

Buckinghamshire
LOCAL ENTERPRISE
PARTNERSHIP
THE ENTREPRENEURIAL HEART OF BRITAIN

Vacancy: Board Chair

Buckinghamshire Local Enterprise Partnership



Application Pack

This pack includes:

- Information about Buckinghamshire LEP and our strategic ambitions,
- Details about our Board,
- The job description and person specification,
- Application timeline and details.

Welcome to Buckinghamshire

Buckinghamshire LEP is seeking an experienced and influential senior business trailblazer who can bring leadership and energy to the role of Chair, continue to facilitate our excellent relationships with key stakeholders, and perform as a high-level advocate for Buckinghamshire regionally, nationally and internationally.

This role is essential to the region as it helps advance accelerated growth in productivity, innovation, earnings and wellbeing across the county and to deliver the ambition to create a local economy that is sustainable, innovative, resilient and inclusive. The Buckinghamshire LEP Chair will drive forward an economic agenda, which focuses on the needs of business, residents and communities to achieve our strategic ambition, accelerating the rate of both recovery and growth.

The Chair role is supported by the Buckinghamshire LEP Board which brings together a wealth of experience from the private, public and education sectors.

We welcome applications from individuals who can see the bigger strategic picture, offer challenge and insight and genuinely input into the process of advancing the Buckinghamshire economy. We seek applications from individuals who have the proven ability to meet and deliver our aspirations and who possess the energy, commitment and wisdom to lead the development of our strategic priorities and oversee all our decisions and activities.

Buckinghamshire LEP area

Home to some of the UK's most iconic business and cultural assets, Pinewood, Silverstone, Stoke Mandeville and Westcott, Buckinghamshire is the location of choice for many internationally focused businesses, including Bosch, ESRI, Martin Baker, Cisco, Instron. Buckinghamshire has traditionally been known as a county of entrepreneurs with more businesses starting, surviving and thriving here than many other areas.

With one-third of the county designated an Area of Outstanding Natural Beauty and Buckinghamshire grammar schools leading the way in the best performing schools system in the country, Buckinghamshire is a draw for talent, with evidence showing we have the best educated workforce in the land.

The area has some fantastic locational advantages for business, adjacent to London and Heathrow Airport, skirted by the M25, M1 and M40 and operating as the natural bridge between the Thames Valley and the Oxford to Cambridge Arc. New rail

connections including the Crossrail and East West Rail links will further enhance Buckinghamshire's position as a great location for businesses to operate and thrive.

Our area is not without its challenges, with plenty of competition retaining talent is a perennial quest, our digital infrastructure needs further development and our innovative businesses need further support to grow and reach their full potential.



Buckinghamshire LEP organisation

Buckinghamshire LEP is one of 38 Local Enterprise Partnerships operating across England. We are considered by Government to be amongst the most successful in terms of our strategic outlook, operational delivery and exceptional reach and insight into the business community.

The purpose of Bucks LEP is to help drive forward the local economy. Stimulating growth and attracting investment, thereby improving the economic prospects of the communities and people across our area.

Our work is primarily concerned with enabling sustainable and productive economic growth through creating more jobs, up-skilling our workforce and by providing the vital supporting infrastructure and housing.

Successes

Bucks is a significant wealth generator for the UK economy, and the commitment of over £80m in Growth Funds by the LEP is unleashing ambition and creativity in the

county. This funding is enabling the delivery of new road infrastructure, better employment, education and business opportunities and enhancing digital connectivity to support sustainable economic growth in Buckinghamshire.

Our Growth Fund investment has helped support the development of the Silverstone Sports Engineering Hub; the Satellite Applications Catapult Innovation Centre at Westcott; the Bucks Life Science & Innovation Centre at Stoke Mandeville Hospital; and deliver new broadband connections for many rural businesses; along with investment in infrastructure projects such as the High Wycombe Town Centre link road. Our performance in supporting investment and in setting an ambitious strategic economic direction together with sound and transparent governance principles have meant that we have always been respected and seen as an essential partner by business our local community and government.

Future challenges and opportunities

There is a real momentum within Buckinghamshire, and we are driven to ensure the local business community feels the benefit of this progress. But we are not a LEP just delivering what is expected, we are trying to push the county's business community to new heights and, by successfully applying to deliver additional projects, we are also seeing Buckinghamshire lead the way nationally and even internationally.

