

<b>BUSINESS BOARD</b>	<b>AGENDA ITEM No: 3.7</b>
<b>DATE OF MEETING</b> <b>22 JULY 2019</b>	<b>PUBLIC REPORT</b>

## **RECRUITMENT OF NEW CHAIR AND BUSINESS BOARD MEMBERS**

### **1.0 PURPOSE**

1.1. The Business Board are asked:

- (a) to consider arrangements for recruiting a new Chair and Business Board members. The recruitment of a new Chair and Board members must comply with the National Local Growth Assurance Framework and the Business Board Constitution.
- (b) Agree a revised Diversity Statement to reflect the requirements of the National Guidance.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member/s:</b>	<b>Chair of the Business Board Portfolio Holder for Economic Growth</b>
<b>Lead Officer:</b>	<b>John T Hill, Director of Business and Skills</b>
<b>Forward Plan Ref: 2019/039</b>	<b>Key Decision: No</b>
<p>The Business Board is recommended to:</p> <ul style="list-style-type: none"> <li>(a) Confirm the appointment of Austen Adams as Interim Chair of the Business Board</li> <li>(b) Agree the process and timetable for the recruitment of the permanent Chair and additional Business Board members (in line with the National Guidance set out in Appendix 1)</li> </ul>	<p><b>Voting arrangements</b></p> <p>Simple majority of all Members</p>

<p>(c) Agree the revised Diversity Statement to meet the Business Boards diversity requirement (Appendix 3)</p> <p>(d) Approve the increase of Business Board membership from 9 to 12 members.</p>	
--	--

## 2.0 BUSINESS BOARD APPOINTMENTS

2.1. At the last meeting the Business Board agreed a two-stage process:

- (a) Stage 1 - an interim Chair should be immediately appointed following the process set out below.
- (b) Stage 2 - a report should be submitted to this meeting on the process for appointing additional members and a permanent Chair that accord with the National Guidance set out in **Appendix 1**.

### Appointment of Interim Chair

2.2. In accordance with the process agreed at the last meeting of the Board:

- (a) Existing members of the Board were invited to indicate their interest in the interim chair position.
- (b) One application was received and the applicant was interviewed on **Thursday 11<sup>th</sup> July** by the interview panel consisting of the Mayor, the Lead Member for Economic Growth and three private sector members of the board - including Cllr Holdich (as substitute for the Mayor), Cllr Fitzgerald (as substitute for Cllr Holdich), and Business Board members Andy Neely, William Haire and Mark Dorsett.
- (c) The recruitment panel appointed Austen Adams as the interim chair and the Board are asked to ratify its decision.
- (d) The interim chair will effectively be in position until a further full recruitment process is undertaken and a new permanent chair is appointed.

### Recruitment of Permanent Chair and Additional Board Members

2.3. The draft job profile is attached at (**Appendix 2**) and an advertisement for new Board members will be openly advertised on a variety of platforms to ensure that people across the business community have an opportunity to apply and consider the diversity requirements of the Board.

- 2.4. All existing Board members can apply for the role of Chair.
- 2.5. The process for appointing the permanent Chair and additional Business Board members will be as follows, with full recruitment expected to take between 3-6 months:
- HR and Business Board team to finalise job profile and advert
  - Board member vacancies to be advertised on CPCA website and through the Mayor's office, including the Centre for Public Appointments website
  - Weekly sift of applications by HR & Business Board team (with a focus on meeting Diversity requirements around target groups i.e. Female/BAME/ SME and Entrepreneurs)
  - Board members and CPCA Officers to network to potential candidates, referring them to the CPCA website
  - HR and Business Board team to finalise candidate shortlist
  - HR and Chief Officer to conduct first interviews for all shortlisted candidates
  - Chief Officer to advise HR with shortlist for second interviews
  - HR to organise second interviews with Board Members
  - HR to confirm appointments of newly appointed Board members
  - Arrangements for induction workshop for Board Members
- 2.6. In accordance with the National Local Growth Guidance, the Board (and any sub-groups of the Board) is required to meet its diversity requirements to ensure that by 2020 at least one third of members of the Board are women with an expectation of equal representation by 2030. The recruitment of the Chair and additional members is planned to improve gender, BAME and SME balance across the Board.
- 2.7. It is proposed to increase the membership from 9 to 12 members. The table below shows number of female members require to reach the Board's target.
- 2.8. Applications will be encouraged from across the UK and specifically from female members and from those with significant expertise, knowledge and gravitas in those key sectors required to complement the board:

<b>Target Groups</b>	<b>Current Business Board Membership</b>	<b>Proposed Changes</b>	<b>Shortfall</b>
<b>No of Board members</b>	<b>9</b>	<b>12</b>	
Gender (Female) 1/3 Members by 2020	1	4 (Target)	3 female appointments required this recruitment

50% Female by 2023		6	
--------------------	--	---	--

## Diversity Statement

- 2.9. The Business Board must publish a diversity statement in line with new National Guidance, which states:

*“The LEP should produce a diversity statement explaining how the LEP will ensure representation at Board and Sub-Board level which is reflective of their local business community (including geographies, gender and protected characteristics). The statement should also set out how the LEP will monitor diversity at board level and explain what steps the LEP is taking to ensure diversity in its engagement with local communities and businesses. The diversity statement should include a commitment to ensure that by 2020 at least one third of members of LEP Boards are women with an expectation for equal representation by 2023.”*

*It is best practice for a report to be made to the Board each year discussing progress in encouraging diversity and how improvements can be made. In addition, it is best practice for each LEP to nominate a diversity champion from its Board. Their role will be to encourage diversity and ensure that the LEP is acting in line with its diversity statement.*

- 2.9. The Business Board’s diversity statement has been amended to meet the national guidance (**Appendix 3**).
- 2.10 The diversity statement applies to all sub-groups of the Business Board and whilst appointments are made be on merit, in accordance with Government requirements, the aim is to maintain the gender balance and representation of those with protected characteristics with the following minimum requirements as set out within the national guidance.

## 3.0 FINANCIAL IMPLICATIONS

- 3.1. There are no financial implications

## 4.0 LEGAL IMPLICATIONS

- 4.1. The requirements as to recruitment of the Business Board Chair and Members are set out in the Business Board Constitution and are explained in the report and appendices.

## 5.0 APPENDICES

- 5.1. Appendix 1 – Extract from National Guidance and constitution
- 5.2. Appendix 2 – Job Profile Business Board
- 5.3. Appendix 3 – Amended Business Board Diversity Statement

<b><u>Source Documents</u></b>	<b><u>Location</u></b>
Business Board 28 May 2019: Agenda and reports	<a href="http://cambridgeshirepeterborough-ca.gov.uk/meetings/business-board-meeting-28th-may-2019/?date=2019-05-28">http://cambridgeshirepeterborough-ca.gov.uk/meetings/business-board-meeting-28th-may-2019/?date=2019-05-28</a>
Business Board November 2018 Agenda and reports	