

MEMBER APPLICATION PACK

**London European Structural & Investment
Funds Committee (LEC)**

September 2015

LONDON
ENTERPRISE PANEL



European Union
European Structural
and Investment Funds

Dear Applicant,

Membership of the London European Structural & Investment Funds Committee

Thank you for your enquiry concerning the London Enterprise Panel.

This information pack provides you with information on the role and responsibilities of the Committee, and details about the application process for the post of Committee member representing London's Higher Education, Social Enterprise, Employment Support and Equalities sectors.

If you have any queries on the content of the pack please contact Jamie Izzard, Secretary to the LEP on 020 7983 4420 (text phone 4159).

We look forward to receiving your application.

A handwritten signature in dark ink, appearing to read 'Simon Pitkeathley', with a long horizontal flourish extending to the right.

Simon Pitkeathley
Chair, Shadow London European Structural & Investment Funds Committee

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1. Introduction

Thank you for your interest in the London European Structural & Investment Funds Committee. This is an exciting opportunity where you can bring your experience and skills to support London's future economic development.

2. About the London European Structural & Investment Funds Committee (LEC)

The LEC is responsible for advising on the development and delivery of the London European Structural & Investment Funds (ESIF) strategy 2014-20, ensuring that local strategic aims are considered alongside national strategic and operational objectives and that maximum impact is achieved through the European Social Fund (ESF) and European Regional Development Fund (ERDF), thereby contributing to the delivery of the overall national ESF and ERDF Operational Programmes. It is responsible for overseeing the development of an appropriate pipeline of proposals; advising on investments; and monitoring performance against targets at the London level.

The Committee meets quarterly, including on the following dates:

- 29 October 2015, 10.00am at City Hall
- 28 January 2016, 10.00am at City Hall
- 26 April 2016, 3.00pm at City Hall

Further information on the Committee and its Members can be found at lep.london/about/meetings

3. Membership and Governance

In line with European Commission (EC) regulations, the Government established a national, England-wide Programme Monitoring Committee (known as the Growth Programme Board) to oversee and approve aspects of the implementation and delivery of the 2014-20 ESF and ERDF programmes. It is chaired by Government and comprises stakeholders from the public and private sectors.

Government required each of the 39 local enterprise partnership areas to establish a local 'LEP Area ESI funds sub-committee'; these sub-committees report to the Growth Programme Board. The role of the sub-committees is to help ensure that ERDF and ESF investments are complementary to interventions funded through local public and private sector funding. London's sub-committee (the LEC) was established in shadow form in January 2015; it is due to be formalised in October 2015.

The London Enterprise Panel (LEP) appoints the members of the LEC representing categories of membership that it considers will further the Committee's purpose. The composition of the LEC will reflect the breadth of partners specified in Article 5 of the EU Common Provisions Regulation and the Code of Conduct on Partnership, and be representative of the population of the geographic area covered by the London ESIF Strategy. In putting together the LEC, the LEP and Government will have due regard to

the Public Sector Equality Duty, taking account of the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people with and without a protected characteristic.

The Membership will represent the following areas/organisations:

- London Enterprise Panel;
- Local Authority;
- Business partners (including small businesses and social enterprise as appropriate to the London area);
- Voluntary & Community Sector;
- Equalities and non-discrimination;
- Environmental sector (with relevant expertise in e.g. sustainable development);
- Trade Union and employer representation;
- Higher Education;
- Education, skills & employment;
- Managing Authorities for each of the ESI funds and BIS local; and
- Others as wanted/needed by the London ESIF Committee. If the Committee so wish, they may also invite representation from the European Commission as an advisory member. (It will be up to the European Commission to decide how to respond to any such requests).

4. Role Specification

The role

The LEP is seeking to appoint members from London's Higher Education, Social Enterprise, Employment Support and Equalities sectors.

Duties

- Attend all meetings of the Committee whenever practicable. Meetings are quarterly.
- Contribute to the development of strategies, policies and plans including taking a prominent role in developing the work programme for the Committee.
- Ensure that in reaching decisions the Committee acts in a way consistent with the Greater London Authority's statutory purposes, strategic and regulatory framework and directions and guidance provided by the Government.
- Promote a high standard of decision making and oversight of the administration of any funds distributed by the Committee.
- Ensure that the diversity of London's communities and economy is reflected in the work of the Committee.