Covid has accelerated the urgency of tackling longer-term priorities we had already identified, such as the regeneration of our town centres, bridging skills gaps, securing more digital inclusion and in providing flexible and available work premises for growing innovative businesses. That is why we launched the Buckinghamshire Economic Recovery Plan, building on existing support available at national and local levels, the Plan sets out the actions and interventions that we and our partners are bringing forward to help our economy navigate the challenges facing us now and to enable strong recovery and growth.

Buckinghamshire Local Enterprise Partnership Chair of Board Job Description

Purpose

The Buckinghamshire LEP Chair will be critical to the successful growth of the Buckinghamshire economy, providing strategic leadership and overseeing activities in relation to the development of partnership arrangements and delivery of the local growth programmes.

The Chair will ensure that a broad range of perspectives are united towards the common goal of promoting the interests of the Buckinghamshire economy with key influencers in government to secure investment throughout the region.

Chair roles & responsibilities

The role of the Chair is to lead the Board in defining the economic vision and direction for Buckinghamshire and to ensure that the appropriate procedures for the governance and management of resources are in place to deliver this vision.

The Chair will ensure that a broad range of perspectives are united towards a common goal of promoting the interest of the Buckinghamshire economy with key influences in government to secure the appropriate investment.

The key responsibilities of the post are to:

- To provide strategic leadership for the Business Community of Buckinghamshire, to ensure that the needs of the business community are understood and supported by local and national government.
- To provide an authentic and respected voice of business on behalf of the Buckinghamshire LEP Board on matters of economic strategy and growth to government, partners and the media.
- Be an effective influencer and ambassador for Buckinghamshire and its business community and represent the interests of the Buckinghamshire economy in national forums and events.
- Ensure the Buckinghamshire LEP's Vision, Direction and Strategy are understood and supported by all key stakeholders.
- Comply with any reporting requirements of the accountable body (BC) and government.
- Effectively chair meetings of the Buckinghamshire LEP Board, leading it to decisions that ensure the strategic vision and key objectives of the LEP are delivered.
- To represent the LEP and the wider business community on other strategic boards as appropriate.
- Provide regular reports on the on-going delivery of projects, highlighting any risks and outputs achieved.
- Build a strong complementary relationship with the LEP Executive, business networks and business relationship organisations active in Buckinghamshire and the Buckinghamshire Council Political and Executive leadership.
- Ensure that the principles of good practice on appointments, openness, codes of conduct and practice, and conflicts of interest are defined, monitored and adhered to.
- Ensure that the LEP Board develop as a team and utilise their collective influence through their respective networks to meet the strategic objectives of the LEP.
- Work with the Chief Executive Officer to regularly review succession planning for the positions of Chair, Deputy Chair, and Board members and to ensure that the organisation is run effectively and efficiently to deliver its strategic objectives.

Person specification experience & attributes

The successful Chair should have:

- First-hand knowledge and current experience of the Buckinghamshire business environment through a strong and proven track record of business leadership at a senior level in the private sector.
- An understanding of the challenges of leading a successful organisation and experience of providing strategic leadership at Board level.
- Experience of working with both local and national government bodies including liaising with politicians and government ministers.
- A well-established reputation and a significant public profile to support and influence the work of the LEP through your network of contacts and well-connected decision makers.
- Experience of working in a multi-faceted and evolving partnership environment.
- An understanding of the economic challenges facing Buckinghamshire.
- The ability to clearly communicate the objectives of the LEP both in writing and in person at conferences, public forums and in meetings.
- The ability to inspire others through your knowledge, energy and enthusiasm and to initiate innovation in tackling challenges and finding solutions.
- The ability to make informed, balanced and independent judgements for the benefit of the Buckinghamshire economy based on the information presented by the LEP Executive and other partners.

Time commitment

The Chair will be expected to attend and Chair all Buckinghamshire LEP Board meetings and the meetings of the Remuneration and Nomination Sub Group of the LEP. The Chair will also be expected to represent the LEP at meetings with businesses, stakeholders other LEPs and Government officials and Ministers. It is anticipated that the time commitment will be in the region of 5-8 days per month.

Remuneration

The role is not remunerated. Reasonable expenses will be reimbursed in accordance with policy.

Conduct

The Buckinghamshire LEP Chair role is high profile role and responsible for decision-making of significant sums of public money. As the Chair of the LEP Board you will be required to abide by good governance rules associated with holding a position on a public body. These requirements are set out in the terms of reference and associated policies of the LEP and its accountable body. All members of the Board will adhere to the Buckinghamshire LEP Assurance Framework and follow the [Nolan principles](#).

