etc) Engage with BBF about future approach/focus Condere P Dec Jan Growth Board outline of funding approach Funding agreement drafted Claire P Jan Mar Schedule to be agreed at Mar GB Agree preferred approach to development of the strategy - inhouse/consultants Richard A Dec Jan Depending on approach resource will unlike the procure of the strategy - inhouse/consultants Richard A Dec Jan Depending on approach resource will unlike the procure of the strategy - inhouse/consultants Richard A/Richard A Dec Jan Depending on approach resource will unlike the procure of the strategy - inhouse/consultants Richard BA Dec Jan Depending on approach resource will unlike the procure of the strategy - inhouse/consultants Richard BA Dec Jan Depending on approach resource will unlike the procure of the strategy - inhouse/consultants	Fund arrangements agreed				
Investment Board input into proposed approach Engage professional advisor to support bids assessment Launch fund Richard A/Richard H Mar May Richard H May May Develop a single new service level agreement (SLA) with BBF to oversee funding arrangements for the growth hub, skills hub and business support service Identify (likely) budget available for 24/25 (includes assumptions around government funding) Confirm SLA/Grant/Contract requirements with Procurement/Legal Confirm SLA/Grant/Contract requirements with Procurement/Legal Confirmation of government conditions (reporting etc) Engage with BBF about future approach/focus Confirm Plan B Caire P Caire P Caire P/Ian B Caire P/Ian B Complete Claire P/Ian B Coverview paper to Growth Board 8 Feb Feb Funding agreement drafted Claire P Jan Mar Schedule to be agreed at Mar GB Schedule to be agreed at Mar GB Schedule for development of the strategy - inhouse/consultants Richard H/Richard A Dec Jan Depending on approach resource will unliid	- Growth Board	Richard A	Jan	Jan	8 Feb meeting
Richard A/Richard H May Ago May Develop a single new service level agreement (SLA) with BBF to oversee funding arrangements for the growth hub, skills hub and business support service level agreement (SLA) with BBF to oversee funding arrangements for the growth hub, skills hub and business support service ledentify (likely) budget available for 24/25 (includes assumptions around government funding) Confirm SLA/Grant/Contract requirements with Procurement/Legal Claire P Nov Dec Claire P Dec Jan Engage with BBF about future approach/focus Claire P/Ian B Dec Jan Growth Board outline of funding approach Funding agreement drafted Claire P Jan Mar Schedule to be agreed at Mar GB 5. Develop new Buckinghamshire Economic Strategy Review Government Guidance on Economic Strategy - inhouse/consultants Richard H May May May May May May May May	- Cabinet?	Richard A	Jan	Feb	at this point or alongside strategy?
Launch fund Richard H May May Develop a single new service level agreement (SLA) with BBF to oversee funding arrangements for the growth hub, skills hub and business support service identify (likely) budget available for 24/25 (includes assumptions around government funding) Confirm SLA/Grant/Contract requirements with Procurement/Legal Claire P Dec Jan Complete Claire P/Ian B Dec Jan Growth Board outline of funding approach Funding agreement drafted Claire P Claire P Jan May May May May May May Dec Schedule to be agreed at Mar GB Feb Schedule to be agreed at Mar GB Feb Schedule to be agreed at Mar GB Ferview Government Guidance on Economic Strategy Review Government Guidance on Economic Strategy Refresh Agree preferred approach to development of the strategy - inhouse/consultants Richard A Richard A Feb Feb Overview paper to Growth Board 8 Feb Feb Overview paper to Growth Board 8 Feb Feb Schedule to be agreed at Mar GB Ferview Government Guidance on Economic Strategy Richard H/Richard A Dec Jan Depending on approach resource will unlii	Investment Board input into proposed approach	Richard A/Richard H	Mar	Mar	at first meeting
Develop a single new service level agreement (SLA) with BBF to oversee funding arrangements for the growth hub, skills hub and business support service identify (likely) budget available for 24/25 (includes assumptions around government funding) Confirm SLA/Grant/Contract requirements with Procurement/Legal Claire P Claire P Claire P Dec Jan Complete Draft future agreement including activities, standards and performance measures Growth Board outline of funding approach Funding agreement drafted Claire P Jan Mar Schedule to be agreed at Mar GB S. Develop new Buckinghamshire Economic Strategy Review Government Guidance on Economic Strategy Refresh Agree preferred approach to development of the strategy - inhouse/consultants Richard A Dec Jan Overview paper to Growth Board 8 Feb Claire P Jan Jan Depending on approach resource will unliid	Engage professional advisor to support bids assessment	Richard A/Richard H	Mar	May	
Identify (likely) budget available for 24/25 (includes assumptions around government funding) Confirm SLA/Grant/Contract requirements with Procurement/Legal Claire P Nov Dec Claire P Dec Jan Complete Draft future agreement including activities, standards and performance measures Growth Board outline of funding approach Funding agreement drafted Claire P Jan Overview paper to Growth Board 8 Feb Funding agreement drafted Claire P Jan Overview paper to Growth Board 8 Feb Schedule to be agreed at Mar GB Schedule to be agreed at Mar GB Agree preferred approach to development of the strategy - inhouse/consultants Richard A Richard A Dec Jan Overview paper to Growth Board 8 Feb Feb Jan Jan Depending on approach resource will unlide approach to development of the strategy - inhouse/consultants	Launch fund	Richard H	May	May	