Person Specification

To fulfill the role of Committee member, applicants will:

- Be able to demonstrate an ability to speak on behalf of their sector and its constituencies, providing the agreed position in relation to issues discussed at meetings;
- Have an understanding of the economic context in London;
- Understand local investment priorities and have knowledge of the local conditions, needs and opportunities to bring forward project proposals that meet the strategy and objectives set out in the national European Social Fund (ESF) and European Regional Development Fund (ERDF) Operational Programmes¹;
- Be familiar with the London European Structural & Investment Funds including Cross Cutting Themes and the outputs and results sought;
- Understand the strategic context for investment decisions taken and be able to take part in discussions around project investment; and
- Be willing to familiarise themselves with the EC and Government-required monitoring arrangements for ESIF-funded projects and programmes.

Profile of successful candidates

The Members representing London's Higher Education, Social Enterprise, Employment Support and Equalities sectors will demonstrate senior and substantial experience. They will focus on their area of expertise and its cross-disciplinary contribution to the economic strengths of the capital. They will have a clear view of the opportunities and challenges facing their area. They will have the skills and contacts to be able to act as an effective conduit between their area and the Committee.

Higher Education representative:

- Candidates must demonstrate an excellent knowledge of the role of the higher education sector in London, including meeting the higher level skills needs of its young people, and supporting businesses to innovate, commercialise and grow. The successful candidate will bring individual and institutional expertise in working with a diverse range of students and businesses reflective of London's communities.

Social Enterprise representative:

- Candidates must demonstrate a broad understanding of how social enterprises come together, grow, add value to local communities, and play an important role in London's diverse business landscape through the sector's clear sense of social mission and reinvestment of profits.

Employment representative:

- Candidates must have an excellent working knowledge and understanding of employment support programmes and policies in London, nationally and where possible internationally. In particular, a good level of knowledge is needed on

¹ Available via www.gov.uk/guidance/england-2014-to-2020-european-structural-and-investment-funds

policies and programmes relating to supporting individuals with multiple barriers into work.

Equalities sector representative:

- Candidates must have an excellent working knowledge of equality legislation and regulations, including the Equality Act 2010 and the Public Sector Equality Duty. The successful candidate will have experience of contributing to the equality analysis of funding programmes and assisting in the development and implementation of policy on equality issues.

5. Appointment details

The LEP will confirm appointments to the Committee. Shortlisted applicants will be interviewed by a selection panel; the panel will make recommendations for appointment by the LEP.

This appointment process will be managed by the Greater London Authority (GLA) on behalf of the LEP. The GLA promotes an equal opportunities policy and appointments are made on merit, following a fair and transparent process. These appointments are governed by Nolan principles and apply the principles of the Mayor of London's protocol on appointments.²

Following assessment of your application against criteria for appointment, advice will be submitted to the LEP who will determine the appointments.

Eligibility

The aim is that the Committee should reflect London's diversity so we welcome applications from all sections of the community regardless of gender, age, marital status, disability, religion, ethnic origin, political opinion, sexual orientation or whether or not you have dependents.

Managing Conflicts of interest

Candidates should state any potential for conflicts of interest in their application, and this will be explored with short-listed candidates at interview. This includes details of business, financial or other interests or any personal connections, memberships or associations which, if you are appointed to the Committee, could be misconstrued or cause embarrassment to the Mayor of London, the Committee or the wider LEP.

Time Commitment

It is anticipated that the Committee will meet quarterly. Meetings will take place in central London. Members may also be asked to attend sub-group meetings or additional meetings of the Committee as required.

Remuneration/ Expenses

The position of Committee member is honorary and unremunerated although members will be entitled to be reimbursed, in accordance with the GLA's Expenses and Benefits

² www.london.gov.uk/who-runs-london/greater-london-authority/corporate-governance/how-gla-organised

Framework, for travel expenses reasonably incurred in performing their role in connection with the Committee.

Term of the Appointment

Initially the term of the appointment will for three years. The LEP retains the right to terminate appointments at any time with immediate effect by giving written notification.

Start Date

Appointees are expected to be available to take up their role by the end of October 2015.

6. How to Apply

Candidates are invited to apply by submitting a CV and cover letter. You will be asked to provide the following:

- Contact details, eligibility, interview availability
- If any GLA employees are known to you
- Recruitment monitoring information

Upload your most recent CV which includes

- Employment, public appointments and qualifications history
- Names and details of two referees who are willing to provide a reference
- Any conflicts of interest you may have or which may arise if appointed
- Information regarding any Directorships you hold.

Upload a cover letter which details the relevant experience that equips you to serve as a member of the Committee, and in particular addressing the criteria listed above under role specification.

These two documents combined should be no more than 4 sides in length.
All applications submitted will be acknowledged by receipt email.

If you have a disability which may cause difficulty in completing an online application form or have any queries regarding the application process, please contact Farhana Patel at Farhana.Patel@london.gov.uk

The closing date is midnight Thursday 1st October 2015.

Interviews will be held on Thursday 8th and Thursday 15th October 2015.

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