

## Hull and East Yorkshire Local Enterprise Partnership

### Chair and Board Member Recruitment Procedures

#### Introduction

The Hull and East Yorkshire LEP is a new LEP covering the Hull and East Riding of Yorkshire administrative boundaries. A Business Engagement Board, made up of prominent local business leaders, has been formed to oversee the open recruitment and establishment of the new LEP's first Chair and Board.

This is an interim policy that will be used until the Hull and East Yorkshire LEP is fully established by 1<sup>st</sup> April 2021, when it will publish updated policies and procedures alongside a new assurance framework ensuring compliance with Government requirements.

#### Principles

- Hull and East Riding of Yorkshire Councils, along with the Hull and East Yorkshire Business Engagement Board are committed to openness, transparency and diversity. All appointments will be made on an open, transparent and non-discriminatory way. Appointments from individuals from diverse backgrounds will be encouraged.
- The recruitment of the LEP Chair will be subject to a robust process of consultation with the local business community and advertisement. The role will be pro-actively promoted on a variety of platforms including local press, relevant newsletters and social media channels paying attention to equality and diversity.
- The recruitment process will be competitive which assesses candidates on merit in the context of the skills and experience required for the Board to be effective. A role specification will be published on both Hull and East Riding of Yorkshire council websites and will be available by request. It is appended to this policy.
- The Deputy Chair is appointed through the same process as the LEP Chair.
- The term of office is three years for the Chair, Deputy Chair and Board members and can be renewed subject to performance and in exceptional circumstances
- Local authorities will nominate one representative each to sit on the Board. Representatives of partner organisations and anchor institutions can be co-opted on to the Board because of their specific role in delivering the LEP agenda. They will be nominated by their organisation.
- The Chair, Deputy Chair and all LEP Board members will be required to adhere to the Nolan Principles of public life and will be required to comply with the LEP's rules on transparency, including the code of conduct for board members and maintenance of member interests.
- An induction programme will be available for all board members to help them understand their roles and the role of the LEP, including how they can provide challenge and direction.

### Appointment process for the role of Chair and Deputy Chair

1.	Hull City Council, as Accountable Body prepares role specification and advert for LEP Chair and Deputy Chair, in consultation with East Riding of Yorkshire Council and the Chair of the Hull and East Yorkshire Business Engagement Board
2.	Hull and East Yorkshire Business Engagement Board appoints a recruitment panel with consideration for balance, independence and impartiality
3.	The role of LEP Chair and Deputy Chair for Hull and East Yorkshire LEP is advertised and promoted extensively using different channels of communication
4.	The Accountable Body receives applications for LEP Chair and Deputy Chair role. Applications will be by CV and covering letter outlining suitability for post
5.	Recruitment Panel meets to shortlist applications (based on suitability for the role as laid out in the role specification)
6.	Business consultation takes place – shortlisted applicants will be invited to meet with representatives of the local business community. Business representatives' feedback to recruitment panel
7.	Interviews take place for the roles of Chair and Deputy Chair
8.	Outcome fed back to the Hull and East Yorkshire Business Engagement Board and published in the media and other communication channels.
9.	Newly appointed LEP Chair works alongside the Business Engagement Board to recruit remaining Board members
10.	Advertise for LEP Board Members (one month+)
11.	Interview and recruit LEP Board Members (paying attention to diversity requirements and maximum 18 Board Members)
12.	Induction period for new LEP Board Members – to include work programme, allocation of roles (including champions for diversity and small businesses) assurance and accountability (including code of conduct, declarations of interest, transparency, use of public funds, Nolan principles, etc.)

## **Hull and East Yorkshire Local Enterprise Partnership**

Hull and East Riding of Yorkshire councils are seeking to appoint a Chair and Deputy Chair to the new Hull and East Yorkshire Local Enterprise Partnership.

The creation of the Hull and East Yorkshire LEP heralds a new era for the local business community, providing a unique opportunity to collaborate and build on the strong and enduring relationship between Hull and East Riding councils, raising the profile of the area and its importance internationally as well as nationally and regionally, as it responds to the economic impact of the Covid-19 pandemic, emerging with a strong and resilient economy that is not defined by the current crisis.

This comes at a challenging time, but provides the opportunity help drive the economic recovery and future growth of the area. It therefore needs strong and visible leadership from someone who understands the area and who wants to make a difference, who can bring people together to collaborate and who is willing to get out to find out from businesses what they need.

The area is home to 600,300 people and almost 25,000 businesses; with an annual GVA of £13bn with a diverse industry base with growth sectors including:

- Manufacturing, engineering and assembly
- Chemicals
- Low carbon technologies
- Food and drink, including intensive farming, horticulture and fishing
- Health technologies, pharmaceuticals and healthcare
- Construction
- International trade, ports and logistics
- Knowledge and digital economy, including creative industries
- Tourism and culture

In common with other LEPs, the Hull and East Yorkshire LEP will be expected to develop an evidence-based local strategy that identifies the action needed to boost productivity in the area, allocate funding by prioritising the award of local growth funds allocated by government; use its convening powers, bringing together partners from the private, public and third sectors; along with collaborating with a wide-range of local partners to act as an informed and independent voice for Hull and East Yorkshire.

Hull and East Riding councils are working with Government to establish a new Mayoral Combined Authority for the area; and the LEP will be an integral part of that, providing the

business voice and leadership required whilst benefitting from the profile and resources of a Combined Authority.