Confirm SLA/Grant/Contract requirements with Procurement/Legal Claire P Claire P Dec Jan Complete Claire P/In B Growth Board outline of funding approach Funding agreement drafted Claire P Claire P Claire P Claire P/In B Complete Overview paper to Growth Board 8 Feb Claire P Jan Schedule to be agreed at Mar GB In B/Claire P Jan Jan Agree preferred approach to development of the strategy - inhouse/consultants Richard H/Richard A Dec Jan Depending on approach resource will unlike the strategy of the st	Develop a single new service level agreement (SLA) with BBF to oversee funding arrangements f	or the growth hub, skills hu	b and busines	ss support ser	vice
Confirmation of government conditions (reporting etc) Engage with BBF about future approach/focus Draft future agreement including activities, standards and performance measures Growth Board outline of funding approach Funding agreement drafted Funding agreement drafted Claire P Jan Complete Jan Complete Jan Overview paper to Growth Board 8 Feb Feb Feb Feb Overview paper to Growth Board 8 Feb Funding agreement drafted Claire P Jan Mar Schedule to be agreed at Mar GB Schedule to be agreed at Mar GB Feview Government Guidance on Economic Strategy Review Government Guidance on Economic Strategy - inhouse/consultants Richard H/Richard A Dec Jan Depending on approach resource will unlike	Identify (likely) budget available for 24/25 (includes assumptions around government funding)	Richard A	Nov	Jan	
Engage with BBF about future approach/focus Draft future agreement including activities, standards and performance measures Growth Board outline of funding approach Feb Feb Overview paper to Growth Board 8 Feb Funding agreement drafted Claire P Jan Mar Schedule to be agreed at Mar GB 5. Develop new Buckinghamshire Economic Strategy Review Government Guidance on Economic Strategy Refresh Agree preferred approach to development of the strategy - inhouse/consultants Richard A Feb Feb Overview paper to Growth Board 8 Feb Claire P Jan Jan Jan Depending on approach resource will unlike the strategy of the strategy	Confirm SLA/Grant/Contract requirements with Procurement/Legal	Claire P	Nov	Dec	
Draft future agreement including activities, standards and performance measures Growth Board outline of funding approach Feb Feb Overview paper to Growth Board 8 Feb Funding agreement drafted Claire P Jan Mar Schedule to be agreed at Mar GB Schedule to be agreed at Mar GB Feview Government Guidance on Economic Strategy Review Government Guidance on Economic Strategy Refresh Agree preferred approach to development of the strategy - inhouse/consultants Richard H/Richard A Dec Jan Depending on approach resource will unlike	Confirmation of government conditions (reporting etc)	Claire P	Dec	Jan	
Growth Board outline of funding approach Richard A Feb Overview paper to Growth Board 8 Feb Funding agreement drafted Claire P Jan Mar Schedule to be agreed at Mar GB Schedule to be agreed at Mar GB Feb Overview paper to Growth Board 8 Feb Feb Overview paper to Growth Board 8 Feb Feb Feb Overview paper to Growth Board 8 Feb Feb Feb Overview paper to Growth Board 8 Feb Feb Feb Overview paper to Growth Board 8 Feb Feb Feb Overview paper to Growth Board 8 Feb Feb Feb Overview paper to Growth Board 8 Feb Feb Feb Overview paper to Growth Board 8 Feb Feb Feb Narray Schedule to be agreed at Mar GB	Engage with BBF about future approach/focus	Richard A	Dec	Jan	Complete
Growth Board outline of funding approach Richard A Feb Overview paper to Growth Board 8 Feb Funding agreement drafted Claire P Jan Mar Schedule to be agreed at Mar GB Schedule to be agreed at Mar GB Feb Overview paper to Growth Board 8 Feb Feb Overview paper to Growth Board 8 Feb Feb Feb Overview paper to Growth Board 8 Feb Feb Feb Overview paper to Growth Board 8 Feb Feb Feb Overview paper to Growth Board 8 Feb Feb Feb Overview paper to Growth Board 8 Feb Feb Feb Overview paper to Growth Board 8 Feb Feb Feb Overview paper to Growth Board 8 Feb Feb Feb Narray Schedule to be agreed at Mar GB	Draft future agreement including activities, standards and performance measures	Claire P/Ian B	Dec	Jan	
5. Develop new Buckinghamshire Economic Strategy Review Government Guidance on Economic Strategy Refresh Ian B/Claire P Jan Jan Agree preferred approach to development of the strategy - inhouse/consultants Richard H/Richard A Dec Jan Depending on approach resource will unli	Growth Board outline of funding approach	Richard A	Feb	Feb	Overview paper to Growth Board 8 Feb
Review Government Guidance on Economic Strategy Refresh Ian B/Claire P Jan Jan Agree preferred approach to development of the strategy - inhouse/consultants Richard H/Richard A Dec Jan Depending on approach resource will unlike the strategy in the strategy - inhouse of the str	Funding agreement drafted	Claire P	Jan	Mar	
Review Government Guidance on Economic Strategy Refresh Ian B/Claire P Jan Jan Agree preferred approach to development of the strategy - inhouse/consultants Richard H/Richard A Dec Jan Depending on approach resource will unlike the strategy in the strategy - inhouse of the str	5. Develop new Buckinghamshire Economic Strategy				
	Review Government Guidance on Economic Strategy Refresh	Ian B/Claire P	Jan	Jan	
	Agree preferred approach to development of the strategy - inhouse/consultants	Richard H/Richard A	Dec	Jan	Depending on approach resource will unlil
	Principles paper for Economic Strategy refresh	Richard H/Richard A	Jan	Feb	Outlilne paper for 8 Feb Growth Board

Section Description Output Planaries Systems & Accounts REP Reachine & REACHINE & REP REACHINE & REP REACHINE & REP REACHINE & REP REACHI					
Debeter final set of Accounts - dissous how the will write with Michaelines (1) 1773 2200124 200124		Description	Owner	Start Date	Completion Date
Repare plan for franch set of Accounts - discuss how this will work with indications, e.g. what happens in John Scott of the Quicker for J. March Scott of the Guicker for J. March Scott of J. March Scott of the Guicker for J. March Scott of J. March Scott of the Guicker for J. March Scott of the Guicker for J. March Scott of J. March Scott of the Guicker for J. March Scott of J. March Scott of the Guicker for J. March Scott of	LEP's Finance Systems & Accounts				
