

Deputy Chair Recruitment

1. Purpose

- 1.1. The purpose of this paper is to undertake a vote by Electronic Procedure to agree the adoption of the Deputy Chair Recruitment Policy (the Policy), the establishment of a Selection Panel to oversee the recruitment of a Deputy Chair and the Job Description and Person Specification for the role.
- 1.2. Strategic Board (the Board) is reminded that votes by electronic procedure are subject to the same quorum and declarations of interest requirements as decisions made at Board meetings.

2. Recommendations

- 2.1. The Board is asked to:
 - 2.1.1. Agree the adoption of the Deputy Chair Recruitment Policy as at Appendix A;
 - 2.1.2. Agree the establishment of a Selection Panel with the membership and Terms of Reference as set out in section 4 below;
 - 2.1.3. Agree the job description and person specification for the Deputy Chair role as at Appendix B; and
 - 2.1.4. Agree the shortlisting criteria at Appendix C
- 2.2. Board members are invited to respond to the email entitled 'Deputy Chair Recruitment' with their position on whether to accept the four recommendations in 2.1.1 to 2.1.4 above. A simple 'YES' in the body of the email will indicate consent to adopt the four recommendations, while 'NO' will indicate dissent. It should be noted that Government has indicated that they require a Deputy Chair to be selected in advance of the Annual Performance Review which will be held in January 2020.

3. Background

- 3.1. Board Members will be aware that the LEP Review ([Strengthened Local Enterprise Partnerships](#)) was launched by Government in late July 2018, with the aim of setting the conditions by which LEPs would strengthen and, by extension, become suitable custodians of future funding streams, such as the UK Shared Prosperity Fund.
- 3.2. One of the recommendations of the LEP Review, was the appointment of a Deputy Chair and this was approved at the meeting of the Board on 4 October 2019. The original intention was to bring a job description/person specification and recruitment approach to the meeting of the December Board but at the Mid-Year Review with Government Officials it was made clear that their expectation was that the recruitment of a Deputy Chair should have happened by the time of the Annual Performance Review in early 2020. It was agreed that the identification of a preferred candidate following an open recruitment would be sufficient. Therefore, it was agreed that this process would be expedited through an electronic procedure.
- 3.3. It was also agreed at that meeting that the recruitment of the Deputy Chair would be an open recruitment across the SELEP geography, led by the Chair and supported by the Secretariat and the remuneration package would be £10,000 per annum.
- 3.4. The agreed approach was to follow a similar process to that used for previous Chair recruitments.

4. Proposal

- 4.1. A Deputy Chair Recruitment Policy has been constructed and can be found at Appendix A. This policy closely aligns with the Chair Recruitment Policy that was agreed at the meeting of the Board in June 2019. It is proposed that this policy be adopted and the recruitment process will follow that policy.
- 4.2. The policy sets out a requirement for a working group of the Strategic Board to be formed who will function as a Selection Panel and this Panel should have a business majority. The proposed panel for this recruitment is:
 - 4.2.1. The Chair (required under the policy)
 - 4.2.2. One Vice Chair (representing business)
 - 4.2.3. One Local Authority representative
 - 4.2.4. One representative of the education sector (Higher and Further education)
- 4.3. This would mean the Panel would consist of 3 private sector representatives and one from the public sector.
- 4.4. The Terms of Reference for the Panel would be as follows:
 - 4.4.1. **Purpose:** to oversee the recruitment process and make a recommendation of preferred candidate for the role of SELEP Deputy Chair to the SELEP Strategic Board.
 - 4.4.2. **Membership:** as above at 4.2. Members of the Selection Panel can nominate a deputy for any meeting of the Panel, but they must be members of SELEP Strategic Board. Only Panel members can vote on final selection of preferred candidate (majority vote required on preferred candidate).
 - 4.4.3. **Meetings:** the Panel will meet to select the Search and Recruitment Company, to shortlist candidates and to assess the shortlisted candidates following interviews. These meetings will be private and can be held via telephone if necessary.
 - 4.4.4. **Responsibilities:** agree the approach to advertising and campaigns; shortlist from a long-list of candidates presented by the Search and Recruitment Company as per the agreed criteria at Appendix B ; agree approach to selection; attend and conduct interviews of shortlisted candidates and propose preferred candidate to the next available meeting of the Strategic Board.
- 4.5. The proposed Job Description and Person Specification for the role can be found at Appendix B. The role will be adopted to on a two-year term, with the ability for the Strategic Board to extend for two further terms as set out in the Policy.
- 4.6. The proposed selection criteria for the role can be found at Appendix C.

5. Next Steps

- 5.1. Those Board members that are eligible to be on the Panel will be approached by the Secretariat to gauge their interest and the Chair will select members with consideration to fair and equitable representation across the LEP.
- 5.2. The Secretariat will make the necessary arrangements for scheduling and meetings and continue to work with the Accountable Body to ensure correct policies and procedures are followed.

6. Accountable Body Comments

- 6.1. The appointment of a Deputy Chair was a requirement for the SELEP following the LEP review in July 2018.
- 6.2. The proposed Deputy Chair Recruitment Policy adheres to the SELEP Terms of Reference.
- 6.3. SELEP Accountable Body, Essex County Council (ECC) will ensure employment law legislation and tax regulations are met on behalf of the candidate appointed to the role of SELEP Deputy Chair.

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