The new LEP will be live from 1<sup>st</sup> April 2021 and will need to move forward at a pace, the LEP will need a Chair and a Deputy Chair to lead a strong and diverse Board of local business leaders, public and third sectors to deliver on the LEP's agenda. The new Chair will work alongside the local authority Leaders and Greater Lincolnshire LEP, representing the LEP on the Humber Leadership Board, to drive the strategic themes of the Humber:

- Energy and industrial decarbonisation
- Ports and related sectors
- Management of the Humber Estuary asset
- External investment and marketing

## **The Chair**

### **About the role:**

In addition to establishing the new Board; this high profile role provides leadership to the LEP and works with diverse stakeholders from both business and public sectors, to drive forward the economic growth of Hull and East Yorkshire.

### **Key responsibilities:**

- To be an effective advocate and champion for Hull and East Yorkshire
- To recruit to and establish the new Board for the Hull and East Yorkshire LEP
- To provide high quality leadership to the Hull and East Yorkshire LEP in setting the strategic direction for the economic growth of the region.
- To build and manage national and local business and political relationships; to work collaboratively on all strategic priorities of the Hull and East Yorkshire LEP, particularly to deliver the developing Hull and East Yorkshire's Industrial Strategy and Recovery Plan
- To collaborate on pan-Humber issues with partners and stakeholders
- To provide leadership and direction to the Board and ensure that the Hull and East Yorkshire LEP is run in a transparent and equitable manner.

### **Specific:**

Strategic - Act a strategic lead for the development and delivery of Hull and East Yorkshire's Local Industrial Strategy and Recovery Plan by working with LEP partners to agree priorities and ensure their effective Implementation, along with collaborating with local authority leaders and Greater Lincolnshire LEP on strategic pan-Humber issues.

Engagement - Communicate, engage and encourage stakeholders (including business, local authority leaders, MPs and Government ministers) to contribute towards the shared agenda for growth.

Board – Chair the Board and foster positive working relationships and development of the Board to create an exemplar Board in strategic decision making and leadership. Work with Board members and facilitate active involvement and champions of the Board.

Relationships and collaboration- Develop and maintain relationships with government, local authorities, businesses and other LEPs in order to engage, collaborate and promote the work of the LEP.

Ambassador - Champion the Hull and East Yorkshire LEP at key meetings and events as the voice of the Hull and East Yorkshire to ensure productive and positive relationships are developed and maintained and the positive profile of the area is continually raised.

Governance – Working with the Accountable Body, ensure that the LEP functions within the framework of corporate governance, accountability and transparency. Ensuring that there is full participation during meetings, that all matters are discussed, and that effective decisions are made, minuted and actioned. Adhering to the seven Nolan Principle of public life

Equality and Diversity – Lead and ensure that the LEP delivers on the Equality and Diversity commitments, thereby ensuring Hull and East Yorkshire maximises its current and future resources.

Management – Advise and hold the LEP Manager to account for the overall performance of the LEP and its Executive team.

**You will be:**

- A senior business leader that understands the needs of business both within the region, nationally and internationally, and is knowledgeable about the area
- An individual that commands respect of public sector and businesses leaders, partner organisations and stakeholders, who can provide clear, strong and visible leadership
- An outstanding communicator and relationship builder with business and government, bringing people together
- Committed to and passionate about the Hull and East Yorkshire Region and able to act as advocate for the area with a strong voice
- Available to meet the demands of the role of Chair, including engaging the local authorities, Government and businesses alongside other commitments. You should expect to spend a minimum of five days a month on Hull and East Yorkshire LEP activities.
- Politically aware and up to date with national politics and policy mechanisms

## **Deputy Chair**

The Chair will require someone to deputise for them. Ordinarily, this appointment would be made from the existing Board. However, as the Hull and East Yorkshire LEP is new, the appointment will be made in conjunction with the appointment of the Chair. Please state on your application if you wish to also be considered for the role of Deputy Chair, should you be unsuccessful in your application for Chair.

## **Period of appointment**

The appointment of Chair and Deputy Chair will be recruited initially on a three-year term which may be extended by a further three years (serving a maximum of a six-year term).

## **Remuneration**

A remuneration package will be available for the Chair by negotiation.

## **Equal Opportunities**

The Hull and East Yorkshire LEP is committed to equal opportunities and actively encourages applications from underrepresented groups, regardless of gender, ethnicity, religion, disability, sexual orientation or age.

## **Transparency**

All expense claims will be published in line with the Hull and East Yorkshire LEP's full transparency requirements.

The Hull and East Yorkshire LEP is committed to openness and transparency. The recruitment of the Chair will be led by the Hull and East Riding Business Engagement Board, supported by Hull City and East Riding of Yorkshire councils and in accordance with the National Local Growth Assurance Framework.

## **How to apply**

Please send the following via email to [Leprecruitment@hullcc.gov.uk](mailto:Leprecruitment@hullcc.gov.uk):

- 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 that highlights your suitability for the role as highlighted. Please state if you wish to be considered for the role of Deputy Chair.
- Details of two referees who can speak authoritatively about you, along with a brief statement of the capacity and period of time in which they have known you. Referees will not be contacted without your prior consent.

If you require a copy of this recruitment information in an alternative format, please contact: [Leprecruitment@hullcc.gov.uk](mailto:Leprecruitment@hullcc.gov.uk)

If you cannot apply electronically, please post your application, marked 'confidential', to:

Iain Atkinson  
Partnership Development & Delivery Manager  
Economic Development & Regeneration  
Hull City Council  
The Guildhall  
Hull HU1 2AA

For informal discussion about the role please contact:

Mark Jones MBE  
Director of Regeneration  
Hull City Council  
Tel: 01482 615128

**Timetable for recruitment:**

Closing date for applications: 11.59pm Monday 30<sup>th</sup> November 2020

Shortlisting: w/c 30<sup>th</sup> November 2020

Interviews: w/c 14<sup>th</sup> December 2020