

Applicant Information Pack

Hertfordshire Local Enterprise Partnership Board Member – Business Representative



Foreword

This is an opportunity for an experienced business leader to become a member of the Hertfordshire LEP Board and support its mission to grow the local economy and create new jobs. The candidate must either live or work in Hertfordshire.

Hertfordshire LEP seeks credible people who can see the bigger strategic picture, offer challenge and insight, and make a genuine contribution to help advance the LEP's agenda of fostering real and positive change in the Hertfordshire region for the ultimate benefit of its businesses and residents. Strong partnership skills are essential and Board members will need to be collaborative in their approach.

If you are excited by this opportunity and have the proven ability to meet and deliver our aspirations, we would be pleased to receive your application.

For a confidential and informal discussion about this opportunity, please contact Sally Stanley, Hertfordshire LEP Office Manager, on 01707 358744 or email sally.stanley@hertfordshirelep.co.uk.

Neil Hayes

Executive Director, Hertfordshire LEP

About Hertfordshire LEP

Hertfordshire LEP is one of 38 LEPs across the country tasked by the Government to drive forward sustainable private sector growth and job creation.

We bring together local businesses, education providers, voluntary organisations, social enterprises and the public sector to tackle key barriers to growth. While we are not involved in direct delivery, our role is to be a:

- **Strategic leader:** to develop a long-term vision for Hertfordshire's economy.
- **Co-ordinator:** to create the relationships and networks needed for partnership working to flourish.
- **Investor:** we have a proven track record in securing significant investment for the county.
- **Advocate:** we are a strong voice on behalf of businesses and communities in Hertfordshire, both within the Government and the EU.

Hertfordshire LEP is a business-led organisation which aims to make Hertfordshire the ideal environment for businesses to flourish. Read our [Strategic Economic Plan](#).



Purpose of the Board

The Board's role is to provide strategic leadership, develop a long term vision related to Hertfordshire's economy and give insight into the challenges and opportunities facing the county. It also approves the submissions to Government required for the Growing Places Fund, Single Local Growth Fund and other sources of funding.

Meet our current [Board members](#).

Role and responsibilities

Board members have a responsibility to uphold high standards of integrity and probity. They support the Chair and Vice Chair in instilling the appropriate culture, values and behaviours within the boardroom and beyond.

Board members must take into account the views of other stakeholders which may provide different perspectives on the LEP and its performance.

The duties and responsibilities of a Board member are to:

- Attend LEP Board meetings.
- Reflect the agreed view of the LEP Board and its members in all discussions with partners, stakeholders, Government and its agencies.
- Support the Chair by leading on activities that align with their knowledge and experience.
- Actively develop an effective business/public sector partnership.
- Contribute to the setting of overall strategy, priorities, business planning, budget and the monitoring of performance and risk management.
- Contribute knowledge and expertise to identify the economic and demographic issues facing the area, the strengths and opportunities, and the initiatives which should be taken to drive economic growth.
- Formally represent Hertfordshire LEP in meetings with other bodies and partner organisations as required.
- Feedback to their stakeholders on LEP decisions and activities.
- Lead for the Board on particular issues and activities, including serving on or chairing Programme Boards and/or other sub-groups.
- Elect, from their number, a Chair and Vice Chair.



Person specification

Business Board members must:

- Currently be a senior management post-holder who is an owner or part owner, or board level or similar officer, in a business that represents a key sector within the Hertfordshire area (the Business Representative should complement, not duplicate, the existing private sector experience on the Board).
- Have substantial experience and understanding of structuring effective working relationships with both the public and private sector in local, regional and national forums.
- Have knowledge, understanding and a demonstrable commitment to leading and delivering economic change in the Hertfordshire LEP area.
- Have the ability to make informed, balanced and independent judgements on key economic issues facing Hertfordshire.
- Have the ability to take a broad view on issues and consider the long term implications, opportunities and risks.
- Have the ability to act as an ambassador for the Hertfordshire economic area, with extensive experience of working with the private sector and engaging the confidence of key businesses, business organisations, local and central Government (including Ministers of State) and other agencies as appropriate.

To meet Central Government's requirement that each LEP must have a legal personality, Hertfordshire LEP is currently in the process of transitioning from an informal partnership to an incorporated Company Limited by Guarantee. This means that, going forward, all LEP Board Directors will be Directors of the new company. Those applying for this role will therefore need to be in a position to hold a UK Directorship, and should also confirm these arrangements with their existing employer (if appropriate) before applying.

More information can be found here: <https://www.gov.uk/guidance/being-a-company-director>



Time commitment

In addition to serving on the Board, members may be asked to serve on other ad-hoc committees as required, as well as attend meetings and events on behalf of the LEP.

Whilst it is inevitable that the time commitment of individual members will vary, the following is considered a typical commitment required over a year:

- Attend minimum of 4 Hertfordshire LEP Board meetings.
- Take appropriate time before and between meetings to read papers and stay abreast of relevant developments.
- Take part in regular discussions and exchanges with the Chair.

The anticipated time commitment is 2-3 days per month.

Board members are de-facto ambassadors of Hertfordshire LEP, and as such there will be a number of events and activities throughout the year where Board member attendance may be required, which will be agreed in advance.

It is expected that each Board member will do their best to support the LEP when their assistance is required.

Period of appointment

The normal term of appointment is three years, to ensure a regular opportunity to refresh the membership of the Board. Members may be re-elected for up to a further three year period, but not exceed six years in total. The recruitment and replacement of Board members is staggered to ensure a degree of continuity.

Remuneration

The Board positions are not remunerated. Reasonable travel expenses will be reimbursed and all expense claims will be published in line with the Board's full transparency requirements.

Equal opportunities

The Hertfordshire LEP Executive encourages applications regardless of gender, ethnicity, religion, disability, sexual orientation or age.



How to apply

If you feel you have the skills and experience to meet these challenges and wish to apply for this opportunity, please send a CV and covering letter to Sally Stanley at sally.stanley@hertfordshirelep.co.uk.

Timetable for recruitment

Closing date	17 February 2019
Short-listing	w/c 18 February 2019
Interviews	5 March 2019
Commence role	March 2019

