



Department  
for Education

# **Non-Executive board Chair for LocatED Property Ltd**

## Information Pack

March 2023



**Thank you for your interest in becoming the non-executive Chair of the board to LocatED Property Ltd.**

## **Introduction from SoS**

The Department for Education (DfE) provides the foundation on which the success of our future generations stands. From providing the opportunity of a better start in life for those in most need, to pushing back the barriers to social mobility for those moving through into further education, the DfE is here to support their journey.

We work to provide schools and colleges where every individual can find their place to realise their own potential. Expertly and efficiently finding sites and building or refurbishing premises for new schools. The goal being to establish high quality and viable schools that drive social mobility, increase choice and enable innovation where they are most needed.

We are investing over £1 billion in providing thousands of children access to new, modern classrooms as part of the School Rebuilding Programme. Work to deliver the projects has started. It will include updating and modernising buildings and creating state of the art facilities such as new sports halls, music rooms, science labs and dining areas.

Alongside the new rebuilding programme, the Government has committed £1.8 billion in financial year 2022-23 for maintaining and improving the school estate. These commitments, and many other reasons, make it an exciting time to join LocatED Property Services.

As a department that believes in equality, inclusion and knows the benefits of welcoming a diversity of individuals, we encourage applications from any candidate with the appropriate qualifications and experience for this role.

Yours sincerely

**Rt Hon Gillian Keegan MP**  
**Secretary of State for Education**





Now is an exciting time to join LocatED, as we continue to make a positive impact for pupils, families, schools, colleges, and the government. Since 2017 we have acquired more than 200 sites, delivering over 100,000 additional school places across England.

As the country moves forward from the challenges of recent years, LocatED will continue to provide excellent value to the Department for Education, the government, and the communities it serves.

Our core remit – acquisitions, disposals, asset management, property advice and mixed-use development – is complemented by our increasing involvement in estate efficiency initiatives, further education estate advice, and cross-government partnerships.

We are uniquely placed to interact with the commercial market, and we have a deep understanding of both the property sector and the education estate allowing us to support the cross-government aim of increasing the delivery of housing in England, while also unlocking value in land to release capital for reinvestment back into schools.

The LocatED company – an arm's length body of the Department for Education – is values-led and has sixty committed staff working across property, planning, development, and support functions, attracted by the difference they can make to education in England.

We hope you will consider applying for this important leadership position to help steer and support our vital work.

**Lara Newman MBE**  
**Chief Executive Officer, LocatED**

# **Free schools & commercial property support**

**Free schools are non-profit-making, independent, state-funded schools, which are free to attend but outside of local authority control**

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Free schools can be set up by groups including:

- charities
- universities
- independent schools
- community and faith groups
- teachers
- parents
- businesses

The free schools programme aims to raise standards in areas that have the lowest standards and greatest need for additional school places, which is key to the governments levelling up agenda. The programme is responsible for all stages of the delivery of free schools including the identification and acquisition of sites, obtaining of planning consent, management of assets held, and procurement of building construction and refurbishment.

The identification and acquisition of sites can be one of the most complex and challenging parts of the delivery of new educational institutions. As the free schools programme has matured and the supply of sites reduced, acquiring permanent sites remains challenging.

## The core remit for LocatED is to buy and develop sites for free schools

Site search and acquisitions are rarely straightforward. They operate at pace and require complex negotiations with multiple partners across the private and public sectors. To achieve this, LocatED draw upon a multidisciplinary team with highly specialist skills and extensive property sector experience to secure the best value on behalf of taxpayers.

In addition to the core remit, LocatED provide wider commercial property support, including property management and cross-government advice.



School 360 under construction - credit Mid Group



Department  
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# The role and responsibilities

## As a Non-Executive board member, you will share responsibility for:

**Independence:** provide an independent perspective and assurance, including advice to responsible ministers including the Secretary of State, on the capability of LocatED. Provide independent support, guidance and challenge on the progress and implementation of the business plan.

**Strategy:** constructively challenge and contribute to the development of strategy and business planning, including involvement in the development of key objectives and targets.

**Performance:** scrutinise the performance of the organisation in meeting agreed goals and objectives, and monitor the reporting of performance, including financial targets and efficiency goals.

**Controls:** ensuring that LocatED has proper internal controls, systems and processes in place to safeguard the use of public funds and manage risk.

**Governance:** satisfy themselves that governance, and risk management systems are effective and capable of delivering relevant, accurate and timely management and financial information to the board.

**People:** in consultation with the department, set performance objectives and linked remuneration terms for the Chief Executive, which give due weight to the proper management and use of public resources.

