

# Herefordshire Economy and Place Board

## Chair Role and Responsibilities

**Title:** Chair of the Herefordshire Economy and Place Board

**Accountable to:** Herefordshire Economy and Place Board

### Overview of the role purpose

To lead and chair the Herefordshire Economy and Place Board, steering and overseeing the delivery of the Herefordshire Big Economic Plan and external funding, including the UK Shared Prosperity Fund (UKSPF)

### Responsibilities

- Chair and Lead the Board to:
  - Ensure Herefordshire is on track to achieve the vision in the Big Economic Plan by finalising and adopting the Delivery Plan, and overseeing the implementation of actions
  - Oversee the delivery of external funding, including through the UK Shared Prosperity Fund (UKSPF)
  - Make the case to Government, inward investors and others for investment and funding
  - Bring partner resources to bear on delivery
  - Hold each other to account for delivering the actions in the Delivery Plan
  - Work collaboratively with other county level boards, groups and networks
  - Be responsive to changing circumstances and priorities
- Support the development of an effective and collaborative public, private and community sector partnership with representation from across the county
- Chair positive and productive meetings, encouraging Board members to fully participate and contribute, working through problems, and guiding the Board towards consensus and agreement on issues
- Share knowledge, skills and experience to deliver for Herefordshire, and encourage other Board members to do the same
- Be strategic, set priorities, oversee delivery and monitor outcomes against the Big Economic Plan and UKSPF

### Person specification

We are looking to recruit a Chair who has the following strengths and attributes:

- A successful track record in a senior leadership position, with substantial experience of strategic decision-making, governance and delivery
- Substantial experience of building either public and/or private and/or community sector partnerships, either at a local, regional and/or national level

## Metro—Dynamics

- Strong chairing and facilitating skills, with the ability to seek balanced, informed and evidence-based decisions, and reach consensus
- Able to respond to changing circumstances and priorities
- Passionate and committed to deliver for the county
- A deep knowledge of Herefordshire
- Knowledge and experience in one or more areas of our economy: People, Community and Partnerships, Environment and Climate Change, Enterprise, Infrastructure and Investment
- A team player with strong communication skills and emotional intelligence

### Commitment

We require the Chair to chair five meetings of the Board per year. This will require preparation, including reviewing papers and holding other meetings as needed with Board members and delivery partners, to facilitate effective working of the Board. We anticipate that this will be ten days over the course of the year.

The initial term of appointment is three years, and this can be extended for a further term, so the maximum will be six years.

Secretariat support will be provided by Herefordshire Council. This is a pro bono role, but reasonable expenses will be covered.

### Diversity and inclusion

We are keen to be a diverse Board which is representative of Herefordshire and would particularly welcome applications from women, people with disabilities, and people from ethnic minorities.

### How to apply

Please send EOIs, by email to [eandpboard@herefordshire.gov.uk](mailto:eandpboard@herefordshire.gov.uk) EOIs should be no more than 600 words and need to outline how your skills, experience or personal attributes fulfil the requirements of the Chair role.

The deadline for applications is noon, Thursday 18<sup>th</sup> May, 2023. Any applications received after this time will not be accepted. Shortlisting will take place week commencing 22<sup>nd</sup> May, 2023 and interviews, if required, will take place in week commencing 29<sup>th</sup> May, 2023 and week commencing 5<sup>th</sup> June, 2023 (to accommodate availability). We are also recruiting for Board members, which will follow the same timescales. We anticipate that the first Board meeting will be held mid-June, 2023.

The Board Chair and members will be selected by a recruitment panel, made up of a sub-group of the existing Herefordshire Sustainable Growth Strategy Board.

# Metro—Dynamics

## Member Role and Responsibilities

**Title:** Herefordshire Economy and Place Board Member

**Accountable to:** Chair of the Herefordshire Economy and Place Board

### Overview of the role purpose

To contribute to the Herefordshire Economy and Place Board, steering and overseeing the delivery of the Herefordshire Big Economic Plan and external funding, including UK Shared Prosperity Fund (UKSPF)

### Responsibilities

- Contribute to the role of the Board to:
  - Ensure Herefordshire is on track to achieve the vision in the Big Economic Plan by finalising and adopting the Delivery Plan, and overseeing the implementation of actions
  - Oversee the delivery of external funding, including through the UK Shared Prosperity Fund (UKSPF)
  - Make the case to Government, inward investors and others for investment and funding
  - Bring partner resources to bear on delivery
  - Hold each other to account for delivering the actions in the Delivery Plan
  - Work collaboratively with other county level boards, groups and networks
  - Be responsive to changing circumstances and priorities
- Attend and contribute to Board meetings, working collaboratively with other members, demonstrating orderly conduct, striving to reach consensus, and ensuring decisions are taken objectively
- Contribute knowledge, skills and experience to deliver for Herefordshire
- Contribute to strategic decision-making, setting priorities, overseeing delivery and monitor outcomes against the Big Economic Plan and UKSPF
- Take responsibility for leading specific priorities and actions

### Person specification

We are looking for Board members with a range of knowledge and experience. We do not expect Board members to have all of the following strengths and attributes, but that you can instead demonstrate a number of the attributes we need.

