

SEMLEP Board Director Applicant information

August 2020

Thank you for your interest in the opportunity to join the SEMLEP Board as a non-executive Director.

You will be joining us at a time of unprecedented economic challenge. As such, you will have a pivotal role in supporting our area's businesses and fulfilling our economic opportunity.

As we rebuild our economy, you will put the needs of our businesses, residents and environment first. This will strengthen our organisation to pursue economic growth priorities that are even cleaner, greener and more inclusive than before.

SEMLEP covers Bedfordshire, Milton Keynes and Northamptonshire, an area at the heart of the Oxford-Cambridge Arc. SEMLEP represents a £50bn economy with one of the most diverse, innovative and connected business environments in the country. Our area has globally significant industry strengths and technology capabilities in: aviation and future transport, advanced manufacturing, engineering and technical testing, logistics and supply chain, food and drink and creative industries. The South East Midlands is a growing, culturally rich, and desirable place to live and work.

SEMLEP is a well-regarded organisation, responsible for overseeing significant sums of public money. We manage the Government's local growth and rebuild investment programmes totalling over £290million and leveraging nearly £235million of private investment for economic infrastructure. Bringing together businesses, local councils, educators and the VCSE community, we shape and deliver programmes that create jobs, enhance business innovation, productivity and efficiencies, improve local workforce skills and attract further investment into our area.

You will be joining an active board of 11 private sector and 6 public sector representatives. For this appointment, we are specifically looking for people with skills that complement our existing board expertise.

We would like to hear from people with expertise in:

- Equality and diversity, progressing our inclusive approach to economic growth
- Human resources and/or health and safety or the wider regulatory environment of managing people
- Social and environmental policy and/or implementation
- Government funding including, for example, Enterprise Zones
- Industry sectors and capabilities that are strong in the area, particularly high-technology, advanced engineering, creative and cultural and logistics.

This is a crucial time to be joining us as we work with the Government to rebuild our national economy, secure our future in a post-EU trade world and further our area's position at the heart of one of the most exciting growth areas of the UK.

To arrange a confidential discussion with Hilary Chipping, SEMLEP's Chief Executive about joining us, please contact Emma Wilkinson via email at emma.wilkinson@semlep.com.

More information about the role is below.

If this sounds like the opportunity for you, and you have the skills we are looking for, we would like to hear from you.



Peter Horrocks CBE, SEMLEP Chair

SEMLEP private sector board member's role description:

Role and responsibilities

Title: Private Sector Board Member

Accountable to: SEMLEP Chair

Role Purpose: To contribute to the development and delivery of the SEMLEP Strategic Economic Plan and Local Industrial Strategy supporting the strategic development of the Partnership, ensuring it is fit for purpose.

Person Specification

In 2020 we are seeking more Board members with particular expertise to complement existing Board members. These areas of expertise are:

- Equality and diversity including an inclusive approach to economic growth
- Human resources and/or health and safety or the wider regulatory environment of managing people
- Social and environmental policy and/or implementation
- Government funding including Enterprise Zones
- SEMLEP's showcase sectors – particularly high-technology and innovation, creative and cultural and logistics

If you have these areas of interest and knowledge we would be keen to hear from you.

We are particularly seeking to become a more diverse board, representative of our South East Midlands area. We are therefore seeking successful applications from young people, women, people with disabilities, people from black or ethnic minority backgrounds or people with any other protected characteristic as defined in the Equality Act 2010.

More widely a private sector board member should:

- have an office or a base in the SEMLEP region
- represent or have represented in last 2 years business at a senior level and have a track record of leadership
- have first-hand knowledge of the South East Midlands area business environment
- have a strong commitment to delivering inclusive economic growth in the South East Midlands area

- have the ability to make balanced and informed decisions taking an independent view on key economic issues
- consider long term implications, considering both opportunities and risks
- have confident interpersonal skills with diplomacy and influencing ability
- be able to act as a SEMLEP ambassador locally and at a national level with Government including Ministers of State.

It is desirable that the private sector board member has:

- experience of effective working in public and private sector partnerships at local and/or regional and national level

The role is unremunerated, but expenses can be claimed in line with the [Expenses Policy](#). You should expect to spend 1 day a month on SEMLEP activities but it is expected that each board member will do their best to support the LEP when assistance is required.

The term of appointment is for three years and this can be extended to a second term and the maximum length of two terms will be six years unless exceptional circumstances permit an additional year to be granted.

Role and duties

The duties and responsibilities of a SEMLEP board member are to:

- contribute to the development of the vision, strategy, priorities, plan and budget as well as the monitoring of performance and risk management
- contribute knowledge and expertise to identify the economic, commercial and demographic issues facing the area, particularly strengths and opportunities that should be taken to drive forward inclusive economic growth
- support the development of the effective business- public sector partnership
- attend meetings of the SEMLEP Board up to six times per year including the Annual General Meeting, and to prepare for those meetings
- contribute to and reflect the agreed view of the SEMLEP Board and its members in discussions with partners and Government
- support the Chair by leading on activities according to experience and knowledge including attending meetings with partners and Government on these agendas
- formally represent SEMLEP in meetings with business and public sector partners
- be available to serve on sub-groups or committees in liaison with the Chair
- attend and request any training that assists in the delivery of their role
- declare any interests that may be relevant to any SEMLEP decisions and comply with the [relevant policy](#)

All board members have a responsibility to uphold the high standards of integrity and probity as set out in our [Code of Conduct](#).

They should support the Chair and Chief Executive to create and maintain the appropriate culture, values and behaviours in the board room and in representing SEMLEP. You will need to be understanding of, and committed to, SEMLEP's [equality and diversity policy](#).

Board members should be mindful of representing SEMLEP and recognise that other stakeholders may provide different perspectives on SEMLEP, its role and performance and encourage that dialogue on this.

How to apply

Please send us your CV, with an accompanying letter outlining the skills and qualities you can bring to the SEMLEP board and why you are interested in the role.

Please send this to Leanne Nadal, Board Administrator: leanne.nadal@semlep.com
01234 436 100

Key dates

Closing date	18 September
Shortlisting	w/c 21 September
Interview 1	w/c 5 October
Interview 2	w/c 5 October
Recommendation to Board	w/c 12 October
Endorsed at SEMLEP AGM	

Further information

SEMLEP strategies: <https://www.semlep.com/economic-strategies-and-plans/>

Assurance Framework: <https://www.semlep.com/assurance-framework/>

Board profiles: <https://www.semlep.com/meet-our-board/>

SEMLEP key policies: <https://www.semlep.com/resource-hub/semlep-policies/>

Nolan – 7 Principles of Public Life

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.