Repare plan for franch set of Accounts - discuss how this will work with indications, e.g. what happens in John Scott of the Quicker for J. March Scott of the Guicker for J. March Scott of J. March Scott of the Guicker for J. March Scott of J. March Scott of the Guicker for J. March Scott of the Guicker for J. March Scott of J. March Scott of the Guicker for J. March Scott of J. March Scott of the Guicker for J. March Scott of					
Repare plan for franch set of Accounts - discuss how this will work with indications, e.g. what happens in John Scott of the Quicker for J. March Scott of the Guicker for J. March Scott of J. March Scott of the Guicker for J. March Scott of J. March Scott of the Guicker for J. March Scott of the Guicker for J. March Scott of J. March Scott of the Guicker for J. March Scott of J. March Scott of the Guicker for J. March Scott of					
Dailver Final Set of Accounts - discuss how this will work with Richardsons, go, what happens in both account of silved by 31 March 1999 in the Account of silved by 31 March 1999 in the Account of S					
will work with inchardsons, e.g. what happens he hash account on fly lived sets y at 4 discounts? Down level destria set of accounts? Down level destria set of accounts? Destrict Groupston Tax Lobbity Anticle Conjusting Set of Accounts. Rechardsons/REP Finance (Imm) 30,000/24 REP Finance (Imm) 30,	Agree plan for Final Set of Accounts		Richardsons	01/12/23	22/01/24
will work with inchardsons, e.g. what happens he hash account on fly lived sets y at 4 discounts? Down level destria set of accounts? Down level destria set of accounts? Destrict Groupston Tax Lobbity Anticle Conjusting Set of Accounts. Rechardsons/REP Finance (Imm) 30,000/24 REP Finance (Imm) 30,					
in bank account not fully closed by 31 March? Deeliver Final Set of Accounts. Deliver Finance (Units) Deliver Finance					
Down ender start set of accounts? Deliver final Set of Accounts Private (Inna) 0.70474 0.10524					
Series All outstanding supplier debts Series Corporation for Liability Amounts agreed following LEP AGM Series Account fransfer any orgoing threct Debts Series Account fransfer any orgoing threct Debts Series Account fransfer any orgoing threct Debts Series Accounting Series Series Accounting Series Series Series Accounting Series Series Procured though contract with BBF - Delivered by Minus IT Solutions In Services Procured though contract with BBF - Delivered by Minus IT Solutions Series Series Series Accounting Support Services Accounting Support Servic	in bank account not fully closed by 31 March?		Richardsons/BLEP		
Settle Corporation Tax Liability Debts Deb	Do we need extra set of accounts?	Deliver Final Set of Accounts.	Finance	01/04/24	31/07/24
Bank Account transfer any orgoing Direct be closed if transferred to BC BLEP Finance (Uma) be closed framsferred to BC BLEP Finance (Uma) be closed framsferred to BC BLEP Finance (Uma) be Company to BLEP Finance (Uma) be Company Benefit (Uma) be closed from the Company Benefit (Uma) be closed from the Company Benefit (Uma) be Company Benefit (Uma) be closed and transferred to BC BLEP Finance (Uma) be Company Benefit (Uma) benefit (Uma) be Company Benefit (Uma) benefit	Settle All outstanding supplier debts		BLEP Finance (Uma)	01/01/24	01/03/24
Bank Account transfer any orgoing Direct be closed if transferred to BC BLEP Finance (Uma) be closed framsferred to BC BLEP Finance (Uma) be closed framsferred to BC BLEP Finance (Uma) be Company to BLEP Finance (Uma) be Company Benefit (Uma) be closed from the Company Benefit (Uma) be closed from the Company Benefit (Uma) be Company Benefit (Uma) be closed and transferred to BC BLEP Finance (Uma) be Company Benefit (Uma) benefit (Uma) be Company Benefit (Uma) benefit	Settle Corporation Tax Liability	Amounts agreed following LEP AGM	BLEP Finance (Uma)	01/01/24	01/04/24
Debits be closed / transferred to BC BLF Finance (Lma) 01/01/24 01/03/24 Bar Finance (Lma) 4 4 5 5 6 7 1 1 1 1 1 1 1 1 1			` '	· · · · · · · · · · · · · · · · · · ·	, , ,
Activities Xero system. IDP Contracts Operational Lists with Council Team to agree transition requirements and get IT on board // engirements // eng	, , ,		BLEP Finance (LIma)	01/01/24	01/03/24
Archive Xvero system. Departational Chaire + It our arrange meeting with BC iT and LEP, to go through requirements and get IT on board / requirements	200.00	be diosed / transferred to be	DEET Tillance (Ollia)	01/01/21	01/03/24
Archive Xvero system. Departational Chaire + It our arrange meeting with BC iT and LEP, to go through requirements and get IT on board / requirements			PLED Einanco (Llma) +		
Libse with Council IT team to agree transition Carlet H to arrange meeting with 8C IT and LEP, to go through meeting of Criance to arrange meeting and individual transition arrangements, to include: Team detailed list of all existing contracts and individual transition arrangements, to include: Team of a detailed list of all existing contracts and individual transition arrangements, to include: Team of a detailed list of all existing contracts and individual transition arrangements, to include: Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on board/ Team of a detailed list of all existing contracts and get IT on the property of a detailed list of all existing contracts and get IT on the IT on	Archive Vere system			01/00/24	20/00/24
Operational			BC FINANCE & BC 11	01/08/24	30/08/24
Lisbe with Council IT team to agree transition content to provide requirements and get IT on board in content to the council of the council o					
