

# **MAYOR OF LONDON**

## **WORKSPACE ADVISORY GROUP**

### **MEMBER APPLICATION PACK**



Dear Applicant,

## **Membership of the Workspace Advisory Group**

Thank you for your interest in the GLA's Workspace Advisory Group.

This is an exciting opportunity where you can bring your experience and skills to support London's development of workspaces including Incubators, Accelerators, Co-working spaces, Artist Studios, Maker spaces and Wet Labs.

This pack provides you with information on the role and the responsibilities of the Group and details the application process to become a member of the Group.

If you have any queries on the content of the pack, please contact [Maria.Diaz@london.gov.uk](mailto:Maria.Diaz@london.gov.uk) or 020 79836518.

We look forward to receiving your application.

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## **1. Background**

Workspaces such as Incubators, Accelerators, Co-working Spaces, Artists' Studios, and Maker spaces, play an important role in the continued success of London. They allow businesses and professionals to share space, facilities, and/or specialist equipment, on flexible terms, managed according to their criteria and purpose. Broadly defined, these workspaces have shared facilities, flexible terms, and curate users such as entrepreneurs, creatives and small businesses. Some providers operate commercial models with high yields and growth ambitions whilst others provide relative affordability with socio-economic outcomes.

The Workspace Providers Board was set up in 2017 to help to support the Mayor's commitment to;

- Limiting the conversion of office space to residential space through permitted development rights.
- Encouraging the provision of affordable workspace through planning policy and good practice.
- Ensuring new developments include non-residential space suitable for the needs of small businesses.

Given the success of the Workspace Provides Board we have now extended the remit and membership of the Board and re-branded it as the Workspace Advisory Group. This will ensure that the Group represents users of workspace as well as London Councils, a greater mix of inner and outer London workspace providers, larger workspace providers, providers of fixed office space on flexible terms, and developers that include workspaces among their portfolios.

We are now seeking to appoint additional four Members to work alongside the existing Members of the group.

## **2. Working with the London Economic Action Partnership**

The London Economic Action Partnership (LEAP) is the local enterprise partnership for London. Chaired by the Mayor, LEAP is responsible for the allocation of significant capital regeneration funds including the Good Growth Fund, a £70 regeneration fund managed by the Greater London Authority on behalf of LEAP.

LEAP has also committed to supporting enterprise and entrepreneurship in London and its core priority and has identified workspace as a key focus of this work, particularly in terms of affordability, flexibility and availability. This Group will therefore play a key role in advising LEAP on actions to support this agenda and as

such the LEAP's champion for small business will co-Chair the Group alongside a representative from the workspace sector.

### **3. Role Specification**

#### **Duties**

- Attend all meetings of the Group whenever practicable. Meetings are quarterly, or as business dictates;
- Contribute to the development of strategies, policies and plans including taking a prominent role in developing a work programme, project or topic;
- Ensure that in reaching decisions, the Group acts in a way consistent with the GLA's statutory purposes, strategic and regulatory framework and directions and guidance provided by HM Government;
- Promote a high standard of decision making;
- Ensure that the diversity of London's communities and economy is reflected in the work of the Group; and
- As required, represent the Group and act as an ambassador for the Mayor and London.

#### **Criteria**

To fulfil the role, applicants will have:

- Substantial experience of the workspace sector, particularly incubators, accelerators, co-working, artist's studios, maker spaces either as a workspace provider, user or developer;
- An understanding and interest individually in investment, enterprise, innovation, skills and the promotion of sustainable growth, or multiples of these;
- An ability to contribute effectively to the Group in developing strategy;
- An ability to drive improvement in the delivery of enterprise matters in London and the implementation of the Group strategy;
- High level experience of representing and/or influencing bodies;
- High level experience representing the views of the workspace sector, workspace users or developers of workspace;
- An ability to act as a conduit between the workspace sector and the GLA; and

- An ability to represent the Mayor, LEAP and Group effectively to external stakeholders.

