

Establishing the GCGP Core team

1. Background

The LEP Board has previously identified that the GCGP LEP needs a small core team to ensure that the LEP has maximum impact. This paper presents a structure for the Core Team and how the capacity of the partnership can be grown to ensure that operationally we can meet Board and partner expectations.

2. Our current operational position

To date the LEP has operated using secondments from Cambridgeshire Horizons/ Cambridgeshire County Council and Opportunity Peterborough. In addition we now have appointed a Marketing and Communications lead.

BIS have now confirmed that GCGP will also receive a total of £220k from the LEP Start Up fund, bringing the GCGP operational budget up to £383,000. The Start Up fund is a one-off contribution to the LEP. This funding gives us more flexibility and compliments the £115k contributed by local authority partners and the £48k from the LEP Capacity funds.

3. Principles around the formation of the Core team

The GCGP Board have previously discussed the formation of a Core team from these meetings the following principles have been established:

- The Core team will be small
- That other partners have capacity that can support LEP activities, both in the form of secondments (such as the Directors) or in having staff able to coordinate a range of activities (such as Sub groups)

4. Proposed structure of the Core team

It is proposed that the Core team is comprised of 6 individuals (5 full time equivalents with both Directors being part-time). The proposed posts forming the team would be as follows:

Operations Director; Strategy Director; Skills and Business Growth lead, Economic Strategy and Investment lead; Marketing Manager and GCGP Coordinator.

Current Positions supporting GCGP

With the agreement of the two partners we will continue to utilise Secondments for both the Operations and Strategy Director (Neil Darwin and Alex Plant respectively). In addition we have agreed a year's contract to secure Laura Halstead as our Marketing lead. To complete the Core team it is recommended that we add three further positions to the team. These positions would be sourced on a one year contract either via an open market process or secondment from partner organisations. Draft Job descriptions for the newly proposed posts are attached at Annex A.

Since establishing GCGP we have progressed with a skeletal staff. This is not unusual when comparing GCGP with other LEPs, equally a similar comparison reveals that other LEPs will seek to establish small core teams.

5. Supporting the Core team

Also see 'Forming GCGP Sub Groups paper' (Item 7) for further information

In addition to the small core team it is also proposed that we re-establish a LEP Liaison team that brings together local authority partners and business representative organisations from across the LEP area. This group previously met during the development of the LEP proposal.

By establishing the Liaison team we will be able to engage with partners not necessarily represented at Board level, which will assist with communication, dissemination of information and crucially engagement. This will have many benefits for the LEP, not least getting our messages out and increasing quality interaction. Equally using this group will also allow the LEP to use additional capacity to support and potentially lead projects. Over recent months we have received requests from partners suggesting that we should re-establish the group for these reasons. Partners have also offered capacity should we need to focus on specialist areas, or simply need additional capacity to take forward tasks.

6. Financial impact of the Core Team

Based on the structure proposed, the Core team will cost a maximum of £195,000 from a total budget of £383,000.

This approach would also leave a total of £188,000 available for LEP initiatives and activities that support economic growth.

7. Process of establishing the Core team – timescales

With Board approval, the Directors will seek to recruit to the new positions. Positions will be advertised by end of September with interviews during mid-October with planned starting dates of mid-November. Posts will be advertised widely and via a transparent process. Board input to the interview process would also be welcomed.