



Chair's Recruitment Pack

Information for Candidates

April 2022

CONTENTS

Page

1. Message from the outgoing Chairman	3
2. About us	4
3. The Role of Chair	6
4. Chair: Eligibility, Experience & Skills	7
5. How to Apply	9

Message from outgoing Chair

Dear Candidate,

It is an exciting time for the Worcestershire Local Enterprise Partnership (WLEP). This last year, we have launched our Plan for Growth, setting out an ambitious vision for the future economy of our county to 2040 and building on the strategic capabilities of our outstanding businesses, civic and learning institutions. Our partnership across sectors are key into the business community to deliver the strategy and create an investment framework with Government that will increase productivity and create higher value jobs across the county.

Ten years on from our formation, where we have a track record of delivery which includes a **5G test bed, over £146m of capital and revenue investment** in infrastructure improvements, awarding winning work in building relationships between schools and businesses and developing our own technology accelerator, BetaDen. This investment has leveraged significant match funding from the public and private sector, pushing the total value to over **£400m into the county**.

However, 2021/22 was also a review year for LEPs nationally. We have also reflected on our operational arrangements, to strengthen governance and accountability to our business base and wider communities and to ensure that we are 'future fit' to deliver for Worcestershire, maximising investment opportunities and our contribution to the UK economy.

Our partnership is charged with creating the best conditions possible for economic growth across Worcestershire through our work programme: supporting businesses to create higher skilled jobs and that will retain and develop the skills of our people; developing our existing and future workforce; and enabling business research and development to increase the value of our economy and raise productivity. We are strengthening our transport links and opening up sites for new and expanding businesses, working locally and with Midlands Connect. We are also working regionally through Midlands Engine and nationally with government to raise the profile of our city, towns and county. We showcase our business strengths and demonstrate why we are a strong competitor in a global economy, and celebrate our high quality of life, ensuring that Worcestershire continues to be an attractive place to live, work and do business.

We are now looking for an exceptional Chair to build on our work to date. The role of Chair requires strong leadership, a strategic thinker with a collaborative approach in achieving our goals. You will have a dedicated Board of Directors who will support you in continuing the work of transforming our economy. The Board is keen to hear from business leaders who share their ambition for our area, are dedicated to improving the opportunities of our business communities and have the commitment to achieve their goals. If this is you, the Board is waiting to hear from you.



Mark Stansfeld

Chair of the Worcestershire
Local Enterprise Partnership

About us

The Worcestershire LEP (WLEP) is a business-led collaboration of private sector, higher and further education institutions and public sector partners. Our mission is to create the conditions for our economy to grow and create more, better paid jobs, improve the skills for our workforce and raise productivity across Worcestershire. We want to transform our area into a connected, creative and dynamic county. We will achieve this by building upon our globally successful business base and ambitious, highly-skilled workforce. Over the past ten years, WLEP has firmly established itself as the key business-led organisation working with Government and local partners to drive investment in our economy for the benefit of those who live and work here.

Our Programme of Work

The remit of the LEP is broad, operating across a wide range of economic levers. The current programme of work is aligned to the five pillars of productivity outlined in our economic strategy, the Worcestershire Plan for Growth (2020-2040).

The following provides a flavour of some of the priorities identified for 2022/23. The Chair working with the WLEP Board and partners will steer and influence this work programme over time.

Ideas

- Development and sustainability of BetaDen (our technology accelerator) www.Beta-den.com
- nexGworx – supporting business development of 5G testbed commercial entity
- Increasing value of Innovate UK funding grants to county and improving HE links outside the county

People

- Further developing positive schools and employers engagement to support careers development
- Engagement in developing Local Skills Improvement Plan for Worcestershire
- FE and HE engagement to influence curriculum to meet employer needs/demands

Infrastructure

- Delivery of funded capital programme and developing project pipeline across the county for future investment – transport, skills, digital, net zero schemes etc.
- Exploring potential for a National Telecomms and Digital Skills centre investment in Worcestershire

Business Environment

- Delivering against our Energy Strategy and supporting our businesses with their decarbonisation journey
- Ensuring fit-for-purpose business support via our Growth Hub offer

Place

- Supporting partners with local delivery of regeneration and economic development schemes
- Ensuring an understanding of the local opportunities and challenges to create the conditions for growth and prosperity in Worcestershire e.g. commercial property analysis



Our Executive Board

There are 14 Directors on the WLEP Executive Board, 11 from the private sector and 3 public sector, representing our wide geography and key business sectors including our University and two tier local authority structure.

The role provides a unique, challenging and rewarding opportunity for experienced business leaders to help drive forward the economic prosperity of Worcestershire.

A list of current Directors is on our website at <https://www.wlep.co.uk/about-wlep/people/wlep-board/>. The Board operates in line with its Local Assurance Framework, also available on our website.

We have adopted the Nolan Principles, ethical standards expected of public office holders, as well as an agreed code of conduct and clear declarations of interest procedures to ensure full openness and integrity in the way Board Directors undertake their role.

Sub groups of the board also operate in line with our local assurance framework and terms of reference.

Our Board Directors play active roles in leading different areas of LEP Board work such as finance and audit, skills, risk management, Diversity champion, SME champion or, where appropriate, for specific business themes or key growth business sectors.



