

# **Hertfordshire Local Enterprise Partnership**

## **Applicant Information Pack 2020**

**Board Member – Corporate Business Representative**  
**Board Member – SME Business Representative**



## Foreword

This is an opportunity for two experienced business leaders to join the Hertfordshire Local Enterprise Partnership (LEP) Board and support its mission to grow the local economy and create new jobs. The candidates must either live or work in Hertfordshire and represent either a large corporate business or SME.

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 01462 244700 or email [sally.stanley@hertfordshirelep.co.uk](mailto:sally.stanley@hertfordshirelep.co.uk).

### **Neil Hayes**

Chief Executive, Hertfordshire LEP



## About Hertfordshire LEP

Hertfordshire LEP is one of 38 LEPs across the country tasked by 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](#) and [Executive Summary](#).

## Our values

### Driving Collaboration

We build, facilitate and sustain trusting relationships with partners for the benefit of Hertfordshire's community.

### People Focused

We aspire to create an inclusive environment, which encourages the development of our people and businesses.

### Forward Thinking

We proactively lead change through continuous learning and innovative thinking, seeking out opportunities for the benefit and development of Hertfordshire.

### Integrity and Accountability

We act with integrity and lead by example by being clear and transparent in all that we do.



## 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

Corporate 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).

SME Business Board members must:

- Have a track record of organisational leadership and management in an SME or Business Membership Organisation representing Hertfordshire based SMEs.

All candidates must:

- 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.
- Possess the knowledge, passion and energy for supporting business growth in Hertfordshire.
- Have personal and professional demeanour/credibility that will command wide confidence of stakeholders and have a high degree of honesty and integrity.
- Be a clear strategic and creative thinker, able to influence the delivery of complex projects.
- Be able to work as a member of a team, acting and thinking corporately, with a collaborative style that engages people at all levels.
- Possess public service values: be committed to public service values of transparency and accountability.
- Have energy & focus: be highly motivated and not easily discouraged, with significant reserves of resilience and tenacity.
- Be non-political, impartial and evidence based.



To meet Central Government's requirement that each LEP must have a legal personality, Hertfordshire Local Enterprise Partnership is now an incorporated Company Limited by Guarantee. This means that all LEP Board Members will be Directors of the 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 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 four Hertfordshire LEP Board meetings – meetings are four hours and dates are agreed well in advance.
- 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 and Executive Team.

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.

The anticipated time commitment is approximately two days per month, however this will vary depending on additional sub board membership.

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. Should they wish, 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 actively 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](mailto:sally.stanley@hertfordshirelep.co.uk).

## Timetable for recruitment

Closing date	15 <sup>th</sup> March 2020
Short-listing	16 <sup>th</sup> – 17 <sup>th</sup> March 2020
Interviews	30 <sup>th</sup> March 2020
Commence role	April 2020 (tbc)