- Experience of working in either public and/or private and/or community sector partnerships
- Able to respond to changing circumstances and priorities
- Passionate and committed to deliver for the county
- A deep knowledge of Herefordshire
- Knowledge and experience in one or more areas of our economy: People, Community and Partnerships, Environment and Climate Change, Enterprise, Infrastructure and Investment
- A senior leader with experience of strategic decision-making, governance and delivery, or

## **Metro——Dynamics**

- Experience of setting up or helping run a small business or not for profit enterprise or group, or
- Demonstrable interest and expertise in an aspect of the Herefordshire economy or our Big Economic Plan
- A team player with strong communication skills and emotional intelligence

### **Commitment**

We require Board members to attend five meetings of the Board per year. This will require preparation, including reviewing papers and attending other preparatory meetings, as required. We anticipate that this will be five days over the course of the year.

The initial term of appointment is three years, and this can be extended for a further term, so the maximum will be six years.

Secretariat support will be provided by Herefordshire Council. This is a pro bono role, but reasonable expenses will be covered.

### **Diversity and inclusion**

We are keen to be a diverse Board which is representative of Herefordshire and would particularly welcome applications from women, people with disabilities, and people from ethnic minorities.

### **How to apply**

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The deadline for applications is noon, Thursday 18th May, 2023. Any applications received after this time will not be accepted. Shortlisting will take place week commencing 22nd May, 2023 and interviews, if required, will take place in week commencing 29th May, 2023 and week commencing 5th June, 2023 (to accommodate availability). We are also recruiting for Board Chair, which will follow the same timescales. We anticipate that the first Board meeting will be held mid-June, 2023. The Board Chair and members will be selected by a recruitment panel, made up of a sub-group of the existing Herefordshire Sustainable Growth Strategy Board.

# Annex B

## Indicative Terms of Reference

In March 2023, Herefordshire launched the Big Economic Plan, an ambitious vision to 2050 with a set of outcomes and actions to be delivered over the next five years. The Plan sets out five major changes to ways of working locally that partners have agreed are core to ensuring delivery. One is to establish a new Economy and Place Board to bring together the organisations and people who need to work together to take forward the actions.

### Purpose of the Board

The Herefordshire Economy and Place Board ('the Board' hereafter) is an informal public and private sector partnership, which brings together relevant partners from across the county to steer and oversee delivery of our economic and place strategy.

The role of the Board is to:

1. Ensure Herefordshire is on track to achieve the vision in the Big Economic Plan by finalising and adopting the Delivery Plan, and overseeing the implementation of actions
2. Oversee the delivery of external funding, including through the UK Shared Prosperity Fund (UKSPF)
3. Make the case to Government, inward investors and others for investment and funding
4. Bring partner resources to bear on delivery
5. Hold each other to account for delivering the actions in the Delivery Plan
6. Work collaboratively with other county level boards, groups and networks
7. Be responsive to changing circumstances and priorities

### Principles of operation

We will:

- Act with integrity and objectivity, committing to working in an open, honest and collaborative way, in line with the [Seven Principles of Public Life](#)
- Make a difference through our collective agency, resources and levers as public, private and third sector organisations
- Build on and consolidate existing governance and delivery models, and work with and through other county level boards, groups and networks
- Focus on priority projects and outcomes with responsibilities distributed across the partnership
- Work collaboratively to track progress and proactively unblock issues and challenges
- Engage in an ongoing and meaningful way with young people

# Metro—Dynamics

## Governance

The Board brings together key local public, private and community sector partners. It is not formally constituted and does not have formal decision-making powers. The exercise of statutory powers will remain with the respective sovereign partners, but they can be informed by the consensus of the Board.

The Board can form collective views and shared positions on relevant topics and programmes of work. The Board aims to reach decisions through discussion and consensus. In the rare instances that a decision cannot be reached, the Chair reserves the right to put in place backstop majority voting.

Herefordshire Council will act as the accountable body for the Board as they are the accountable body for UKSPF and much of the funding that will be used to deliver the Big Economic Plan.

## Membership

The membership of the Board will include representatives from:

- Higher Education
- Further Education
- Health
- Herefordshire Council
- Voluntary, Community and Social Enterprise sector
- Marches Local Enterprise Partnership
- Youth network
- Business
- MPs

*[Please note, the names of members will be added once they have been recruited.]*

The Board may amend the membership of the Board at its discretion when it is considered conducive for the effective progression of the Board.

Board Members will need to ensure that any nominated representative or substitute, who attends in their absence, is fully briefed and up to date on all issues, and is authorised to take decisions and/or vote.

Guest presenters or similar may be invited to attend one off meetings to support a relevant item.

## Meetings

The Board will meet approximately five times a year as determined by the Chair. Meetings may be called by the Chair or advised by supporting groups when required to complete business.

Agendas and papers will be sent to members approximately one week in advance of meetings and minutes will be circulated following the meeting. In line with our principles, there will be transparency around the operation of the Board. Agendas, papers and minutes will be published on the Council website, with the exception of confidential materials.

## **Metro—Dynamics**

Herefordshire Council will provide secretariat support by scheduling meetings and issuing papers.

### **Relationships with other boards**

The work of several sub-groups will feed up to the Board and vice versa via relevant members. This will include the Business Board, the Climate and Nature Partnership and Invest Herefordshire. The Board will retain dotted lines to and from the Local Skills Improvement Plan Board, Health and Wellbeing Board, and Herefordshire Cultural Partnership.

### **Conflicts of Interest**

Herefordshire Council will provide guidance on the pecuniary and non-pecuniary interests individuals must declare. All Board members should take personal responsibility for declaring their interests before any decision is considered. A record will be kept of action taken in response to any declared interest, where necessary, this information will be recorded in the central register held by the Council.

### **Terms of Reference review**

These Terms of Reference may be reviewed and modified by the Board