



Cambridgeshire & Peterborough Combined Authority Business Board - Member Recruitment Pack



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY



THE BUSINESS BOARD

Your Application

Dear Applicant,

Thank you very much for your interest in applying for Private Sector NED Member on the Cambridgeshire & Peterborough Combined Authority (CPCA) Business Board. On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application.

To apply, you will need to submit:

- An up-to-date CV which shows your full career history – we recommend that this is no longer than three pages
- A supporting statement explaining why you are interested in this role, detailing how you are a good candidate for this post and how you fulfil the person specification.

If you are interested in the position, please send your application to businessboard@cambridgeshirepeterborough-ca.gov.uk. You will receive an acknowledgement within 24 hours of receipt. Please use a secure email address.

If you would like further information, please request an informal discussion about the role and organisation with the Business Board Manager at CPCA.



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An Introduction to the Business Board

Cambridgeshire & Peterborough Combined Authority was established as a Mayoral Combined Authority in 2017 to make life better, healthier, and fairer for the region. Cambridgeshire and Peterborough is a high growth area that is a world leader in science and technology, with unparalleled levels of cutting edge research, growth businesses and highly skilled jobs. The area is a significant net contributor to the UK economy. With such rapid growth in specific areas and wider post-pandemic and cost of living difficulties being experienced by many communities, sufficient infrastructure and equitable growth across the entire region are substantial challenges for the near future. It is considered that investment in the region is much more likely to generate a positive return to the UK economy than the same investment elsewhere in the UK and therefore this position needs to continue to be nurtured, amplified, and prioritized with future devolution attracting further investment in infrastructure and skills. As the authority revises its focus to 2025, much of the original purpose and ambition remains, with increased attention to address post-pandemic areas of deficit and more recent impact of climate, energy, and cost of living crises. This signals a transition from the original devolution and broad ambition of the Combined Authority to a more focused strategic ambition and defined priority areas.

The Combined Authority comprises the seven local authorities (referred to as the Constituent Councils) and the Business Board. The Business Board’s role is to drive sustainable and inclusive economic growth for the area and its flagship programme was the Local Growth Fund, which has provided government capital funding to be invested in local projects which help overcome strategic barriers to growth – from road improvements and incubator space, through to new skills facilities and space for innovation. The successes with this fund have been well publicised and continue to demonstrate positive news which reflects positively on the role of the Board and the difference it is making a positive impact on job creation and economic growth.

The Levelling Up White Paper highlights the need for public-private partnership in delivering the 12 levelling up missions locally and the parameters for business and skills support have been recast with the coming of the UK Shared Prosperity Fund. National policy indicates a need for the purpose of LEPs to be focused on collaborative and strategic direction, influence, and delivery.

The Role of the Business Board

The Business Board is a crucial contributor to the economic future of Cambridgeshire and the role of members is to:

- Engage business voice in local strategy
- Work with local leaders to carry out strategic economic planning and maintaining a local economic evidence base
- Deliver Growth Hub, Trade and Investment, Careers Hub and Skills Partnership activities
- Support Devolution deals.

The Combined Authority is taking the opportunity to rerecast the role and function of its Business Board in a way that creates a stronger partnership between accountable local politicians and local businesses, one that will enable the business voice to be more embedded in the CPCA’s strategy, structures and processes. It is important that the Business Board has the capability to deliver cross sector and regional geographical business representation for the Combined Authority and can engage appropriate business clusters as required by the Combined Authority for intelligence and consultation. The purpose of the CPCA Business Board is to transition from being an executive programme board to a strategic advisory one providing.

It is important that the Business Board has the capability to deliver across business sectors and regional geographical representation for the Combined Authority and can engage appropriate business clusters as required for intelligence and consultation. There is now a significant opportunity for the Business Board to further influence the industrial future of Cambridgeshire and Peterborough and be voice amongst key stakeholders in standing up for the needs of businesses in the area. New members will be joining at the ideal time to shape the new future of the Board, and set its identity as an advisory body. It will also be an opportunity to meet key stakeholders, visit projects, and engage with events, media and other networks to understand the area better.

Person Specification

The following criteria have been agreed for appointing Private Sector NED Members to the Business Board, including the Chair and Vice-Chair. Private sector representatives must have experience of being a Chair/CEO/MD/Senior Manager/Senior Partner of a business and therefore be:

- A successful businessperson
- Dynamic with good communication skills
- Passionate about improving Cambridgeshire & Peterborough.

The key sectors for which the Business Board is responsible includes:

- Advanced Manufacturing and Materials
- Agritech and Clean-Tech
- Life Sciences and Biotech
- Digital and AI
- Education and Skills.