**Vision:** Promoting and protecting LocatED's position, values, mission, integrity and reputation.



School 360 completed - credit Mid Group

## As Chair of the board you have additional responsibilities

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These are:

- formulating the board's strategy
- ensuring that the board, in reaching decisions, takes proper account of guidance provided by the responsible minister or the department
- promoting the efficient and effective use of staff and other resources
- delivering high standards of regularity and propriety
- representing the views of the board to the general public
- ensuring that the work of the board and its members is regularly reviewed and appraised and that they are working effectively
- ensuring that board members are fully briefed on terms of appointment, duties, rights and responsibilities.

## Applicants will be assessed against the following criteria

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In your application you should demonstrate clearly how you meet each of the following requirements of the post.

### Essential Criteria

- Meaningful experience in commercial property, agency and advice, development, asset & property management and or associated sectors. *Applications will undergo an initial sift against this lead criteria.*
- Strategic leadership experience of complex, dynamic organisations with experience of delivering changed remits, innovation and business development.
- Excellent strategic stakeholder management skills, including a demonstrable ability to operate effectively and comfortably as an ambassador for the organisation.
- A commitment to the free schools programme.
- The ability to effectively lead an experienced board.

### Desirable Criteria

- Prior experience as a Non-Executive Board Member or Chair of a Board.
- Wider experience or knowledge of the education system and the fragmented nature of the education property market.

Any queries about the role should be directed to [LocatED.SPONSORSHIP@education.gov.uk](mailto:LocatED.SPONSORSHIP@education.gov.uk)

# **Supporting information & Application process**

## **Additional role information**

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### **Time Commitment**

The board meets, usually in London, at least 10 times a year and additionally at the Chair's discretion. Additional time will be required to:

- liaise with the Chief Executive
- study papers, and
- undertake visits/representational work including meetings with ministers and others

The anticipated time commitment for the Chair is 1-2 days per month (up to 25 days per annum).

### **Remuneration**

The annual remuneration for the post is £25,000 for a time commitment of 25 days per annum.

### **Appointment**

The successful candidate will take up the role in the autumn term 2023. The term of the appointment is expected to be up to 4 years.

Public appointments to the LocatED board are made by the Secretary of State for Education,

## The Department for Education is committed to ensuring equality of opportunity

The Department for Education has a strong culture of inclusion and diversity and it wants to encourage applications from people with a diverse range of backgrounds and educational routes. We particularly encourage applicants from underrepresented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes.

The Department wants to ensure that any appointee to Arm's Length Bodies is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation. This commitment helps to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

### Championing Social Mobility

The department champions social mobility in all of its policies and is committed to opening up opportunities for people from all backgrounds, all socio-economic classes and all regions of England. We are committed to embedding this principle into our recruitment and public appointments and expect all our leaders, including in Arm's Length Bodies, to take action to attract and retain staff from all backgrounds, while also supporting them to progress within their careers.

### Disability Confident

The department is a member of the Government's Disability Confident scheme and have achieved Disability Confident Leader status, signifying our role as champions of the scheme. We use the Disability Confident symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability. The department ask that all applicants complete an anonymised Diversity Monitoring Form used for gathering data only in order to ensure departments are recruiting from the widest possible pool. The information you provide is held by the Public Appointments team and not shared with the selection panel.



Credit: Morgan Sindall

The closing date for applications is midday on Tuesday 11 April.

In order to apply you will need to [create an account](#) or [sign in](#).

Once you are logged into your account, click on 'apply for this role' and follow the on-screen instructions To apply, all candidates are required to provide:

- a Curriculum Vitae (CV)
- the candidate evidence template: please complete the evidence form attached at the bottom of this advert to provide your evidence against the essential and desirable criteria; when you are asked to upload your supporting statement, please upload the completed form. In the event of a significant number of applications, an initial sift will be undertaken against the Lead Criteria, which is: *Meaningful experience in commercial property, agency and advice, development, asset & property management and or associated sectors.*
- equality information
- information relating to any outside interests or reputational issues.

We will ask you to check and confirm your personal details to ensure your application is accurate.

You will also have the opportunity to make a reasonable adjustment request or apply under the disability confident scheme before you submit your application.

Please submit your application by **midday on Tuesday 11 April**. Interviews for shortlisted candidates are expected to be held in central London in July/August. Feedback will only be given to candidates unsuccessful following interview.

Please note that:

- We cannot accept applications submitted after the deadline.
- Applications will be assessed solely on the documentation provided; please ensure you have provided everything requested.
- Due diligence will be undertaken on all candidates invited to interview and at various points up to appointment.

## Conduct and Standards in Public Life

Non-Executive Directors are expected to demonstrate high standards of corporate and personal conduct. They are required to adhere to the code of conduct for board members and demonstrate a sound understanding of and commitment to the principles of public life, both of which can be found:

Code of Conduct for board Members of Public Bodies – GOV.UK ([www.gov.uk](http://www.gov.uk))

The Seven Principles of Public Life – GOV.UK ([www.gov.uk](http://www.gov.uk))

## Eligibility

This is a Non-Executive Public Appointment by the Secretary of State for Education and is subject to routine security clearance.

