

Policy for the Appointment of the Greater Lincolnshire LEP Directors and Board Members

LEP Board Directors

Appointment: LEP Directors are appointed to the LEP Board, and the Investment Committee, and other decision making committees established by the Greater Lincolnshire LEP. The terms of reference with the LEP Board and Investment Committee are reviewed annually and published in the website.

All Director Vacancies for Greater Lincolnshire LEP Board Directors shall be openly advertised and communicated via the LEP website, press release and social media. Applicants for LEP Board Directors are asked to submit a covering letter and a CV which will be considered by the LEP Appointments Committee. The Appointments Committee will decide, as appropriate, whether they wish to interview candidates, before being brought to the LEP Board for ratification.

All board directors need to comply with the LEP's code of conduct, register with companies house as a Director of the LEP and complete a register of interest form (https://www.greaterlincolnshirelep.co.uk/assets/documents/Code_of_Conduct_Directors_Board_-_Final_signed_off_Feb2018.pdf). The registers of interest are published and reviewed regularly.

Directors are normally appointed for no more than three year terms and can apply for two further terms of three years, making a maximum of nine years.

Public sector Directors are those Directors from the Public sector such as Local authorities or publically funded bodies. None public sector directors include the private sector, the voluntary sector and the education sector. The Greater Lincolnshire LEP Board will be more than 20 Directors, and will be balanced between the public and non-public sectors, with the non-public sector being at least two thirds of the Board of Directors.

The LEP is committed to improving its gender balance and representation of those with protected characteristics that reflect the geography. The aim is that women will make up at least one third of the LEP board by 2020, and that our LEP Board is representative of the business and communities it serves.

Up to five co-opted board member may be considered for limited time periods on the board, subject to the agreement of the LEP Board of Directors, and normal appointments procedures would be applied as outlined in the policy.

Re- appointment: Where a Director's three year term has concluded, the Chair of the Board shall write to the Director asking for their intentions in writing for a subsequent term, and if they wish to re-apply their application will be considered by the Appointments Committee. The Appointments Committee's role is to establish whether the directors' skills sets and experience are suitable for another term. Some posts represent a sector or type of organisation, and where this is the case, the Appointments Committee may consider other applications at this point.

The Appointments Committee will therefore make recommendations to the full board for ratification on whether to reappoint the board director or to seek a replacement. In making a recommendation, the Appointments Committee should consider sectorial and geographical representation, as well as equality and diversity and succession planning. No director would serve for more than three terms (nine years in total).

In order to maintain continuity and a functioning board, as well as allowing for succession planning, a number of the Board (to be determined and agreed by the Board) shall be considered for reappointment each year in September.

The appointment of the LEP Chair and Vice Chair

The LEP board is private sector led, and the need to appoint a private sector Chair is triggered when the existing Chair resigns or gives notice to resign. This could arise for a number of reasons including:

- The Chair has come to the end of a term and does not wish to be appointed for a further three year term.
- The Chair wishes to remain on the Board for a second or third three year term but not as Chair.
- The Chair wishes to resign from the Board for business or personal reasons.

At the end of the term, the Chair would indicate whether they were prepared to remain as Chair. If so, the Board would be notified in writing of that, but would still be given an opportunity to nominate an alternative chair and a vote would be held. It was agreed at the outset that it is preferable for the Board to appoint one of its private sector members as Chair. There are a number of benefits of appointing, where possible, an existing board member as Chair. These include building continuity into the process and strengthening the development of the Board. In addition, an existing board director has already shown the necessary commitment and will understand what the role entails. The agreed process for future appointments of Chair is as follows:

The current Chair first informs the LEP Board Directors in writing of a wish to remain or resign. In the case of a wish to remain, the board would be given an opportunity to nominate an alternative chair and a vote would be held. In the case of resignation, at the next board meeting, the Chair calls for nominations for a successor.

Those nominated must be:

- 1) One of the private sector board members and
- 2) Willing and able to serve as Chair for a three year term
- 3) Have an up-to-date date register of Interests

Each nomination should have a proposer and a seconder.

If there is only one nomination, that candidate is duly appointed, subject to ratification by the board, and a handover period agreed with the current Chair. This would normally be at least three months to enable the new Chair and the aim would be for the new Chair to begin in post at the next board meeting.

If more than one board director is proposed then there is a secret ballot of all directors on the basis of one director one vote. In the event of a tie, fresh nominations are sought, and the election process re-run. If there are no nominations from within the Board, then an external recruitment process will need to be run.

The post would be externally advertised and a selection panel comprising the current chair and two other board Directors, one from the public sector and one from the non-public sector would interview a shortlist of candidates. The LEP Board is committed to consulting widely and transparently with the business community before appointing a new chair. This would involve publishing the position widely within the business community, and involving the business community in the process of selection.

Their recommendation would be brought for ratification by the full Board. The recruitment of an external Chair would, in most instances, take longer than a month. Therefore the existing Chair would be asked to delay resignation until the new person was in post. If that was not possible, then one of the vice chairs of the LEP would become interim Chair until the appointment of the new chairman.

When appointed, the new term of office is three years, irrespective of the remaining length of their current term as a board member. In essence, the clock is reset at the time of appointment as Chair.

A motion of no confidence in the Chair or the Vice Chair may be called in any Board Meeting either a petition signed by at least 50% of the membership of the Board or by a two-thirds majority vote at a members meeting.

Appointment of the Vice Chairs of the LEP

The Board will elect from its ranks two vice chairs from within the LEP Board group to support the Chair in the role. One vice chair from the public sector and one vice chair from the private sector. Those nominated must be:

- 1) One of the private sector or public sector board directors and
- 2) Willing and able to serve as Vice-Chair for a three year term.

Each nomination should have a proposer and a seconder. If there is only one nomination, that candidate is duly appointed. If more than one board director is proposed, then there is a secret ballot of all board directors on the basis of one director one vote. In the event of a tie, fresh nominations are sought, and the election process re-run. If there are no nominations from within the Board, then an external recruitment process will need to be run.

Independent Chair of the Finance and Audit Committee

The Greater Lincolnshire LEP's Finance and Audit Committee shall be chaired by an independent chair, who is not a member of the Greater Lincolnshire LEP Board. The Chair will be required to chair the finance and audit committee, and to report back and make recommendations to the LEP Board. The appointment of the independent chair shall be considered by the Appointments Committee of the LEP and agreed by the Greater Lincolnshire LEP Board. The Chair of the Finance and audit committee should adhere to the LEP's code of conduct and have a published register of interest.

Appointment of LEP Board Members to Strategic Advisory Boards

All appointments of Board Members to strategic advisory boards such as the Food Board, the Water Management Board and the Employment and Skills Board, need to be agreed by the LEP's Appointments Committee and noted by the LEP Board. A covering letter or a CV will be considered by the Appointments Committee.

The make-up of the Board shall follow a similar composition to the LEP Directors Board, and balance between the Public and non-public sectors, unless stated in the terms of reference and agreed with the LEP Board. Board members should be appointed for a similar term of three years, with the maximum term being 3 x 3 years in line with corporate good governance and against the agreed terms of reference for that Board.

All board members must adhere and sign the LEP's Code of conduct, and ensure their register of interest held at the LEP's offices is up-to-date.

Policy 15: Appointment of Board Directors, Chair, Vice Chairs, Strategic advisory boards and members
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