Whilst applicants should be industry leaders in key sectors, the CPCA is also seeking to recruit members from the following areas:

- Environmental Sustainability and Net Zero
- Third Sectors
- Construction and Infrastructure
- Employee Representation.

Applicants should be able to demonstrate:

- High level and broad management skills, both at a strategic and operational level, utilised in a complex organisation or SME.
- An understanding of how to translate local, regional, national government policy into workable, strategically focused on delivery and improvement.
- Well networked with an extensive knowledge of the needs of specific sectors/stakeholders including barriers to business growth (e.g. skills and transport) and their impact upon Cambridgeshire & Peterborough particularly from the growth and enabling sectors.

- Political Awareness with the ability to proactively engage in influencing the shaping of policy and lobbying government.
- A knowledge of designing and implementing approaches to working to constantly assess and challenge the effectiveness and efficiency across a broad range; not limited to a single specialism.
- The knowledge and expertise to be a change management leader for Cambridgeshire & Peterborough

We are looking for the right person with the ability to create an environment in which new opportunities are created and acted upon. A person with the skills, knowledge, and passion to drive forward and progress the new role and functions of the Business Board:

- The Business Board will work with the CPCA public affairs function to identify key opportunities to engage the business community on influencing priorities with Government and maintain a role of developing local business networks to support this.
- A partnership approach and culture should be established between Boards whereby the Business Board can provide timely advice on decisions to be taken by the CPCA Board. Business Board members will create space to have policy and strategy discussions with the CA Board and officers.
- The Executive Director for Economy and Growth will work closely with the Business Board Chair to set strategic direction for the Board along with the Chief Executive and Mayor to align decision-making.
- To develop the necessary relationships with other business forums in the region such as the Chamber of Commerce and that it has the capability to engage appropriate business sectors/clusters as required by the Combined Authority for key consultations.



Requirements for Board Membership

Business Board Private Sector NED Members should be employed by or have a substantial interest (by virtue of ownership / control) in businesses in the area served by the Business Board.

Furthermore, Private Sector NED Members must not:

- (a) be a member, officer of the Combined Authority, or a County Council, Unitary Council, District Council within the area served by the Business Board, or otherwise employed under the direction of a local authority;
- (b) be a non-executive director or officer of an NHS Trust;
- (c) be subject to a bankruptcy restriction order or interim order;
- (d) be subject to a sexual risk order or be on the sexual offender’s register;
- (e) be subject to a civil injunction or criminal behavior order;
- (f) be disqualified from acting as a director, a charter trustee or charity trustee
- (g) within five years before the date of submission of application, have been a director or person of significant control of a company subject to a creditor’s compulsory liquidation
- (h) within five years before the date of submission of application, have been convicted of any offence and have had passed on them a sentence of imprisonment, whether suspended or not, for a period of not less than three months without the option of a fine.
- (i) be an active member of parliament, serve as an officer in any recognised political party or make substantial personal contributions to any recognised political party.

Members work closely with the CPCA Chief Executive and officers to set strategic direction for the Business Board, including how the Board works in partnership with elected members and the CA Board to implement economic strategy. Furthermore, to with Business Board members to develop relationships with business networks in the region and seek opportunities to engage on CPCA economic strategy. The Business Board Chair agrees with the CPCA Chief Executive and Business Board members the time commitments of members, frequency of meetings, and input required from the Board for CPCA’s work across an annual cycle.

Principal Terms and Conditions

Remuneration

£5k per annum

Time Commitments

Business Board Meetings (Formal)	6x annually (3 hours per meeting) * <i>Potentially moving to Quarterly</i>
Combined Authority Sub-Committee Meetings	6x annually (2-3 hours per meeting)
Business Board Activity Update Meetings (Informal)	6x annually (1.5 hours per meeting)

**Please note these time allocations are approx. and may change as per business needs. There are additional opportunities to be involved in work-streams and sub-groups to represent the Business Board*

Location of Meetings

All meetings are being conducted via Zoom and Microsoft Teams; going forward, location and format of meetings may be subject to change and format. Meetings will be held in the Cambridgeshire & Peterborough area.

Key Dates and Application Timeline

Application Closing Date

5pm on Monday 12th February 2024

Interview Dates

1st Slot – Friday 16th February 2024
Other slots – TBC

Board Confirmation & Appointments

Business Board Meeting (March 2024)

Induction

April 2024 (First Business Board Meeting – May 2024 (AGM))



Further Resources

- CPCA Strategy & Business Plan 2023/24
- Economic Growth Strategy 2023
- [Local Growth Fund – Dashboard](#)
- [Business Board Member Biographies](#)





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