requirements of cases a detailed list of all existing contracts and individual transition arrangements, to include: If Services Procured through contract with BBF - Delivered by Mirrus IT Solutions If Services Procured through contract with BBF - Delivered by Mirrus IT Solutions If Services Procured through contract with BBF - Delivered by Mirrus IT Solutions If Services Procured through contract with BBF - Delivered by Mirrus IT Solutions If Services Procured through contract with BBF - Delivered by Mirrus IT Solutions Software System Licences Sewbatise Rainco-stees - LEP, Enterprise Zone, RA, Woodlands & Duty 27,23 D1/03/24 Barbam D1/12/23 D1/03/24 D1/03/24 D1/03/24 Barbam D1/12/23 D1/03/24 D1/03/24 Barbam D1/12/23 D1/03/24 D1/03/24 D1/03/24 Barbam D1/12/23 D1/03/24 D1/03/24 Barbam D1/12/23 D1/03/24 D1	Operational				
Create a detailed list of all existing contracts and individual transition arrangements, to include: IT services Procured through contract with BBF - Delivered by Mirus IT Solutions Software System Licences Power BI, Tableau, Chat GPT Is services Power BI, Tableau, Chat GPT Is severed by Mirus IT Solutions Is an Barham In 1/12/73 In 1/13/74 Is a Barbary In 1/13/74 Is a Ba	Liaise with Council IT team to agree transition	Claire H to arrange meeting with BC IT and LEP, to go through	BC Finance to arrange		
and individual transition arrangements, to include: Include:	requirements	requirements and get IT on board/	meeting	01/12/23	08/01/24
Institute: In Services	Create a detailed list of all existing contracts				
IT Services Procured through contract with BBF - Delivered by Minis IT Solutions 01/12/23 01/03/24 01/	and individual transition arrangements, to				
IT Services Procured through contract with BBF - Delivered by Mirus IT Solutions 0.1/12/23 01/03/24 01	include:		Ian Barham	22/12/23	08/01/24
Software System Licences Nower Bit, Tableau, Lotta GPT Swebistes & micro-aites - LPE, Enterprise Zone, MA, Woodlands & Swebistes & micro-aites - LPE, Enterprise Zone, MA, Woodlands & Ian Barham 0,12,23 0,1/03,24					
Software System Licences Nower Bit, Tableau, Lotta GPT Swebistes & micro-aites - LPE, Enterprise Zone, MA, Woodlands & Swebistes & micro-aites - LPE, Enterprise Zone, MA, Woodlands & Ian Barham 0,12,23 0,1/03,24	IT Services	Procured through contract with BBF - Delivered by Mirus IT Solutions		01/12/23	01/03/24
Swebstes & micro-sites - LPP. Enterprise Zone, BA, Woodlands & Data Observatory - hosting fees and licence. Whether Hosting Board December of the state of the st			Ian Barham		
Data Observatory - hosting fees and licences Ian Barham 0,1/12/23 0,1/03/24	Software System Licences		Idii Dailidiii	01/12/23	01/03/24
Enweletters, database records and CRM hosted by BBF - need to ensure continued access to CRM Richardsons contracted on annual basis - notice already served as non appointment in 2024/25 Finance & Accounting Support To HF. Annual Contract, notice already served - ability to procure on monthly basis in freessary Insurances - Packetts Annual Contract, notice already served - ability to procure on monthly basis in freessary Insurances - Packetts Annual Contract, notice already served - ability to procure on monthly basis in freessary BEEP Executive 01/12/23 01/03/24 BLEP Executive 01/12/23 01/03/24 BLEP Executive 01/12/23 01/03/24 BLEP Executive 01/12/23 01/03/24 BLEP Executive 01/12/23 01/03/24 Data Services Beauhurst, Lightcast, Co-Star & Banksearch (Caroline) (Caroline) (Caroline) 01/12/23 01/03/24 Data Services BROYAL London - will need to be closed and transferred to Local Royal London - will need to be closed and transferred to Local Government Persion Schement Persion Schemen			In a Davidson	04/42/22	04/02/24
ensure continued access to CRM an Barham 0,1/12/23 0,1/03/24	Website Hosting	·	ian Barnam	01/12/23	01/03/24
Sichardsons contracted on annual basis - notice already served as non appointment in 2024/25 SIEP Executive 01/12/23 01/03/24					
Finance & Accounting Support non appointment in 2024/25 You BR. Annual Contract, notice already served - ability to procure on monthly basis if necessary BLEP Executive 01/12/23 01/03/24 10/13/24	Marketing Services		lan Barham	01/12/23	01/03/24
You NR Annual Contract, notice already served - ability to procure on monthly basis if necessary		Richardsons contracted on annual basis - notice already served as			
Insurances - Packetts Annual Contract for Directors & Employers Liability BLEP Executive 01/12/23 01/03/24 Data Services Beauthurst, Lightcast, Co-Star & Banksearch (Caroline) 01/12/23 Various Renewal Dates Royal London - will need to be closed and transferred to Local Richardsons / BLEP Company Pension Government Pension Scheme Finance 01/02/24 01/03/24 BBF Growth Hub & Additional Services Agreement for shared marketing & data research functions - signed annually. BBF Growth Hub Delivery Contract Annual Agreement - will transfer directly to Buckinghamshire Council Executive 01/03/24 BBT Growth Hub Delivery Contract Annual Agreement - will transfer directly to Buckinghamshire Council Executive 01/03/24 BBT Local Growth Programme Reporting Comm 2028/29 Sear post delivery reporting agreement will continue up until BLEP Executive 01/03/24 Transferring Assets to the Council Draft Transfer of Assets Document (TBC) Transfer for Assets Document (TBC) Transfer for Assets Document (TBC) Transfer for Investment Fund Claire H 01/02/24 28/08/24 Transfer remaining Cash Balances to Council Use PS Tax Claire H 01/03/24 31/03/24 BBC Finance (Claire H 01/03/24 31/03/24 Transfer remaining Cash Balances to Council (Tal) Uma 01/03/24 31/03/24 BBLEP Executive Draft Transfer of Assets Document Leve to Claire H 01/02/24 22/01/24 Transfer remaining Cash Balances to Council Uma 01/03/24 31/03/24 Transfer remaining Cash Balances to Council Uma 01/03/24 31/03/24 Transfer remaining Cash Balances to Council Uma 01/03/24 31/03/24 BBLEP Executive Draft Transfer of Caire H 01/02/24 01/03/24 BBLEP Executive Draft Transfer Of Caire H 01/02/24 01/03/24 BBLEP Executive Draft Transfer Of Draft	Finance & Accounting Support	non appointment in 2024/25	BLEP Executive	01/12/23	01/03/24
