

MAYOR OF LONDON

LONDON'S LOCAL ENTERPRISE PARTNERSHIP

BUSINESS MEMBER APPLICATION PACK

Dear Applicant,

Membership of the London Local Enterprise Partnership

Thank you for your enquiry regarding the London Local Enterprise Partnership (LEP).

This information pack provides you with information on the role and responsibilities of the London LEP and details about the application process for the role of Business Member.

If you have any queries on the content of this pack, please contact **Jamie Izzard** or **Claire Sherer** on **+44 (0)20 7983 4628**.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sadiq Khan', is written over a light grey rectangular background.

Sadiq Khan
Mayor of London

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1. Introduction

Thank you for your interest in becoming a Business Member of London's Local Enterprise Partnership. This is an exciting opportunity to bring your skills and experience to support London's future economic development.

London's Local Enterprise Partnership (LEP) is one of 39 LEPs across England designed to bring the public and private sector together to determine local economic priorities within their local area.

2. About the London Local Enterprise Partnership

The London LEP brings together the Mayoralty, London Councils and business to identify strategic actions to support and lead economic growth and job creation in the capital.

The London LEP's primary role is to:

- provide strategic oversight and support in the development of a long-term vision for economic development in London, including support for delivering the Mayor's statutory Economic Development Strategy;
- advise the Mayor of London on funding allocations and oversee delivery on key work-streams including, but not limited to, the Local Growth Fund;
- set and deliver the Royal Docks Enterprise Zone economic priorities and allocate funding received through retained business rates growth;
- oversee the delivery of London's 'Growth Hub', a local public/private sector partnership established to join up national and local business support so it is easy for businesses to find the help they need;
- provide ongoing strategic oversight of the 2014-2020 European Structural & Investment Funds; and
- provide a powerful advocacy and lobbying voice as a business-led body supported by London's boroughs and the Mayoralty.

Further information on the London LEP can be found at <https://lep.london/>.

3. Membership and Governance

The Mayor of London appoints the members of the London LEP from categories of membership that he considers will further its purpose. The Mayor may vary the categories and the number of members although at least 50% of membership will be drawn from London's business community.

The Mayor is reviewing the structure of the London LEP and expects to reappoint the Board in November 2016.

4. Role Specification

The role

The Mayor is seeking to appoint a number of Members to the London LEP who will bring a strong business voice to the Board. Members will need excellent knowledge of the opportunities and challenges involved in securing sustainable, private sector-led economic growth.

Duties

- Attend and contribute to Board meetings, having prepared appropriately. Meetings are usually held quarterly;
- Attend any sub-groups established by the LEP as assigned;
- Contribute to the development of strategies, policies and plans including taking a role in developing a long-term vision for economic development in London;
- Ensure that the Board, in reaching decisions, acts in a way consistent with the GLA's statutory purposes, strategic and regulatory framework and directions and guidance provided by HM Government;
- Promote high standard of decision making and oversight of the administration of any funds distributed by the Board including, for example, the Local Growth Fund, European Structural & Investment Funds, the uplift in business rates from the Royal Docks Enterprise Zone and London's Growth Hub;
- Ensure that the diversity of London's communities and economy is reflected in the work of the London LEP; and
- Represent the Board and act as an ambassador for the Mayor and London.

Criteria

To fulfil the role of Business Member, applicants will have:

- senior and substantial experience in the private sector, substantial commercial experience or experience of employee relations;

- an ability to contribute effectively in developing strategy;
- an ability to drive improvement in the delivery of enterprise matters in London and the implementation of the London LEP's strategy;
- high level experience of representing and/or influencing bodies;
- an ability to represent the Mayor and the London LEP effectively to external stakeholders;
- An ability to act as a conduit between the London LEP and the business community; and
- an ability to engage the confidence of the Mayor and represent his vision, values and objectives.

Profile of successful candidates

We aim to achieve a diverse LEP board, containing a broad range of experience. Applications are welcome from business leaders from all parts of London's business community, and we particularly welcome applications from candidates with expertise and an understanding within one or more of the following sectors:

- Digital technology
- Science and innovation
- Creative and cultural
- Infrastructure and construction
- Retail
- Hospitality and tourism
- Higher or further education

We would welcome applications from across all sizes and types of businesses and will be seeking to appoint members from small business and entrepreneurial backgrounds as well as members from bigger businesses.

The successful candidates will be the individuals who best meet the criteria section listed in the role specification above and have relevant expertise or understanding of one or more of the sectors identified above.

London's diversity is its biggest asset and we strive to reflect London's diversity in all Board appointments. The aim is that the London LEP reflect London's diversity so we welcome applications from all sections of the community, regardless of age, gender, ethnicity, sexual orientation, faith or disability.

5. Appointment Details

Time Commitment

It is anticipated that the Board will meet no more than quarterly. Meetings will generally take place in City Hall. The London LEP may decide to establish sub-groups for a particular purpose and successful candidates may be asked to join one or more of these groups.

Remuneration/ Expenses

The position of Business Member is honorary and unremunerated although members will be entitled to be reimbursed, in accordance with the GLA's Expenses and Benefits Framework, for travel expenses reasonably incurred in performing their role in connection with the London LEP.

Term of the Appointment

The term of the appointment will be specified by the Mayor but is likely to coincide with his current Mayoral term which ends in May 2020.

Start Date

Appointees are expected to be available to take up their role in November 2016 with the inaugural meeting of the newly appointed Board expected to take place soon afterwards.

6. Appointment Process

Following assessment of applications against criteria for appointment, shortlisted applicants will be interviewed by a selection panel which will include GLA officers and an independent member. The panel will make recommendations for appointment to the Mayor of London.

Interviews are currently expected to be held in the weeks commencing 17 and 24 October 2016. Please ensure your availability during this period.

The GLA promotes an equal opportunities policy. Appointments are made on merit, following a fair and transparent process, and these appointments are governed by Nolan principles and the Mayor of London's protocol on appointments. Please view our [Protocol on Mayoral appointments](#) for further details.

The Mayor of London will confirm appointments to the Board.

How to Apply

You are asked to submit a covering letter and CV (max. 4 sides).

The covering letter should provide details of the relevant experience that equips you to serve as a Business Member of the London LEP, in particular addressing the criteria section under the role specification above

and any expertise or understanding of one or more of the sectors identified in the 'Profile of successful candidates' section above.

Your CV should contain details of employment, public appointments, qualifications history and the name and contact details of two people who are willing to provide a reference for you. It should also include any relevant information regarding your eligibility for appointment and any directorships you hold.

Applications should show substantial current experience in the private sector or substantial commercial experience and a strong and detailed understanding of the London economy and the various opportunities and challenges involved in securing sustainable economic growth. Consideration will be given to ensuring that as a whole, the London LEP has an understanding of the key sectors and different sizes of enterprises in London's economy.

The aim is that the London LEP should reflect London's diversity so we welcome applications from all sections of the community.

You can submit your CV and covering letter via our online recruitment system. You will also be asked to provide recruitment monitoring information.

If you require information in an alternative format please contact the GLA recruitment team on **020 7983 4079** (text phone 4159) or andrew.baxter@london.gov.uk.

The closing date for submission of applications including the recruitment monitoring form is Monday 10 October 2016 at 23:59 GMT.

Thank you for taking the time to apply for this role. All data will be processed in accordance with the provisions of the Data Protection Act.