As a member of the LEP Board you will be bound by collective decision making on the policies of the LEP as agreed at the LEP Board.

Chair support

The Chair will receive high-quality information in advance of meetings in order to conduct thorough consideration of issues prior to, and informed debate and challenge at Board meetings.

The Buckinghamshire LEP CEO reports to the Buckinghamshire LEP Chair and in addition to this offers executive support. The Buckinghamshire LEP has also appointed a Deputy Chair in order to provide non-executive support to the Chair.

On appointment to the Board, the Buckinghamshire LEP Chair will be provided with a comprehensive, induction and will be expected to undertake some external formal training to ensure they are fully briefed on the role of the Chair and best practice requirements.

Period of appointment

The chair will serve a three-year term which may be extended by a further three years following approval by the LEP Board.

Equal opportunities

Buckinghamshire LEP is fully committed to the promotion of equality of opportunity to all, irrespective of sex, marital status, pregnancy or maternity leave, civil partnership status, sexual orientation, gender reassignment, religious belief, race, disability and age. The Buckinghamshire LEP has published a [Diversity Statement](#) and seeks to ensure to that the composition of the LEP Board is diverse and reflective of the Buckinghamshire community. In determining the optimum composition of the LEP Board, LEP recruitment requires inclusivity and equality of opportunity for all and prioritises industry knowledge, expertise, geography, sectors and diversity of business size.

Transparency

Recruitment of the Chair role is through an open and transparent process. As an equal opportunities employer applications reflecting the diversity of the community are welcomed by Buckinghamshire LEP. We are particularly keen for applications from females and less well represented groups.

How to apply

If you wish to apply for the position of Chair on the Buckinghamshire LEP Board please email sarah@buckslep.co.uk the following documents for your application:

- An up-to-date CV setting out your career history, with an overview of your responsibilities and achievements and preferred contact details.
- A supporting statement (or covering letter) of no more than two pages, which fully addresses the criteria in respect of the role and person specification.

- Details of two referees who can speak authoritatively about you together with a brief statement of the capacity and over what period of time they have known you.

Referees will not be contacted without your prior consent. It is essential that your CV and supporting statement (or covering letter) reference all the relevant experience that the selection panel will be looking for in the sift process. If you require a copy of this recruitment pack in an alternative format, please call our team on 01494 927132. If you cannot apply electronically, please post your application to: Buckinghamshire LEP 1 Claydon House, Rabans Lane, Aylesbury Bucks HP19 8TE.

How we will deal with your application

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. Following your application:

- You will receive an acknowledgement of receipt of your application.
- Your application will be evaluated against the criteria detailed in this pack and a long list will be compiled.
- All applicants will be contacted with feedback.
- The Remuneration and Nominations Sub Group will agree a short list of candidates to meet with the Buckinghamshire LEP.
- Short-listed candidates will be invited for interview with a panel that will comprise four Bucks LEP board members and one external Peer Review LEP Chair board member.
- All candidates interviewed will be contacted with feedback.
- Where a candidate is unable to attend an interview on the set date then an alternative date will be offered only at the discretion of the panel.
- If successful, you will receive a letter confirming your appointment.
- If you are unsuccessful, you will be notified and feedback will be offered.

Recruitment timetable

Join us on September 24th at 10a.m. for a virtual discussion session led by the outgoing Bucks LEP Chair Andrew Smith. This will be a chance to hear directly about the personal benefit of leading the LEP Board, how they found the recruitment process, the experiences they have had and the difference that they feel they have made. A dedicated question and answer session will be held to give further insight into the nature of the role to help you to discover the potential of this opportunity and for you to determine whether you could make a meaningful impact in the role.

Activity	Date
Role goes live	6 th September
Virtual discussion	24th September
Closing date	1st October

Sift of applications and share with the appointments panel	W/C 4 th October
Interim report from the appointments panel to the Buckinghamshire LEP Board	8 th October
Shortlisting with the appointments panel (candidates do not need to attend)	w/c 11 th October
Referencing checking and conversations between short listed candidates and the Buckinghamshire LEP Board	Between shortlisting and interviews
Final interviews with appointments panel	w/c 1 st November
Special Board meeting to be arranged to confirm appointment.	W/C 8 th November
Following Board approval, successful candidate invited to attend Buckinghamshire LEP Board and asked to complete: Completion of Code of Conduct form Completion of Conflict of Interest form	3 rd December
Buckinghamshire LEP Chair attend an induction meeting with outgoing Buckinghamshire LEP Chair and CEO.	Post Appointment