Insurances - Packetts Data Services Beauhurst, Lightcast, Co-Star & Banksearch Coroline) Data Services Beauhurst, Lightcast, Co-Star & Banksearch Coroline) Government Pension Agreement for shared marketing & data research functions - signed annually. Agreement for shared marketing & data research functions - signed annually. BEF Growth Hub & Additional Services BBF Growth Hub Delivery Contract Annual Agreement - will transfer directly to Buckinghamshire Council Syear post delivery reporting agreement will continue up until BDT Local Growth Programme Reporting Comm 2028/29 Annual Agreement - will transfer directly to Buckinghamshire Council Syear post delivery reporting agreement will continue up until BDT Local Growth Programme Reporting Comm 2028/29 Annual Agreement - will transfer directly to Buckinghamshire Council Syear post delivery reporting agreement will continue up until BDT Local Growth Programme Reporting Comm 2028/29 BLEP Executive O1/03/24 BLEP Executive O1/03/24 BC Finance/LEP SC Finance/LEP O1/03/24 BLEP Executive O1/03/24 BC Finance/LEP O1/03/24 BLEP Executive O1/03/24 BC Finance/LEP O1/03/24 BLEP Executive O1/03/24 BLEP Executive O1/03/24 BLEP Executive O1/03/24 BLEP Executive O1/03/24 BC Finance/LEP O1/03/24 BLEP Executive O1/03/24 BC Finance/LEP O1/03/24 BLEP Executive O1/03/24 BC Finance/LEP O1/01/24 D1/03/24 BLEP Executive O1/03/24 BLEP Executive O1/03/24 BC Finance/LEP O1/01/24 D1/03/24 BLEP Executive O1/03/24 BLEP Executive O1/03/24 BLEP Executive O1/03/24 BC Finance/LEP Cate the O1/01/24 D1/03/24 BLEP Executive O1/03/24 BC Finance/LEP Cate the O1/01/24 D1/03/24 BLEP Executive D1/03/24 D1/03/24 D1/03/24 D1/03/24 D1/03/24 D1/03/24 D1/03/24 D1/03/24		You HR - Annual Contract, notice already served - ability to procure			
Data Services Beauhurst, Lightcast, Co-Star & Banksearch Royal London - will need to be closed and transferred to Local Government Pension Scheme Agreement for shared marketing & data research functions - signed annually. Agreement for shared marketing & data research functions - signed annually. BBF Growth Hub & Additional Services BBF Growth Hub Delivery Contract Annual Agreement - will transfer directly to Buckinghamshire Council Executive D1/03/24 BC Finance/LEP Executive D1/03/24 BC Finance / LEP O1/03/24 Transfer of Assets Document BC Finance / LEP O1/03/24 BC Finance / LEP O1/03/24 Transfer of Assets Document BC Finance / LEP O1/03/24 Transfer of Assets Document BC Finance / LEP O1/03/24 Transfer of Assets Document BC Finance / LEP O1/03/24 TRANSFER OF ON TRANSF	HR	on monthly basis if necessary	BLEP Executive	01/12/23	01/03/24
Data Services Beauhurst, Lightcast, Co-Star & Banksearch Royal London - will need to be closed and transferred to Local Company Pension Agreement for shared marketing & data research functions - signed annually. Agreement for shared marketing & data research functions - signed annually. BBF Growth Hub & Additional Services annually. BDT Growth Hub Delivery Contract Annual Agreement - will transfer directly to Buckinghamshire Council Syear post delivery reporting agreement will continue up until BDT Local Growth Programme Reporting Commy Syear post delivery reporting agreement will continue up until BDT Local Growth Programme Reporting Commy Syear post delivery reporting agreement will continue up until BDT Local Growth Programme Reporting Commy Draft Transfer of Assets bocument Feb Roard to approve and sign Transfer of Assets Document (TBC) Tassferring Assets to the Council Draft Transfer of Assets Document Tavadvice on all asset transfers and ongoing ind Tavadvice on all asset transfers and ongoing ind Transfer remaining Cash Balances to Council Get Loans set up on the Council's Balance Sheet (Lie H 01/02/24 22/01/24 Transfer remaining Cash Balances to Council Get Loans set up on the Council's Balance Sheet (Lie H 01/03/24 01/03/24 BDUK - Broadband Gainshare managed by Buckinghamshire Council Undate Budget, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Claire H 01/01/24 01/03/24 D1/03/24	Insurances - Packetts	Annual Contract for Directors & Employers Liability	BLEP Executive	01/12/23	01/03/24
Royal London - will need to be closed and transferred to Local Government Pension Scheme Agreement for shared marketing & data research functions - signed BBF Growth Hub & Additional Services annually. BDT Growth Hub Delivery Contract Annual Agreement - will transfer directly to Buckinghamshire Council Careers and Enterprise Company Annual Agreement - will transfer directly to Buckinghamshire Council BDT Local Growth Programme Reporting Commod 2028/29 Annual Agreement - will transfer directly to Buckinghamshire Council BDT Local Growth Programme Reporting Commod 2028/29 BLEP Executive 01/03/24 BLEP E			BLEP Data Team		
Royal London - will need to be closed and transferred to Local Government Pension Scheme Agreement for shared marketing & data research functions - signed BBF Growth Hub & Additional Services annually. BDT Growth Hub Delivery Contract Annual Agreement - will transfer directly to Buckinghamshire Council Careers and Enterprise Company Annual Agreement - will transfer directly to Buckinghamshire Council BDT Local Growth Programme Reporting Commod 2028/29 Annual Agreement - will transfer directly to Buckinghamshire Council BDT Local Growth Programme Reporting Commod 2028/29 BLEP Executive 01/03/24 BLEP E	Data Services	Beauhurst, Lightcast, Co-Star & Banksearch		01/12/23	Various Renewal Dates
Company Pension Government Pension Scheme Agreement For shared marketing & data research functions - signed annually. BDF Growth Hub & Additional Services BDF Growth Hub Delivery Contract Annual Agreement - will transfer directly to Buckinghamshire Council Careers and Enterprise Company Annual Agreement - will transfer directly to Buckinghamshire Council S year post delivery reporting agreement will continue up until BDT Local Growth Programme Reporting Comm 2028/29 BLEP Executive 01/03/24 BLEP			' '		