### **Profile of successful candidates**

Individuals applying to become members will demonstrate substantial experience from at least one of the categories mentioned above. They will show an understanding of the workspace sector in London. They will have a clear view of the opportunities and challenges facing the sector. In particular, they will provide expert advice on how the Group might help address the mismatch of opportunities in the capital. They will have the skills and contacts to be able to act as an effective conduit between the workspace sector, the Group, LEAP and the GLA.

In order to complement the existing membership of the Group, we are looking to recruit individuals that can represent:

- Users of workspace;
- Workspace providers, including:
  - representation from outer London social enterprises;
  - providers with at least more than 10 spaces across London; and
  - providers of wet lab facilities;
- Developers that include workspaces among their portfolios.

The successful candidates will be the individuals who best meet the criteria laid out in the role specification.

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

## **4. Appointment Details**

### **Time Commitment**

It is anticipated that the Group will meet quarterly.

### **Remuneration/ Expenses**

The position is honorary and unremunerated.

### **Term of the Appointment**

The term of the appointment will be reviewed every 12 months.

### **Conflicts of Interest**

If you decide to apply please give details of any business or other interests or any personal connections which, if you are appointed to the Workspace Advisory Group, could be misconstrued or cause embarrassment to the Mayor, the Greater London Authority or the Workspace Advisory Group. This includes financial interests or share ownership, active connections or memberships of societies or associations

## **Start Date**

Appointees are expected to be available to take up their role by **April 2019**.

## **5. Appointment process**

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

Following assessment of applications against the role specification criteria, shortlisted applicants will be interviewed by a selection panel of GLA officers. Interviews dates are to be confirmed.

The Mayor of London will confirm the appointments

## **6. How to apply**

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

Candidates are asked to submit a CV and covering letter (5 sides combined) via the online application system, giving details of the relevant experience that equips you to serve as a Member. Please address criteria outlined in the role specification.

Please include the name and contact details of two referees and any relevant information regarding your eligibility for appointment and any Directorships you hold. You must submit your CV and cover letter via our online recruitment system. You will also be asked to provide recruitment monitoring information.

You can submit your CV and covering letter via the GLA [online recruitment system](#). You will also be asked to provide recruitment monitoring information.

If you would like to discuss this role or the planned work of the Workspace Advisory Group, please contact Maria Diaz at [Maria.Diaz@london.gov.uk](mailto:Maria.Diaz@london.gov.uk) or 020 79836518.

If you have any queries regarding the application process or if you require information in an alternative format, please email [glajobs@london.gov.uk](mailto:glajobs@london.gov.uk)

All data will be processed in accordance with the provisions of GDPR and the Data Protection Act.

The closing date for submission of applications is **Thursday 28 February 2019 at 23:59 GMT**.

# TERMS OF REFERENCE

## 1 Introduction/Purpose

- 1.1 The purpose of the Workspace Advisory Group (WAG) is to advise the Greater London Authority (GLA) and the London Economic Action Partnership (LEAP) on issues related to availability, affordability, growth, development and long-term sustainability of London's workspaces. This includes Incubators, Accelerators, Co-working Spaces, Artists' Studios, Maker spaces, Serviced office space, sub-prime office space and office space provided on flexible lease terms.
- 1.2 WAG is a non-incorporated consultative and advisory body established by the Mayor under sections 30 and 34 of the Greater London Authority (GLA) Act 1999, whose Members he appoints under those same powers. As a Mayoral appointed body with no separate, independent or corporate legal status, WAG must operate through the GLA which is required to act as its "accountable body" where funding arrangements are entered into.
- 1.3 As such, WAG must comply with the GLA's corporate governance, financial, legal and procurement frameworks and processes and in particular must not put the GLA in breach of its accountable body obligations. The implementation of WAG's recommendations will be undertaken by the GLA through its financial regulations and officer delegations

## 2 Terms of Reference

- 2.1 The terms of reference of the Group shall be as follows:
  - Advise and act as a sounding Group for the Greater London Authority (GLA) and the London Economic Action Partnership (LEAP) on issues related to:
    - the availability, affordability, and flexibility of workspace in London;
    - the social, cultural and economic value provided by London's workspace sector; and
    - the growth, development, and long- term sustainability of London's workspace sector
  - Engage with, convene and seek to represent the wider workspace sector;
  - Promote relevant initiatives instigated by the Group, the GLA and/or LEAP to the wider workspace community;
  - Provide input into relevant planning policy and research, including on permitted development rights and the inclusion of workspace in housing-led developments;
  - Advise on proposals for public sector investment in workspace as appropriate;



- Assist in reviews of new or on-going public-sector workspace projects; and

A comprehensive workplan for 2019-20 will be agreed at the first meeting of the Group in February 2019.