The Role of Chair

The role & responsibilities of the Chair are as follows:

- To provide high quality leadership of the Worcestershire Local Enterprise Partnership, building ambition, opportunity, cooperation and consensus, and setting the strategic direction for the economic growth of the WLEP geographic area.
- To build and manage national & local business and political relationships, providing an ambassadorial business role on behalf of the WLEP area and championing WLEP strategic priorities on behalf of the LEP partners in regional, national and international for a
- To communicate with a diverse stakeholder group, including private sector CEOs, Local Authority Leaders and CEOs, wider public bodies, local business & professional networks, Higher and Further Education organisations, local MPs, Government Ministers and Central Government Departments; ensuring that the views of major stakeholders are communicated to the Board, LEP Executive Team and LEP partners.
- To provide leadership and direction of the WLEP Board, ensuring that the Board is run in a transparent and equitable manner and all Board Directors are actively engaged in contributing to the work of the Board.
- To chair WLEP Board and other LEP meetings effectively, ensuring that there is full participation during meetings, that all relevant matters are discussed, and that effective decisions are made, minuted and actioned.
- To ensure clear strategies and business plans exist for WLEP which are publicly available.
- To provide leadership, support and advice to Board Directors & the WLEP Chief Executive Officer (CEO) and foster positive working relationships between partners.
- To ensure that WLEP complies with Government requirements including regularly reviewing and updating its Assurance Framework, WLEP policies and publishing delivery plans and reports as required.
- To hold the WLEP CEO to account for his/her performance and for the performance of the WLEP Executive Team.
- To ensure the induction of Board members and make sure that a full induction process is in place and establish a process for carrying out annual reviews of LEP Board Directors.
- To ensure that the Board delegates appropriately to its key Sub Groups.

Chair: Eligibility, Experience & Skills

LEP Chair candidates will possess the following business experience, skills and attributes:

- i) You will work at a senior level in / be an owner of a private sector business operating within the WLEP area;
- ii) You will have demonstrable association with and interest in the Worcestershire economy and possess extensive, credible business links and relationships within our county;
- iii) You will be a strategic thinker with a proven track record of organisational leadership or change management in a leadership role and will be able to inspire those around you through your energy and enthusiasm, creating the right atmosphere and changing culture and attitudes to suit business goals;
- iv) You will have an entrepreneurial spirit, demonstrating creative and innovative thinking to effectively contribute to Board discussions, identify alternative opportunities for the organisation and be capable of producing initiatives that maximise corporate opportunities, tackle issues and offer solutions;
- v) You will be a strong communicator with experience of using varied media tools, proficient in MS Office, possessing demonstrable tact, political sensitivity, diplomacy and levels of persuasion, able to act as our ambassador at a national/international level including with Government Ministers & Officials;
- vi) You will have the proven ability to chair meetings seeking balanced and informed decisions, taking an independent view on key economic issues able to interpret and comment on, through systematic study, information contained in business reports;
- vii) You will be a team builder with the proven ability to create a customer-focussed and empowering environment, applying the correct amount of accountability and support with any delegated responsibility, and to identify and initiate development initiatives that add value and cascade goals and objectives to be achieved;
- viii) You will have resilience and the tenacity to see things through;
- ix) You will have a wide experience of managing corporate governance and codes of conduct and experience of upholding the highest standards of integrity regarding perceived or actual conflict of interests in line with the Nolan Principles;
- x) You will have the proven ability to identify organisational key performance indicators and their short and long-term financial implications, reasons for good and bad financial performance and be quick to effect remedial action;
- xi) You will be well informed on relevant legislation, imminent changes and be quick to ensure policy and initiatives are installed to address changes;
- xii) You will have sound knowledge of and an ability to talk with authority on the local area and its industry, with a clear understanding of and an ability to accurately predict the challenges, opportunities and infrastructure needed to make WLEP prosper;
- xiii) You will be a strong partnership worker, who places value on taking a collaborative approach to making things happen and have a successful track record of quickly building

credibility with a wide range of stakeholders, demonstrating sound analytical skills and judgement and helping to resolve conflicts.

The Board meets **bi-monthly** and the role is likely to require **2-3 days per month** on average on WLEP activities, plus attendance at annual scrutiny meetings. The role will involve travel across the WLEP area and occasionally outside of Worcestershire to attend meetings. Board Directors give their time voluntarily, however extraordinary expenses for LEP commitments outside of our area can be claimed in line with our Expenses Policy. It is expected that each board member will do their best to support the Chair when assistance is required. For example, this might mean being available for a Ministerial meeting, which may be arranged at short notice.

This will be a **two-year fixed term appointment initially**, with potential for extension subject to future central and local government decisions on the devolution framework set out in the Levelling Up White Paper.

We are seeking to become a more diverse Board which is representative of the Worcestershire area and would therefore welcome applications from candidates that meet this brief.

How to Apply

Applications must include:

- A short covering letter explaining why this appointment interests you, how you meet the criteria as detailed in role description(s), and your availability including any constraints such as notice periods or commitments.
- A CV detailing education and professional qualifications and full employment history, giving details where applicable of budgets and numbers of people managed, relevant achievements/outcomes in recent posts, and latest remuneration.
- A completed Equal Opportunities Monitoring form. We are keen to ensure that all our roles are accessible to all members of the community and use this data to monitor our progress.

Applications must be sent electronically to enquiries@wlep.co.uk. All applications will be acknowledged shortly after receipt.

The closing date for applications is 11:59pm on Tuesday 31 May 2022.

Please note that the Chair will be selected through an open and transparent process administered by an appointments panel, members of which will be agreed by the Board. Interviews will be conducted in **June 2022**.

Queries

If you have any queries about this appointment, or merely wish to arrange an informal discussion with a Member of our LEP Board, or the WLEP CEO, then please call **01905 672700** or email enquiries@wlep.co.uk.