



# Deputy Chair Recruitment Policy

## Deputy Chair Recruitment Process

### 1. Background

- 1.1. This policy sets out the specific process which SELEP will follow to recruit a SELEP Deputy Chair. This policy is aligned with the policy for the Recruitment of the SELEP Chair which was adopted in June 2019.
- 1.2. The process is in accordance with the SELEP Terms of Reference, which sets out the requirement for the private sector SELEP Deputy Chair to be appointed by the Strategic Board for a two year term following an open, transparent and non-discriminatory competition that assesses each candidate on merit.

### 2. Process

- 2.1. The recruitment of a private sector SELEP Chair will be led by the SELEP Secretariat, with support from the Accountable Body, as required.
- 2.2. A SELEP Deputy Chair role profile and specification will be developed, based on the priorities and vision for SELEP at the time of the vacancy occurring. This will incorporate the requirements of the SELEP Deputy Chair, as set out within the most SELEP Assurance Framework at the time of the role profile and specification being developed.
- 2.3. The SELEP Deputy Chair role and specification will be reviewed by a Strategic Board Chair Recruitment working group formed as a Selection Panel (the Selection Panel), whose membership and terms of reference shall be determined by the Strategic Board but will include the SELEP Chair. The Selection Panel must have a business member majority, as a further opportunity to engage the private sector in the Chair recruitment process. The Selection Panel will provide the opportunity to seek expert views from the wider business community and to ensure that the scope is appropriate to attract the calibre of applicant required for the role.
- 2.4. Upon notice of the SELEP Deputy Chair vacancy, SELEP Strategic Board will receive a report from the SELEP Secretariat to set out the proposed timescales for the recruitment of the SELEP Deputy Chair. The Strategic Board will be asked to agree the SELEP Chair role profile, person specification and shortlisting criteria prior to vacancy being advertised.



- 2.5. To increase the reach and openness of the process, recruitment consultants will be identified to help promote the opportunity.
- 2.6. At the appropriate time, advertisements will be placed in the national and professional press, on the SELEP and partner websites, which will enable applications to be received from internal and external candidates. The vacancy will also be published on the Centre for Public Appointments website.
- 2.7. The shortlisting of the applicants will be undertaken by the Selection Panel against the shortlisting criteria agreed by the Strategic Board and with support from the SELEP Secretariat.
- 2.8. Interviews will be held with the shortlisted candidates to select an appropriate deputy chair. The interviews will include at least three members of the Selection Panel, the SELEP Chief Operating Officer and an officer from the SELEP Accountability Board.
- 2.9. Following a suitable candidate being identified by the Selection Panel, approval will be sought from the Strategic Board for the individual to be appointed as SELEP Deputy Chair for a two-year term.
- 2.10. Before the candidate is able to commence the role of SELEP Deputy Chair, they will be required to complete the SELEP Board Induction Process, complete a Declaration of Interest, agree to comply with SELEP's policies, including the SELEP Code of Conduct (this commitment will be sought as part of the declaration provided within the Declaration of Interest) and enter into formal contract agreement with Essex County Council, as SELEP Accountable Body.
- 2.11. Following the two year term, the Strategic Board can agree to extend the Deputy Chair's term for a further two years for a maximum of three consecutive terms. The Strategic Board will be asked to consider the potential extension of the Deputy Chair's contract approximately six months before the end of the term.
- 2.12. The Deputy Chair's performance will be subject to annual review by the Strategic Board, against the responsibilities of the SELEP Deputy Chair as set out within the SELEP Terms of Reference and Assurance Framework.