



**GREATER LINCOLNSHIRE LEP**  
**CHAIR OF THE BOARD**

Post Title:	Chair of the Board
Tenure:	A three year appointment
Location:	To work across the entire Greater Lincolnshire LEP Area
Remuneration:	The post is a Volunteer Non-Executive Director role not remunerated, but does pay expenses
Job Holder responsible to:	The Board of Directors

**JOB PURPOSE**

To provide leadership of the Board and ensure its effectiveness in all aspects of its role

To support the LEP in developing the strategic direction and priorities that will deliver the LEP's objectives.

To be an effective external advocate of Greater Lincolnshire and the Greater Lincolnshire LEP in public and with Local Authorities and Whitehall, as well as being a credible advocate in both print and broadcast media.

**MAIN DUTIES & RESPONSIBILITIES**

The duties and responsibilities of the Chair of the Board of Directors are as follows:

**Strategic Leadership**

To provide overall leadership of the Board

To work with the Board and the Executive Team to define the strategic direction and priorities of the LEP

To set the tone of openness and debate for the Board of the LEP

To preside over Board meetings and ensure that time in meeting is used productively, managing any conflicts of interest as needed

To ensure complete, timely, accurate and relevant information is placed before the Board and its committees to allow the Board to reach informed strategic outcomes

To build and ensure that effective relationships are maintained with LEP Stakeholders, locally, regionally and nationally, including Westminster and Whitehall

To ensure the performance of the LEP is effectively scrutinized

To act as liaison between the Chief Executive and the Board

To provide independent advice, support and counsel to the Chief Executive

To ensure that the Board of Directors fulfil their duties and responsibilities to ensure effective governance of the LEP

To ensure that the Board regularly reviews major risks and associated opportunities, and

satisfy itself that systems are in place to take advantage of opportunities and to manage and mitigate risks

To ensure that the Board fulfils its duties to ensure sound financial health of the LEP, with systems in place to ensure financial accountability

To keep abreast generally of the activities of the LEP and its management

In concert with the Chief Executive, to develop and set the agendas for meetings of the Board

To recommend an annual schedule of the date, time and location of Board and Committee meetings

### **Governance**

To ensure LEP governance is reflective of best practice, reflective of the Nolan principles and operates on a basis of transparency and accountability

To ensure that governance arrangements are working in the most effective way for the LEP

To sit on sub-committees of the LEP where appropriate and agreed by the Board

To call special meetings of the Board where appropriate

In concert with the LEP Chief Executive, to determine the date, time and location of an Annual General Meeting and to develop the agenda for the meeting

To assess and make recommendations to the Board annually regarding the effectiveness of the Board, and its sub-committees

To develop the knowledge and capability of the Board

To encourage positive change where appropriate and to address and resolve any conflicts within the Board

To appraise the performance of the Board on a regular basis

To ensure that the Board composition is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the LEP effectively, and which also reflects the wider business community

To work within agreed policies adopted by the LEP

### **Efficiency & Effectiveness**

To chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision-making process

To ensure that the Board is fully engaged and that decisions are taken in the best, long-term interests of the LEP and that the Board takes collective responsibility

To foster constructive relationships between the Board Directors and members

To work closely with the LEP Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Board

To monitor that decisions taken at meetings are implemented

### **Relationship with the LEP Chief Executive & the Wider Executive Team**

To establish and build a strong, effective and constructive working relationship with the LEP Chief Executive and the LEP executive team

To support the LEP Chief Executive whilst respecting the boundaries which exist between the two roles

To ensure regular contact with the LEP Chief Executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns and challenges

To liaise with the LEP Chief Executive to maintain an overview of LEP affairs, providing support as necessary

To contribute to an annual appraisal for the LEP Chief Executive, in consultation with LCC, the LEP Employer

To ensure that the LEP Chief Executive has the opportunity for professional development and has appropriate external professional support

### **CRITERIA**

The following criteria are considered essential for the Chair of the LEP:

- Be from the private sector
- Experience of chairing meetings, comprising senior public and private sector leaders with strongly held views
- Will live and/or work in the Greater Lincolnshire LEP area
- Demonstrable understanding of the private sector and how it operates
- Understanding of Westminster and Whitehall and how it operates
- Understanding of the need to be held to public scrutiny
- Will be very well networked at senior levels locally, regionally and nationally

### **ESSENTIAL QUALITIES & SKILLS**

The Chair of the Greater Lincolnshire LEP Board is independent from the LEP Executive Team, and free from any interests, business or otherwise which could interfere with the Chair's independent judgement.

The following are considered essential qualities and skills for the Chair of the Board:

- The ability to represent the views of business, in an environment where Local Authorities and MPs are drawn across the political spectrum
- A strategic mindset
- An appreciation of the issues in the Greater Lincolnshire area, including local economic, business, infrastructure and political landscape
- High level listening skills, ensuring that all internal and external stakeholders have their say and feel that they have been listened to
- Ability to access, build and maintain strong and effective networks and working relationships across sectors and at all levels, and with Westminster and Whitehall
- High level influencing, relationship and stakeholder engagement skills
- Ability to coalesce differing viewpoints where there is no direct line authority to enforce decisions
- Politically astute; able to make sense of the full context in which the LEP operates and to guide LEP executives appropriately
- Ability to generate confidence and trust by embodying those characteristics
- Knowledge of the LEP network
- Knowledge of wider business representation organisations, particularly in the East Midlands
- Previously acted at Board level
- Strong leadership skills, good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Tact and diplomacy
- Experience of reviewing, developing and implementing business strategies and policies

- Demonstrable experience of organizational and people management
- Demonstrable experience of change management
- Be approachable
- Performance management, financial control and planning
- Ability to be at ease with people of all types in both formal and informal social settings

<b>Reference 3: LEP Chair Role</b>
<b>Reviewed: March 2019</b>
<b>Policy Lead Officer: Ruth Carver</b>