Agreement for shared marketing & data research functions - signed annually. BDT Growth Hub & Additional Services BDT Growth Hub Delivery Contract Annual Agreement - will transfer directly to Buckinghamshire Council Executive BC Finance/LEP Executive D1/03/24 BDT Local Growth Programme Reporting Comm 2028/29 BDT Local Growth Programme Reporting Comm 2028/29 BLEP Executive D1/03/24 BLEP Executive D1/01/24 BLEP Executive BLEP Executive BLEP Executive BLEP Executive BLEP Executive BLEP Exe	Company Pension		· ·	01/02/24	01/03/24
BBF Growth Hub & Additional Services annually. BDT Growth Hub Delivery Contract Annual Agreement - will transfer directly to Buckinghamshire Council Executive Annual Agreement - will transfer directly to Buckinghamshire Council Executive Annual Agreement - will transfer directly to Buckinghamshire Council Executive Annual Agreement - will transfer directly to Buckinghamshire Council Executive Syear post delivery reporting agreement will continue up until BDT Local Growth Programme Reporting Comm 2028/29 BLEP Executive 01/03/24 Transfer of Assets to the Council Draft Transfer of Assets Document LEP Board to approve and sign Transfer of Assets Document Portal Paransfer of Assets Document Paransfer of Assets Document Portal Paransfer of Assets Document Paran	Company rension	dovernment i chalon acheme	Tillance	01/02/24	01/03/24
BBF Growth Hub & Additional Services annually. BDT Growth Hub Delivery Contract Annual Agreement - will transfer directly to Buckinghamshire Council Executive Annual Agreement - will transfer directly to Buckinghamshire Council Executive Annual Agreement - will transfer directly to Buckinghamshire Council Executive Annual Agreement - will transfer directly to Buckinghamshire Council Executive Syear post delivery reporting agreement will continue up until BDT Local Growth Programme Reporting Comm 2028/29 BLEP Executive 01/03/24 Transfer of Assets to the Council Draft Transfer of Assets Document LEP Board to approve and sign Transfer of Assets Document Portal Paransfer of Assets Document Paransfer of Assets Document Portal Paransfer of Assets Document Paran		Agreement for shared marketing & data research functions, signed			
BDT Growth Hub Delivery Contract Annual Agreement - will transfer directly to Buckinghamshire Council Executive Annual Agreement - will transfer directly to Buckinghamshire Council BDT Local Growth Programme Reporting Comm BDT Local Growth Programme Reporting Comm DDT Local Growth			201		- 6
Annual Agreement - will transfer directly to Buckinghamshire Council Careers and Enterprise Company Annual Agreement - will transfer directly to Buckinghamshire Council S year post delivery reporting agreement will continue up until BDT Local Growth Programme Reporting Comm 2028/29 BLEP Executive D1/03/24 Sexecutive D1/03/24 BLEP Executive BLEP Executive BLEP Executive BLEP Execut	BBF Growth Hub & Additional Services	annually.			Draft
Annual Agreement - will transfer directly to Buckinghamshire Council Syear post delivery reporting agreement will continue up until BDT Local Growth Programme Reporting Comm Syear post delivery reporting agreement will continue up until BDT Local Growth Programme Reporting Comm Syear post delivery reporting agreement will continue up until BDT Local Growth Programme Reporting Comm Syear post delivery reporting agreement will continue up until BLEP Executive 01/03/24 Transferring Assets to the Council Draft Transfer of Assets Document LEP Board to approve and sign Transfer of Assets Document (TBC) TBC					
Careers and Enterprise Company Annual Agreement - will transfer directly to Buckinghamshire Council BDT Local Growth Programme Reporting Comm 2028/29 BDT Local Growth Programme Reporting Comm 2028/29 BLEP Executive 01/03/24 Transferring Assets to the Council Draft Transfer of Assets Document LEP Board to approve and sign Transfer of Assets Document (TBC) Feeter new Earmarked Reserve for Investment Fund Claire H 01/02/24 28/08/24 Transfer remaining Cash Balances to Council Get Loans set up on the Council's Balance Sheet Write Letters to Loan Recipients informing them of change in payee (legal advice needed here) BDUK - Broadband Gainshare Income resulting from investment in BDUK contracts 1 & 2 - already managed by Buckinghamshire Council Update Budgets in Council Update Budgets in Council Update Budgets in Council Update Budgets, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Get new cost centres set up in SAP, with O1/03/24	BDT Growth Hub Delivery Contract	Annual Agreement - will transfer directly to Buckinghamshire Council	Executive		01/03/24
5 year post delivery reporting agreement will continue up until BDT Local Growth Programme Reporting Comm 2028/29 Transferring Assets to the Council Draft Transfer of Assets Document LEP Board to approve and sign Transfer of Assets Document (TBC) TBC			BC Finance / LEP		
BDT Local Growth Programme Reporting Comm 2028/29 BLEP Executive 01/03/24 Draft Transferring Assets to the Council Peter Collins (TBC) 01/01/24 31/01/24	Careers and Enterprise Company	Annual Agreement - will transfer directly to Buckinghamshire Council	Executive		01/03/24
Transferring Assets to the Council Draft Transfer of Assets Document EP Board to approve and sign Transfer of Assets Document (TBC) Create new Earmarked Reserve for Investment Fund Claire H O1/02/24 28/08/24 Tax advice on all asset transfers and ongoing in Claire H O1/01/24 Claire H O1/01/24 O1/03/24 O1/03/24 Transfer remaining Cash Balances to Council Get Loans set up on the Council's Balance Sheet (1) Letter to Loan receipients telling them of change in payee (legal advice needed here) BDUK - Broadband Gainshare BUK - Broadband Gainshare Setting up Budgets in Council Update Budget, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Claire H O1/01/24 O1/03/24 O1/03/24 O1/03/24 Claire H O1/01/24 O1/03/24 O1/03/24 O1/03/24 O1/03/24 O1/03/24 O1/03/24 O1/03/24 O1/03/24		5 year post delivery reporting agreement will continue up until			
