



GREATER LINCOLNSHIRE LEP

Appointments Policy for Non-Officers

Name of Document	Appointments Policy for Non-Officers (Previously the Policy for the Appointment of LEP Board Directors, Chairs, Vice-Chairs, Members and Company Boards)
Purpose	To provide guidance on the appointment of all non-officer roles with the GLLEP
Author	Operations & Delivery Executive Manager
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Policy lead officer	LEP Chief Executive

Version Control

Please note this document is valid until formally revoked or replaced

Version	Date	Changes
1.0	November 2019	
2.0	November 2022	Move to new template and change of title for simplification Web links updated

1. PURPOSE

- 1.1. This policy provides information on the appointment of all non-officer roles within the Greater Lincolnshire LEP (GLLEP).

2. GLLEP BOARD DIRECTORS: INITIAL APPOINTMENT

- 2.2. GLLEP Directors are appointed to the GLLEP Board and other decision-making committees established by the Greater Lincolnshire LEP. The [Articles of Association](#) provide Terms of Reference for the Board, and each decision-making committee has its own Terms of Reference. These are reviewed bi-annually and published on the GLLEP website.
- 2.3. All Director Vacancies for Greater Lincolnshire LEP Board Directors shall be openly advertised and communicated via the GLLEP website, press release and social media. Applicants for GLLEP Board Directors are asked to submit a covering letter and a CV which will be considered by the GLLEP Appointments Committee. The Appointments Committee will decide, as appropriate, whether they wish to interview candidates, before being brought to the GLLEP Board for ratification.
- 2.4. All Board Directors need to comply with the GLLEP's code of conduct, register with Companies House as a Director of the GLLEP and complete a register of interest form.
<https://www.greaterlincolnshirelep.co.uk/documents/code-of-conduct-declaration-for-board-directors-september-2022/>
The registers of interest are published and reviewed annually.
- 2.5. Directors are appointed for no more than one three-year term and can apply for two further terms of three years, making a maximum of nine years.
- 2.6. Public sector Directors are those Directors from the Public sector such as Local Authorities or publicly funded bodies. Non-public sector Directors include the private sector, the voluntary sector and the education sector. The Greater Lincolnshire LEP Board will be no 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.
- 2.7. The GLLEP is committed to improving its gender balance and representation of those with protected characteristics, whilst being representative of business and communities it serves.
- 2.8. Up to five co-opted Board Members may be considered for limited time periods on the board, subject to the agreement of the GLLEP Board of Directors, and normal appointments procedures would be applied as outlined in this policy.

3. GLLEP BOARD DIRECTORS: RE-APPOINTMENT

- 3.1. 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 Director's skill set 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.
- 3.2. 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 sectoral 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).
- 3.3. 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.

4. APPOINTMENT OF THE GLLEP CHAIR

- 4.1. The GLLEP 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 several reasons including:
- 4.1.1. The Chair has come to the end of a term and does not wish to be appointed for a further three-year term;
 - 4.1.2. The Chair wishes to remain on the Board for a second or third three-year term but not as Chair;
 - 4.1.3. The Chair wishes to resign from the Board for business or personal reasons.
- 4.2. At the end of the term, the Chair would indicate whether they were prepared to remain as Chair. The agreed process for future appointments of Chair is as follows:
- 4.3. The current Chair first informs the GLLEP Board Directors in writing of a wish to remain or resign. In the case of a wish to remain, the Board shall vote on the Chair's re-appointment. In the case of resignation, at the next Board meeting, the following process is undertaken:
- 4.3.1. The Private Sector GLLEP Chair will be recruited by an open recruitment process;

- 4.3.2. The Chair will be selected by a balanced Appointments Panel, members of which will be agreed by the Board Directors and Appointments Committee. The GLLEP Board will make the final decision on the appointment.
- 4.4. The GLLEP Chair's term is for three years. At the end of three years in office, the Chair can seek re-election by the GLLEP Board Directors. Election of the Chair shall be undertaken by vote.
- 4.5. It is proposed that the Board agree the following process to recruit a successor:
 - 4.5.1. If required, procure a nationally recognised recruitment consultant that specialises in recruitment of Chairs for government funded bodies;
 - 4.5.2. Review the Chair job description and person specification;
 - 4.5.3. Agree the membership of GLLEP Chair Appointments Panel and call for volunteers to join the appointments panel to work with the recruiter. The GLLEP Chief Executive would support the Panel as and when required. The recruiter (if appointed) will also work with the Panel to identify potential candidates;
 - 4.5.4. The shortlisting and interviews will be undertaken by the GLLEP Chair Appointments Panel, with support from the recruiter if appointed;
 - 4.5.5. The Chair and Chief Executive would organise and manage the new Chair's induction programme;
 - 4.5.6. BEIS support nationally and regionally for the search should also be explored (Cabinet Listings).
- 4.6. The existing Chair would be asked to delay resignation until the new person was in post. If that is not possible, then the private sector Vice-Chair of the GLLEP, or the public sector Vice-Chair, in that order, would become interim Chair until the appointment of the new Chair.
- 4.7. When appointed, the new term of office is three years, (irrespective of the remaining length of their current term as a board member if a Director is the successful successor). In essence, the clock is reset at the time of appointment as Chair.
- 4.8. A motion of no confidence in the Chair or the Vice Chair may be called in any Board Meeting either by a petition signed by at least 50% of the membership of the Board or by a two-thirds majority vote at a members meeting.

