

## **Policy for the Appointment of the Greater Lincolnshire LEP Directors**

- All vacancies for Greater Lincolnshire LEP Board Directors shall be openly advertised and communicated via the LEP website, a 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.
- 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, 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.

## **Policy for the appointment of the LEP Chair and Vice Chair**

**The need to appoint a Chair is triggered when the existing Chair resigns or gives notice to resign. This could arise for a number of reasons including:**

1. The Chair has come to the end of a term and does not wish to be appointed for a further three year term.
2. The Chair wishes to remain on the Board for a second three year term but not as Chair.
3. 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 member 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 members would interview a shortlist of candidates. 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 the vice chairman 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 Chair of the LEP**

The Board will elect from its ranks a vice chair from within the group. Those nominated must be:

- 1) one of the private sector board members 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 member is proposed, then there is a secret ballot of all board members 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.

**Governance: The policy was agreed by the LEP Board at its 29<sup>th</sup> September 2017 meeting and will be reviewed annually.**