Draft Transfer of Assets Document LEP Board to approve and sign Transfer of Assets Document (TBC) Create new Earmarked Reserve for Investment Fund Create new Earmarked Reserve for Investment Fund Create new Earmarked Reserve for Investment Fund Claire H O1/02/24 28/08/24 Tax advice on all asset transfers and ongoing include PS Tax Claire H O1/03/24 Get Loans set up on the Council's Balance Sheet (1) Letter to Loan receipients telling them of change in payee (legal advice needed here) Write Letters to Loan Recipients informing them of change of repayment details Income resulting from investment in BDUK contracts 1 & 2 - already managed by Buckinghamshire Council Setting up Budgets in Council Update Budget, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Claire H O1/01/24 O1/03/24 Claire H O1/01/24 O1/03/24 O1/03/24 Claire H O1/01/24 O1/03/24 O1/03/24 O1/03/24	BDT Local Growth Programme Reporting Comm	2028/29	BLEP Executive		01/03/24
Draft Transfer of Assets Document LEP Board to approve and sign Transfer of Assets Document (TBC) Create new Earmarked Reserve for Investment Fund Create new Earmarked Reserve for Investment Fund Create new Earmarked Reserve for Investment Fund Claire H O1/02/24 28/08/24 Tax advice on all asset transfers and ongoing include PS Tax Claire H O1/03/24 Get Loans set up on the Council's Balance Sheet (1) Letter to Loan receipients telling them of change in payee (legal advice needed here) Write Letters to Loan Recipients informing them of change of repayment details Income resulting from investment in BDUK contracts 1 & 2 - already managed by Buckinghamshire Council Setting up Budgets in Council Update Budget, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Claire H O1/01/24 O1/03/24 Claire H O1/01/24 O1/03/24 O1/03/24 Claire H O1/01/24 O1/03/24 O1/03/24 O1/03/24					
Draft Transfer of Assets Document LEP Board to approve and sign Transfer of Assets Document (TBC) Create new Earmarked Reserve for Investment Fund Create new Earmarked Reserve for Investment Fund Create new Earmarked Reserve for Investment Fund Claire H O1/02/24 28/08/24 Tax advice on all asset transfers and ongoing include PS Tax Claire H O1/03/24 Get Loans set up on the Council's Balance Sheet (1) Letter to Loan receipients telling them of change in payee (legal advice needed here) Write Letters to Loan Recipients informing them of change of repayment details Income resulting from investment in BDUK contracts 1 & 2 - already managed by Buckinghamshire Council Setting up Budgets in Council Update Budget, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Claire H O1/01/24 O1/03/24 Claire H O1/01/24 O1/03/24 O1/03/24 Claire H O1/01/24 O1/03/24 O1/03/24 O1/03/24	Transferring Assets to the Council				
Peter Collins/Richard Assets Document (TBC) TBC TBC			Peter Collins (TRC)	01/01/24	21/01/24
Assets Document (TBC) Create new Earmarked Reserve for Investment Fund Claire H O1/02/24 28/08/24 Tax advice on all asset transfers and ongoing induse PS Tax Claire H O1/01/24 Claire H O1/02/24 Tax advice on all asset transfers and ongoing induse PS Tax Claire H O1/01/24 Claire H O1/02/24 Tax advice on all asset transfers and ongoing induse PS Tax Claire H O1/03/24 Tax advice on all asset transfers and ongoing induse PS Tax Claire H O1/03/24 Tax advice on all asset transfers and ongoing induse PS Tax Claire H O1/03/24 Tax advice on all asset transfers and ongoing induse PS Tax Claire H O1/03/24 May-24 (1) Letter to Loan receipients telling them of change in payee (legal advice needed here) BC Finance (Claire) O1/02/24 O1/03/24 D1/03/24 Setting up Budgets in Council Update Budget, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Claire H O1/01/24 O1/03/24 Claire H O1/01/24 O1/03/24 O1/03/24 Claire H O1/01/24 O1/03/24				01/01/24	31/01/24
Create new Earmarked Reserve for Investment Fund Claire H 01/02/24 28/08/24 Tax advice on all asset transfers and ongoing in Claire H 01/01/24 22/01/24 Transfer remaining Cash Balances to Council Get Loans set up on the Council's Balance Sheet (1) Letter to Loan receipients telling them of change in payee (legal advice needed here) Write Letters to Loan Recipients informing them of change of repayment details Income resulting from investment in BDUK contracts 1 & 2 - already managed by Buckinghamshire Council Setting up Budgets in Council Update Budget, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Claire H 01/01/24 01/03/24 01/03/24 01/03/24 01/03/24 01/03/24 01/03/24 01/03/24 01/03/24				TDC	TDC
Tax advice on all asset transfers and ongoing industry and the properties of the pro		<u> </u>			
Transfer remaining Cash Balances to Council Get Loans set up on the Council's Balance Sheet (1) Letter to Loan receipients telling them of change in payee (legal advice needed here) Write Letters to Loan Recipients informing them of change of repayment details Income resulting from investment in BDUK contracts 1 & 2 - already managed by Buckinghamshire Council Setting up Budgets in Council Update Budget, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Claire H O1/03/24 31/03/24 May-24 O1/03/24 O1/03/24 O1/03/24 O1/03/24 O1/03/24 O1/03/24 O1/03/24 O1/03/24 O1/03/24					
Get Loans set up on the Council's Balance Sheet (1) Letter to Loan receipients telling them of change in payee (legal advice needed here) (1) Letter to Loan receipients telling them of change in payee (legal advice needed here) (2) Letter to Loan Recipients informing them of change in payee (legal advice needed here) (3) Letter to Loan receipients telling them of change in payee (legal advice needed here) (4) Letter to Loan Recipients informing them of change in payee (legal advice needed here) (5) BC Finance (Claire) (6) Loans et al. (Laire H ol.) (1/03/24 ol.)	Tax advice on all asset transfers and ongoing inc	Use PS Tax	Claire H	01/01/24	22/01/24