5. APPOINTMENT OF THE VICE-CHAIRS OF THE GLLEP

- 5.1. The Board will elect two Vice-Chairs from within the GLLEP Board 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:
 - 5.1.1. One of the private sector or public sector Board Directors; and
 - 5.1.2. Willing and able to serve as Vice-Chair for a three-year term.
- 5.2. 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.
- 5.3. 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.
- 5.4. A private sector and a public sector Vice-Chair will be sought by nominations by the Chair and appointed by the Board to support the Chair for a period of up to 3 years and cover for them when not available.
- 5.5. The Chair shall preside over any meetings of the Board. If the Chair is absent, the Vice-Chair will chair the meeting.

6. INDEPENDENT CHAIR OF THE FINANCE AND AUDIT COMMITTEE

- 6.1. The GLLEP'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 GLLEP Board.
- 6.2. The appointment of the independent Chair shall be considered by the Appointments Committee of the GLLEP and agreed by the Greater Lincolnshire LEP Board. The Chair of the Finance and Audit Committee should adhere to the GLLEP's code of conduct and have a published register of interest.

7. APPOINTMENT TO STRATEGIC ADVISORY BOARDS

- 7.1. All appointments of Board Members to Strategic Advisory Boards (SABs) need to be agreed by the GLLEP's Appointments Committee and noted by the GLLEP Board. A covering letter or a CV will be considered by the Appointments Committee.

- 7.2. The make-up of each SAB shall follow a similar composition to the GLLEP Directors Board, and balance between the public and non-public sectors, unless stated in the Terms of Reference and agreed with the GLLEP Board. SAB 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 the agreed Terms of Reference for that SAB.
- 7.3. All SAB members must adhere and sign the GLLEP's Code of conduct and ensure their register of interest is up-to-date and reviewed at least annually.

8. APPOINTMENT OF GLLEP COMPANY MEMBERS

- 8.1. The appointment and termination of GLLEP Company Membership is referenced in the [Articles of Association](#) which details membership, appointment, liability, voting, and termination processes.
- 8.2. This policy details the eligibility criteria and the process for appointing Company Members.
- 8.3. All Company Membership vacancies for the GLLEP shall be openly advertised and communicated via the GLLEP website, press release and social media.
- 8.4. Company Membership can be individual or corporate.
- 8.5. Procedure:
 - 8.5.1. Individual applicants are asked to submit a covering letter and a CV which will be considered by the GLLEP Appointments Committee;
 - 8.5.2. Corporate applications are asked to submit a covering letter detailing the strategic fit of the organisation, as well as nominating a named representative. The application will be considered by the GLLEP Appointments Committee;
 - 8.5.3. GLLEP Officers may be asked to shortlist and the Appointments Committee will decide, as appropriate, whether they wish to interview candidates, before being brought to the GLLEP Board for ratification as appropriate.
- 8.6. All Company Members (individuals and corporate representatives) will need to comply with the GLLEP's code of conduct, and complete a Declaration of Interest form.
- 8.7. A register of interest is retained but not published and should be reviewed at least annually by Members, with any changes notified to the GLLEP.

- 8.8. Company Members failing to complete a Code of Conduct and Declaration of Interest can be prevented from attending General Meetings and/or voting on company issues, at the GLLEP's discretion.
- 8.9. GLLEP Company Members will be subject to the provisions of the GLLEP [Articles of Association](#) and comprise a strong strategic fit to the Company Object (purpose) which is as follows:
- 8.9.1. The Object for which the Company is established is to fulfil the role within the GLLEP Region of a Local Enterprise Partnership in accordance with any statutory requirements or guidance at any given time including, without prejudice to the generality of the foregoing, to:
 - 8.9.2. Develop an evidence-based local industrial strategy that identifies local strengths and challenges, future opportunities and the action needed to boost productivity, earning power and competitiveness across the area;
 - 8.9.3. Identify and develop investment opportunities; prioritising the award of local growth funding; and monitoring and evaluating the impacts of its activities to improve productivity across the local economy;
 - 8.9.4. Using its convening power, for example to co-ordinate responses to economic shocks; and bringing together partners from the private, public and third sectors; and
 - 8.9.5. Collaborating with a wide range of local partners to act as an informed and independent voice for the area.
- 8.10. Company Members are drawn from representative organisations to include Local Authorities, public sector bodies, individuals and private sector entities. This includes but is not limited to:
- 8.10.1. Private Sector business representation (primarily priority sectors and themes);
 - 8.10.2. Public Sector - Upper Tier Authorities;
 - 8.10.3. Public Sector - District Authorities;
 - 8.10.4. Third Sector - voluntary, social and community organisations;
 - 8.10.5. Business support agencies (i.e. Chamber of Commerce and other);
 - 8.10.6. Higher Education representation;
 - 8.10.7. Further Education representation;
 - 8.10.8. NHS or other health representation.

- 8.11. Please refer to the GLLEP website membership page to view current Company Members <https://www.greaterlincolnshirelep.co.uk/about/boards/annual-general-meeting-company-members/>
- 8.12. There is no fixed term for Company Membership but the GLLEP Directors retain the right to terminate Company Members in specific circumstances. Please refer to the GLLEP Articles of Association for detail.
- 8.13. Where a corporate member representative (to include public sector authorities) is replaced, the corporate member must inform the GLLEP Officers of the change. This is registered in the company records and a new Code of Conduct and Declaration of Interest is required to be completed. This is a delegated responsibility of the GLLEP Officers and is not required to be considered by the Appointments Committee.