

GREATER LINCOLNSHIRE LEP
ROLE OF A DEPUTY CHAIR

The principal role a **Deputy Chair** is to deputise for the **Chair** at meetings of the LEP Board and to support the **Chair** in their role. The Greater Lincolnshire LEP has a public sector and a private sector deputy chair.

The role

- Chair meetings of the LEP Board in the absence of the Chair.
- Deputise for the Chair at other LEP meetings, including external meetings with business partners and stakeholders.
- Lead on key issues on behalf of the LEP as delegated by the Chair.
- Assist the Chair and the Executive Team in developing the Local Industrial Strategy and framework for the development and growth of the Greater Lincolnshire economy.
- Ensure effective working relationships between the LEP Executive and the Board.
- Promote and ensure compliance with conflict of interest, data protection legislation and confidentiality.
- Manage and lead meetings in accordance with governance guidance as set out in the Assurance Framework.
- Assist in reaching collective decisions and effectively maintain order and progress during meetings and prioritise items for discussion.
- Assist in encouraging members to contribute to consultations.
- Oversee the delivery of the LEP Business Plan.
- In consultation with the Chair, to liaise with leaders/CEOs of the partner local authorities.

Skills needed for the role

- Demonstrates excellent strategic leadership and role models based on LEP principles.
- Demonstrates high levels of local knowledge of the Greater Lincolnshire economy.
- Demonstrates high level ability to build, develop and motivate effective teams and to encourage collaborative working; working alongside other professionals and empowering individuals for the LEP to function effectively.
- Demonstrates a collaborative approach to decision making and problem solving, challenging and supporting colleagues in order to get the best outcomes.
- Excellent interpersonal skills, especially communicating, negotiating and influencing.
- Confident and articulate communicator with an ability to engage with stakeholders in public and private sectors.
- Experience of working with Ministers, MPs and senior civil servants.
- Knowledge of economic development and regeneration.

Reference 4: LEP Deputy Chair Role
Reviewed: March 2019
Policy Lead Officer: Ruth Carver