



CAMBRIDGESHIRE  
& PETERBOROUGH  
COMBINED AUTHORITY

Report Author: Neil Cuttell, Programme Manager  
Tel: 07715 674805

ODN60-2018

<b>OFFICER DECISION TITLE:</b>  <b>Careers Enterprise Council – Enterprise Advisor Network; Recruitment to Vacant posts of x2 Enterprise Coordinators &amp; Temporary Extension to the Opportunity Peterborough Contract for up to 6 months from the 1<sup>st</sup> September 2018.</b>
<b>NAME OF OFFICER EXERCISING DELEGATED POWERS:</b> <b>The Chief Executive of the Cambridgeshire and Peterborough Combined Authority</b>
<b>DATE OF OFFICER DECISION: 30/08/2018</b>

Responsible Director:	<i>Kim Sawyer, Deputy Chief Executive</i>
Is this a public report? If a key decision, it will be a public report and will be published on the CA website.	No
Does the report have any annex that contains exempt information?	No

Decision taken	<p>The Deputy Chief Executive approves the recruitment of 2 Enterprise Coordinators to ensure the delivery of the CPCA's contractual responsibilities to the Career Enterprise Councils grant offer.</p> <p>Further to approve the Skills Programme Manager to negotiate with Opportunity Peterborough an extension to the Enterprise Co-ordinator role within the Skills Service Contract for up to an additional 6 months.</p>
Authorisation ( <i>delete as appropriate</i> )	<p>This decision has been taken under delegated authority of the Deputy Chief Executive. The Deputy Chief Executive is delegated authority to take decisions up to £500K subject to any such decisions being reported to the next Board meeting of the Combined Authority.</p>



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<p>Background Information</p>	<p>In January 2018, the LEP signed an agreement with The Careers &amp; Enterprise Company to support schools to develop strategic plans that would strengthen their Careers Education, Information, Advice and Guidance activities.</p> <p>One of the outcomes of this work is to increase the level of involvement of businesses with schools to shape and deliver their curriculum and support the development of employability skills and transition to work, in particular, stimulating the demand for apprenticeships and other non-academic pathways.</p> <p>This has been delivered by LEP/CPCA staff and a network of business volunteers.</p> <p>The CEC has offered a grant for three years 2017-2020 which would fund the 5 Enterprise Co-ordinator posts within the LEP/CPCA. This Grant would fully fund one post within the Opportunity Area, and 4 posts to 50%. This cost is up to £25,000 per post and requires the other 50% to be match funded by the CPCA. One EC post is fully funded for the Opportunity Area. Therefore 4 of the posts are 50% funded by the CPCA at a total cost of £100,000 per annum. The Contract has 2 years to run, and therefore the anticipated cost to the CPCA is £200,000 over 2 years.</p> <p>After the CPCA restructure in July 2018, 2 of these 5 Enterprise Co-ordinator posts are currently unfilled and the work is not being undertaken. Further one post is currently intertwined with the Skills Service Contract with Opportunity Peterborough (A delivery body for economic development within Peterborough). This contract ceases on the 31<sup>st</sup> August, and was split into 2 functions, the first was a 'skills brokerage' service, and the 2<sup>nd</sup> was the provision of 1 Enterprise Coordinator.</p> <p>This has led to a meeting between the Chief Executive (CEO), the Director of Business and Skills, and the Director of the CEC to find a solution that would achieve the desired outcomes agreed within the contract and grant offer.</p> <p>At the meeting the CEO informed the CEC that the CPCA would be looking to create a new company to undertake operational delivery of services, allowing the focus of the CPCA to be strategic. A paper on the options for delivery is being taken to the September Executive Board, and it is highly anticipated that the staff identified within this OKD paper would form part of the new company for delivery of services, and therefore be transferred over. Further the CEO informed that he would seek to extend the</p>
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	<p>Opportunity Peterborough Contract for a period of 3 months to ensure service delivery continues.</p> <p>This OKD seeks to request approval to recruit to the 2 vacant Enterprise Coordinator posts immediately.</p> <p>The OKD also seeks to authorise the Skills Programme Manager to negotiate with Opportunity Peterborough a 3 to 6 month extension to ensure that the Enterprise Coordinator can continue to operate until such a time that the new company can undertake its operational role effectively. The current cost of the contract with Opportunity Peterborough is £260k per annum, anticipating costs to remain the same the cost to the CPCA will be between £65k for three months and £130k for six months, however this has yet to be negotiated or agreed with OP.</p>
Other Options Considered	Do Nothing – This is not a viable option, as renegeing on our agreements and grant offer will be detrimentally damaging to the CPCA's integrity and reputation.
Consultation	There is no consultation required to undertake the recommendation.
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	<i>None</i>
Supporting documentation	<i>Appendix 1 – Grant Offer Letter from the CEC Appendix 2 – Contract and Single Source Justification Document</i>

<b>Officer signature</b>	Kim Sawyer	<b>Date</b> 30/08/2018
<p><b><i>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register. If a public report, pass to Democratic Services and we will arrange publication.</i></b></p>		