

BTVLEP Incorporation

Transition Schedule

Black Radley

A graphic element consisting of several overlapping, curved, light blue lines that create a sense of motion or a stylized wave, positioned below the company name.

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Introduction

The government's LEP Review of 2018 required that all LEPs are incorporated by April 2019. BTVLEP's incorporation offers the opportunity to further strengthen the coherence and resilience of the Bucks approach. This document sets out an outline project schedule.

1 Governance

Before end March we need to:

- Agree the Newco Articles (as discussed by the Incorporation subgroup and set out in an accompanying paper);
- Agree up to 2 initial directors;
- Agree first Newco board agenda;
- Hold the first Newco board meet.

In the new financial year we need to transition the board membership across to its future position ahead of April 2020.

2 System Interfaces

We are setting out further to deliver long term economic development by strengthening the coherence and sustainability of the system that is Team Bucks. We aim to create a single executive team: a "virtual team" or matrix made up of people from employing entities including the incorporated LEP, BBF, and Bucks Advantage.

The Team Bucks system comprises interfaces between:

- Between LEP and Council (accountable body);
- Between system and BBF (support services);
- Between BBF and system (business engagement);
- Between LEP and BBF (project delivery);
- Between system and special vehicles (project delivery).

Each of these needs to be scoped and agreed. The accountable body interface should be agreed early, to avoid complications arising from the Councils' transition to

Unitary. The other interfaces should be agreed after the whole system plan is set out (see below).

3 Systemic Development

This means ensuring the system is able to evolve and change in the light of new factors. A systems plan will outline:

- **Purpose/metrics:** annual Team Bucks conference, to revisit and reaffirm purpose and measures;
- **Learning:** a programme of skills development, cross-functional team development, and e.g. secondments between organisations (including third party deliverers);
- **Autonomy/guidrails:** a robust requirement for compliance with a small number of core process elements that cut across all functions;
- **Administrative alignment:** there may be virtue in aligning accounting years and e.g. staggering AGMs

4 Business Model

Following on from the system plan, a business plan and budget will be built for Team Bucks and the LEP component. The Team Bucks approach requires that the whole system works in financial and process terms, and that the component parts do so too.

Key to this will be establishing a strong working relationship with Buckinghamshire Council as the new accountable body (see Section 2).

5 People

Team Bucks will continue to be successful only if the people within the team are motivated, supported and competent. The aim would be to simplify arrangement and provide transparency by bringing staff into the employment of either BTVLEP or BBF and for the two companies to set the framework for joint staff work/allocation.

There is already a good cross-organisational spirit. We can build on this by working with the team to develop thinking on:

- Aligning organisational processes with core Team Bucks processes (e.g. how each function plays its part in strengthening business engagement);
- Boundary setting (which functions sit where, which responsibilities are best left shared/fuzzy);
- Identity development (what it means to be both a member of Team Bucks and a member of e.g. the incorporated LEP);
- How performance and progress reporting will work;
- How inevitable differences between organisational terms and conditions will be mediated over time;
- How information flows (particularly feedback loops) will be maintained and strengthened across the whole system.

The new incorporated LEP is likely to employ some members of Team Bucks. An effective staffing structure must be developed (in line with the wider Team Bucks design), terms and conditions structures must be adopted, and TUPE processes must be followed.

6 Finance

By incorporating the LEP, there is a risk that the Team Bucks' budget is reduced by the need to pay VAT on the transactions between its component organisations. This risk needs to be contained.

Feeding in to the LEP business model (above), the LEP must clarify its balance sheet and audit arrangements.

7 Risk Management

The incorporated LEP must be clear about its risks and how it will manage them. Its risk and governance system must comply with government's assurance requirements.

8 Infrastructure

We will need to define what infrastructure support (e.g. HR, Finance, IT, property) may be required going forward and whether there will be common infrastructure systems between BTVLEP and BBF or whether they will be separate and specified

9 Legals

The Newco must be clear what assets and liabilities it is taking on.

Key amongst these is the contracts/novations point. The unincorporated LEP's work is done as a result of a range of agreements between other incorporated bodies.

Many (but not all) of these should be taken over by the incorporated LEP. This process will itself be complicated by the necessary novating of contracts between existing Councils (principally BCC) and the new Unitary.

Category	Item	week beginning			Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
		11-Mar	18-Mar	25-Mar													
1. Governance	Articles of Association agreed																
	First board members and agenda agreed																
	Newco board meet																
	transition board members																
	finalise board																
2. System Interfaces	LEP/BCC Accountable body interface	scope															
		agree with BCC															
		agree with BC															
	LEP/BBF Support services interface	scope															
		agree															
	BBF/LEP Business engagement & skills interface	scope															
agree																	
LEP/BBF project delivery	scope																
	agree																
LEP/Special Vehicles	scope																
	agree																
3. Systemic Development	Systems plan to maintain Team Bucks coherence over time	scope															
		agree															
4. Business Model	Team Bucks business plan	scope															
		agree															
LEP administrative budget	scope																
	agree																
5a. People (Team Bucks)	Process alignment	scope															
		agree															
	Boundary setting	scope															
		agree															
	Identity development	scope															
		agree															
	Accountability framework	scope															
agree																	
Terms & Conditions narrative	scope																
	agree																
Communications	scope																
	agree																
5b. People (LEP)	Structure	scope															
		agree															
	TUPE	scope															
		agree															
Terms & Conditions	scope																
	agree																
6. Finance	Tax optimisation	scope															
		agree															
	Asset ownership/maintenance	scope															
		agree															
Internal & External Audit	scope																
	agree																
7. Risk Management	Risk register																
	Risk management																
	Assurance framework																
8. Infrastructure	Develop and agree management arrangements	HR															
		Finance															
		IT															
		Property															
9. Legals	due diligence (assets, liabilities, IP, staff, property...)																
	Contracts/novation																
10. Change process	Transition project management	plan															
		agree															