

GREATER LONDON AUTHORITY

**WORKSPACE
PROVIDERS
BOARD**

MEMBER APPLICATION PACK

Thank you for your interest in the GLA's Workspace Providers Board.

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 and Maker spaces.

This information pack provides you with information on the role and responsibilities of the Board, and details about the application process to become a member of the Board

If you have any queries on the content of the pack please contact
Levent.Kerimol@london.gov.uk or 020 7983 5815.

We look forward to receiving your application.

MAYOR OF LONDON

Draft Terms of Reference

Introduction

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.

The Workspace Providers Board ('the Board', WPB) is established as an advisory body to the Greater London Authority (GLA) under the direction of the Deputy Mayor for Planning Regeneration and Skills.

Terms of Reference

The draft Terms of Reference of the Board (to be agreed at the first meeting) shall be as follows:

- Advise the Greater London Authority (GLA) on issues related to the availability, affordability, growth, development, and long term sustainability of London's workspaces;
- Engage with and seek to represent the wider network of workspace providers;
- Carry out and encourage other workspace providers to carry out more consistent monitoring of their social, cultural, and economic value and achievements;
- Provide input into relevant planning policy and research, including on permitted development rights;
- Advise on proposals for public sector investment in workspace as appropriate;
- Assist in reviews of new or on-going public sector workspace projects.
- Provide a point of contact and guidance to boroughs and developers about workspace;

Authority

The Board is authorised by the Mayor of London to investigate any activity within its Terms of Reference.

The Board may make recommendations to the relevant Deputy Mayors through GLA officers.

The Chair (or Co-Chairs) of the Board do not have delegated authority for any budgets or any decision making role. This responsibility remains with the GLA.

Membership

Membership must be formed of no more than 14 representatives of different workspace providers which should include a range of representatives from large and independent providers representing a range of aims, provider types and sectors.

The Chair (or Co-Chairs) of the Board will be appointed as part of the application process.

The Board meetings may also include observers from London Councils, and London Borough officers as invited by the GLA.

Appointees sit on the Board 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.

Attendance at Meetings

The lead officer will be the GLA's Executive Director of Development, Enterprise and Environment or his/her nominee. GLA Regeneration, EBPU, and Culture will nominate a

standing member. GLA officers will act as secretariat for the Board and will attend to provide secretarial and logistical support, take the minutes of the meeting and provide advice on governance and procedural matters. Other GLA officers will attend meetings as appropriate to facilitate discussion of any given matter.

If a member of the Board does not attend three consecutive meetings, membership will be terminated so the vacancy can be offered to another Provider. Only on an exceptional basis will members of the Board be allowed to delegate their attendance at a meeting to another individual. In those exceptional cases, it will be expected that the individual replacing the member will be of sufficient seniority to provide policy direction and advice to the Board.

Reporting Procedures

All reports and other items for consideration by the Board must be circulated to members at least five clear working days prior to the meeting (excluding an emergency or special meeting of the Board). Only in exceptional circumstances, and with the agreement of the Chair (or co-Chairs), will reports be tabled at the meeting or circulated within the five clear working day period. Reports will normally be circulated by email. Recommendations of the Board will be presented to the Deputy Mayor for Planning Regeneration and Skills by way of a report at officer meetings.

Frequency of Meetings

Meetings shall be held on a quarterly basis until such time as the Board decides to meet at different intervals, for 2 months after the end of this Mayoralty. If the Chair (or Co-Chairs) of the Board decide that a meeting is not necessary, they may decide to cancel the meeting. The Chair (or, where applicable, Co-Chairs) may also call additional meetings or informal meetings as required.

Disclosable Pecuniary Interests

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 Board.

Where a Member has a Disclosable Pecuniary Interest, they must disclose that interest to the meeting (or, if it is a sensitive interest, disclose the fact that they have a sensitive interest 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.

Openness and transparency

The Mayor is committed to openness in his administration and is committed to making the work of this Board transparent. To achieve this, access to information will be available in line with Mayoral policy.

Agendas for the Board will be posted on the GLA's website.

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.

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

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).

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.

Summary minutes of the meetings of the Board will be agreed within two weeks of any meeting taking place. These will be circulated to Members and posted on the GLA's website within two weeks of the meeting to which they relate.

Role Specification

Duties

- Attend all meetings of the Board 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 Board 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 Board; and
- As required, represent the Board and act as an ambassador for the Mayor and London.

Criteria

To fulfill the role, applicants will have:

- senior and substantial experience with relevant workspace, particularly Incubators, Accelerators, Co-working-, making or Artist's workspaces;
- 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 Board in developing strategy;
- an ability to drive improvement in the delivery of enterprise matters in London and the implementation of the Boards' strategy;
- high level experience of representing and/or influencing bodies;
- high level experience representing the views of the workspace sector;
- an ability to act as a conduit between the sector and the GLA;
- an ability to represent the Mayor and Board effectively to external stakeholders;

Profile of successful candidates

The Board member representing London's Workspace sector will demonstrate senior and substantial experience from at least one relevant workspace provider or relevant knowledge. 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 Panel 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 Board, and the GLA.

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

Eligibility

Applications are welcomed regardless of gender, age, marital status, disability, religion, ethnic origin, political opinion, sexual orientation or whether or not you have dependents.

Time Commitment

It is anticipated that the board will meet quarterly.

Remuneration/ Expenses

The position is honorary and unremunerated.

Term of the Appointment

The term of the appointment will be for 2 months after the end of this Mayoralty, and reviewed every 12 months.

Start Date

Appointees are expected to be available to take up their role before by February 2017.

Appointment process

GLA officers will determine the appointments following assessment of applications against criteria for appointment.

Interviews for the positions may be required and more information will be provided if/when this is conducted after the short-listing of applicants.

How to Apply

You are asked to submit a covering letter and CV (max 4 A4 sides) giving details of the relevant experience that equips you to serve as a member of the Board, and in particular addressing the criteria listed above under role specification.

Please ensure your CV contains the name and contact details of two people who are willing to provide a reference for you.

The Board should reflect London's diversity so we welcome applications from all sections of the community.

Please include in your covering letter any relevant information regarding your eligibility for appointment and any Directorships you hold.

Finally, please ensure you have included an appropriate email or contact telephone number.

The closing date for submission of applications is Monday 9 January 2017
Please send your CV to:

Email address: Levent.Kerimol@london.gov.uk

Postal address: GLA Regeneration
4th Floor
City Hall, The Queen's Walk
London SE1 2AA

Please quote 'Workspace Board' in the title of your email or on your letter.

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