### **3 Authority**

- 3.1 The Group is authorised to investigate any activity within its Terms of Reference.
- 3.2 The Group may make recommendations to the GLA and LEAP through the Group's Secretariat, which shall be provided by the GLA.
- 3.3 The Chair/Co-Chairs do not have delegated authority for any budgets or any decision-making role. This responsibility remains with the GLA
- 3.4 In Conducting its business, the Group must consider any resource implications and have regard to existing GLA processes and any guidance or legislation issued by HM Government in respect of local enterprise partnership.

### **4 Membership**

- 4.1 Membership must be formed of no more than 15 representatives from the workspace sector, including:
  - Users of workspace;
  - Workspace providers, including representation from outer London social enterprises and providers with at least more than 10 spaces across London;
  - Developers that include workspaces among their portfolios;
  - A representative from the enterprise support sector; and
  - A representative of London Councils
- 4.2 The Group will be co-chaired by a representative from the workspace sector and the London Economic Action Partnership's (LEAP) champion for small business.
- 4.3 Group Members (other than any appointed by virtue of another role they hold (i.e. ex officio Members)), or those already appointed to positions of employment or elected office at the Greater London Authority (GLA) or Group membership or employment at a GLA functional body) will be recruited and selected in accordance with the GLA's Protocol on Mayoral Appointments.
- 4.4 WAG meetings may also include observers from London Councils, and London Borough officers as invited by the GLA.
- 4.5 Appointees other than ex-officio members sit on the Group as individuals and not to represent the views of their company or representative body, although members should be able to represent the views of workspace providers as a sector and act as a conduit between the wider sector and the GLA.

#### 4.6 Current Membership

LEAP representative:

- Simon Pitkeathley

Workspace Providers:

- Sara Turnbull - Chief Executive of Bootstrap Company
- Michael Owens - Commercial Director of Bow Arts Trust
- Alice Fung - Director of 00
- Nick Hartwright - Founder and director of The Mill Co. Project
- Nichole Herbert Wood - Second Floor Studio Arts
- Charles Armstrong – The Trampery
- Jeannette Pritchard - Ugli

Enterprise Support:

- John Spindler / Alison Partridge (role share) - Capital Enterprise

London Councils representative:

- Nominee to be confirmed

#### Vacancies

We are looking to recruit individuals within the following categories:

- Users of workspace;
- Larger workspace providers (10 or more sites), operating both shared workspace and flexible office accommodation;
- Wet Labs;
- Providers operating in London's outer boroughs; and
- Developers of workspace.

### **5 Length of Tenure**

- 5.1 The length of tenure for all WAG Members shall be stated in their letter of appointment.
- 5.2 A Group Member may resign at any time by giving notice to the Mayor in writing having immediate effect.
- 5.3 The Mayor, following consultation with the Chair/co-Chairs, may terminate a Member's appointment to the Group before the expiry of his/her period of appointment.
- 5.4 Without prejudice to 5.3 above, an appointment may be terminated by the Mayor in consultation with the Chair/co-Chairs if the appointee fails to attend 3 consecutive meetings without reasonable justification.

## **6 Quorum**

- 6.1 Meetings of the Group will be quorate when half of its Members are present. A Member who is obliged to withdraw under the Code of Conduct for Members shall not be counted towards the quorum
- 6.2 For the purpose of determining whether a quorum is present, a Group Member may be counted in the quorum if they are able to participate in the proceedings of the meeting by remote means e.g. telephone or video link (or equivalent) and remain available throughout the discussion and decision for each item for which they are counted as part of the quorum.