## Disqualification for appointment

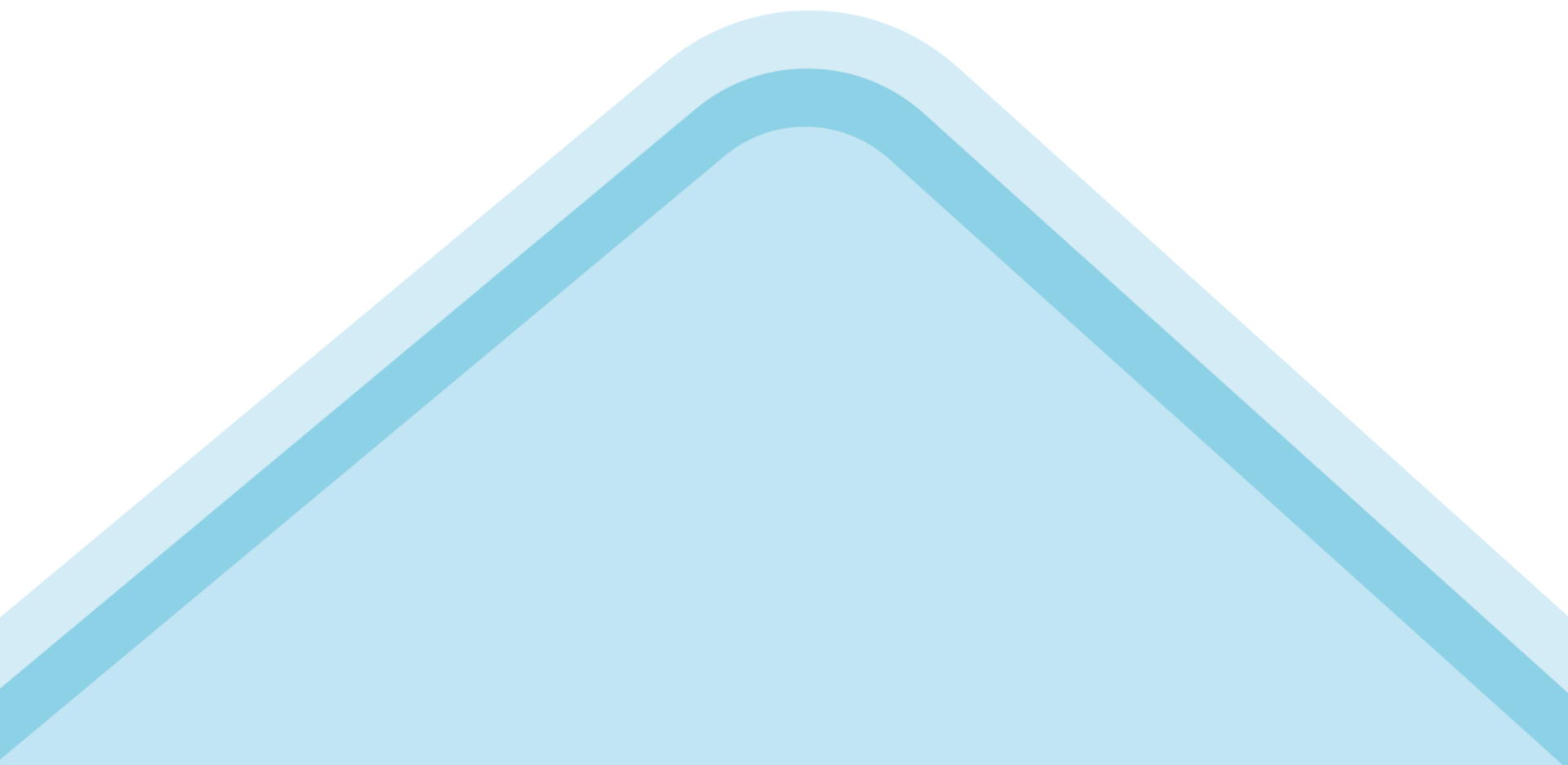
There are circumstances in which an individual will not be considered for appointment. They include:

- People who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- People who are the subject of a bankruptcy restrictions order or interim order

- In certain circumstances, those who have had an earlier term of appointment to another public body terminated
- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986
- Anyone who has been removed from trusteeship of a charity

## Conflicts of interest

You should particularly note the requirement to declare any conflict of interest that arises in the course of public body business and the need to declare any relevant business interests; positions of authority or other connections with organisations relevant to the business of the public body. If the assessment panel is concerned that such interests may impact on the independence or perceived independence required for this role, they will discuss their concerns with you if you are invited for interview.



**Department for Education**

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