Write Letters to Loan Recipients informing them of change in payee (legal advice needed here) Continue Claire Cla	Transfer remaining Cash Balances to Council		Uma	01/03/24	31/03/24
Write Letters to Loan Recipients informing them of change in payee (legal advice needed here) Continue Claire Cla			Claire H	01/04/24	May-24
Write Letters to Loan Recipients informing them of change of repayment details BDUK - Broadband Gainshare BUK - Broadband Gainshare Income resulting from investment in BDUK contracts 1 & 2 - already managed by Buckinghamshire Council Bouth - Broadband Gainshare BC Finance (Claire) BC Finance (Claire) O1/01/24 O1/03/24 O1/03/24 O1/03/24 Claire H O1/01/24 O1/03/24 O1/03/24					,
them of change of repayment details BC Finance (Claire) 01/02/24 01/03/24 Income resulting from investment in BDUK contracts 1 & 2 - already managed by Buckinghamshire Council BC Finance (Claire) 01/01/24 01/03/24 Setting up Budgets in Council Update Budget, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Claire H 01/01/24 01/03/24 Get new cost centres set up in SAP, with Claire H 01/01/24 01/03/24 Claire H 01/03/24 01/03/24 C	Write Letters to Loan Recipients informing				
Income resulting from investment in BDUK contracts 1 & 2 - already managed by Buckinghamshire Council Setting up Budgets in Council Update Budget, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Claire H O1/01/24 O1/03/24 O1/03/24 O1/03/24			BC Finance (Claire)	01/02/24	01/02/24
BDUK - Broadband Gainshare managed by Buckinghamshire Council BC Finance (Claire) 01/01/24 01/03/24 Setting up Budgets in Council Update Budget, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Claire H 01/01/24 01/03/24 Get new cost centres set up in SAP, with	and or change or repayment details	Income resulting from investment in PDLIK contracts 1.9.2	oo i manee (claire)	01/02/24	01/03/24
Setting up Budgets in Council Update Budget, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Claire H 01/01/24 01/03/24 Get new cost centres set up in SAP, with	DDIII Droodhand Cair-t	,	DC Finance (Cl-!)	01/01/21	01/02/24
Update Budget, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Claire H 01/01/24 01/03/24 Get new cost centres set up in SAP, with	PDOK - REGODDANG GAINSNARE	manageu by Buckingnamsnire Council	bc Finance (Claire)	01/01/24	01/03/24
Update Budget, agree with LEP transition group and get Set Up in SAP - Pay and Non Pay. Claire H 01/01/24 01/03/24 Get new cost centres set up in SAP, with					
group and get Set Up in SAP - Pay and Non Pay. Claire H 01/01/24 01/03/24 Get new cost centres set up in SAP, with					
Pay. Claire H 01/01/24 01/03/24 Get new cost centres set up in SAP, with	Update Budget, agree with LEP transition				
Pay. Claire H 01/01/24 01/03/24 Get new cost centres set up in SAP, with	group and get Set Up in SAP - Pay and Non				
Get new cost centres set up in SAP, with			Claire H	01/01/24	01/03/24
					. ,, -
	Scheme of Delegation		Claire H	01/02/24	01/03/24

Communications Timeline LEP Integration

Activity	Responsible	Comments	Start	Completion	Closed	
Messaging Lindated dreft plan shared with working group						
Share current LEP Communications/Transition Plan	Richard Burton	Updated draft plan shared with working group 8.1.24 comments back by 16.1.24	I,	an-24	Jan-24 No	
	lan Barham / Richard Burton	•			Feb-24 No	
Develop FAQ of Reasons for Integration		Being prepared by working group				
Highlight Benefits to Buckinghamshire	Ian Barham / Richard Burton	Being prepared by working group	Jö	an-24	Feb-24 No	
Programme Risks	1			0.4	5.1.04 N	
Identify potential risks	Ian Barham / Richard Burton				Feb-24 No	
Identify groups/individuals with reasons for highlighting concerns	Comms Working Group				Feb-24 No	
Develop advance response to potential questions	Comms Working Group		Jä	an-24	Feb-24 No	
Audience & Channels						
Review Stakeholders List	lan Barham / Richard Burton	Shared with working group 8.1.24		an-24	Jan-24 No	
Identify action plan for informing & tailoring messages	Ian Barham / Richard Burton	Considered at working group 8.1.24	Ja		Jan-24 No	
Consider use of existing communication channels and activities	All				Mar-24 No	
- LEP New Year Message	Richard Burton	Published 6.1.24	Ja	an-24	Jan-24 Yes	
- Monthly E Shot	Richard Burton		Fe	eb-24	Mar-24	
- Members Briefings	Sue Robinson / Claire Philips		Fe	eb-24	Mar-24	
- LEP Network Campaigns	Richard Burton	Impact of LEP Shared	Ja	an-24	Jan-24 Yes	
Reporting						
LEP Board	lan Barham	Paper being prepared for Jan 30th	Ja	an-24	Jan-24 No	
Growth Board	lan Barham	Part of transition update Feb 8th	Ja	an-24	Jan-24 No	
Individual Briefings	All		Ja	an-24	Mar-24 No	
Review of Digital Assets Communication Channels						
Website URL Ownership & Registration	Richard Burton	Completed and shared	Ja	an-24	Jan-23 Yes	
		Completed and Shared - page summary being				
Review of Existing LEP Content & Links	Richard Burton	developed	Ja	an-24	Jan-23 Yes	
Review of Current Council Communications Channels & Websites	Sue Robinson / Claire Philips	For next steering group meeting	Ja	an-24	Feb-23 No	
Review of existing social media channels	Richard Burton	Completed and shared	Ja	an-24	Jan-23 Yes	
Transition of IT Services						
Transfer of URL's	lan Barham	Information shared with BC IT John Spiers	Ja	an-24	Jan-23 No	
		Meeting to be arranged with Mirus/BBF/Bucks				
Digital Records / Archives	lan Barham	Council	Ja	an-24	Feb-23 No	
E-mail and phones	lan Barham	Liaising with John Spiers			Feb-23 No	
Supply of new laptops	lan Barham	Liaising with John Spiers			Mar-23 No	
Transfer of Software & Licensing	lan Barham	Information shared with John Spiers			Jan-23 No	
Staff / Cultural Integration			,		20 .10	
Meet the Team Sessions	Transition Group		E.	eb-24	Mar-24 No	
Filed the real ocasions	Transition Group		Г	.u-∠ +	1101-24 NO	