## **7 Organisational Arrangements**

- 7.1 The WAG will meet quarterly or as the Chair/co-Chairs agree between them. However, if the Chair/co-Chairs of the Group agree that a meeting is not necessary, the meeting may be cancelled.
- 7.2 The Chair/co-Chairs or any three Group Members following consultation with the Chair/co-Chairs may request Secretariat to convene an emergency or special meeting of the Group which shall be held as soon as reasonably practicable after the request is made.
- 7.3 Reasonable notice (ordinarily at least five clear working days) must be given to Group Members of any additional Group meeting
- 7.4 The Agenda, all reports and other items for consideration by the WAG must be published and circulated five clear working days prior to the meeting (excluding an emergency or special meeting of the Group). Only in exceptional circumstances, and with the agreement of the Chair/co-Chairs, will the agenda and reports be tabled at the meeting or circulated within the five-clear working day period. Papers will normally be circulated in electronic form.
- 7.5 Secretariat shall record the names of all Group Members and additional attendees present at a meeting in the minutes. The minutes of the meeting shall be prepared by secretariat and shall be submitted for approval as to their accuracy to the next meeting. Draft minutes will be published and circulated to members within ten clear working days of the meeting.
- 7.6 Agendas and reports will be posted on the LEAP website, except in those cases where information may be exempt from disclosure under the Freedom of Information Act.
- 7.7 Recommendations of the Group will be presented to the GLA or LEAP through a report or decision form as appropriate.

## **8 Code of Conduct & Declaration of Interests**

- 8.1 When undertaking work in connection with the Group, Members are required to agree to comply with the standards and processes relating to conduct as detailed in the Code of Conduct (“the Code”) as set out in letters of appointment and any relevant applicable provisions of the GLA Group’s Corporate Governance Framework Agreement (as approved and amended from time to time).
- 8.2 The Code will include provisions in relation to adhering to the seven principles of public life (the Nolan principles) and the potential disclosure and registration of personal interests where they are affected by the work of the Group.
- 8.3 The Mayor reserves the right to amend the Code, in consultation with the Chair/co-Chairs of the Group. Group Members will be given notice of any such amendment and the opportunity to comment at a Group meeting.
- 8.4 Members should exercise their judgement as to whether or not they have a Disclosable Pecuniary Interest in relation to any matter to be considered or being considered at a meeting of the Group.
- 8.5 Where a Member has a Disclosable Pecuniary Interest, they must disclose that interest to the meeting or to Secretariat prior to the meeting. They must not participate in any discussion of the matter at the meeting or participate in any vote taken on the matter at the meeting unless they have obtained a dispensation from the GLA’s Monitoring Officer. The GLA’s Monitoring Officer can provide advice on Disclosable Pecuniary Interests on request.

## **9 Openness and Transparency**

- 9.1 The Mayor is committed to openness in his administration and is committed to making the work of this Group transparent. To achieve this, access to information will be available in line with Mayoral policy.
- 9.2 Minutes and reports will be released with the agenda except in those cases where information in the papers *may* be exempt from disclosure under the Freedom of Information Act (FOIA). These reports will be classed as reserved papers.
- 9.3 The main exemptions that are likely to make information reserved relate to:
  - commercial sensitivity
  - information provided in confidence
  - personal data
  - legal professional privilege
  - Information intended for publication at a future date
  - prejudice to the free and frank provision of advice and exchange of views

- 9.4 Reserved reports can still be requested under the FOIA, at which stage the GLA will consider these requests on a case by case basis (taking into consideration such factors as timing and the public interest test).
- 9.5 The meetings themselves will not be public to reflect the accountability arrangements Parliament has put in place for the GLA that is the Mayor is answerable to the London Assembly through Mayor's Question Time only after he has taken decisions.
- 9.6 Summary minutes of the meetings of the Group will be agreed within two weeks of any meeting taking place. These will be circulated to Members and within two weeks of the meeting to which they relate and may be posted on the LEAP website.