

Succession Planning

- 1.1. The Assurance Framework is currently being updated to be presented to the January 2020 Board meeting, and part of this update will include a new section on succession planning.
- 1.2. Currently we have a number of different approaches to succession planning for different categories of Board members which is appropriate and will continue (see Table 1 below for details). To aid understanding and to ensure transparency we need to collate these different policies into a single section of the Assurance Framework. There is no intention to change the currently agreed processes.
- 1.3. The Board has agreed that the Deputy Chair should be recruited from the private sector. This will help support the succession planning for the Board and complies with the best practice guidance from Government.

Table 1: Succession Planning for Full Board Members (new Board arrangements)

Category of Board Member	Succession Approach	Policy/Governance
Chair of SELEP	Open recruitment – run by SELEP Secretariat/Decided by SELEP Strategic Board	Chair Recruitment Policy
Deputy Chair of SELEP	Open recruitment – run by SELEP Secretariat/Decided by SELEP Strategic Board	Deputy Chair Recruitment Policy
Local Authority Members	Each Local Authority puts forward their representative. Must be a leader or member of Cabinet	Terms of Reference/Articles of Association
Federated Board business representatives	Nominated by Federated Boards. Recruitment to Federated Boards via open recruitment	Federated board recruitment policies which comply with SELEP Board Recruitment policy

Proposed Approach for Co-opted Members

- 1.4. In order to vote on the Board of Directors it will be necessary for the co-opted members to be Directors of SELEP Ltd for the year of their service. This means that there may need to be approvals gained from their employing organisation. The Assurance Framework runs from April to March, as does the financial year and the delivery plan for SELEP. It is recommended that the year that co-opted members serve would also be April to March (covering June, September, December and March Boards) to align.

Further Education, Higher Education and Social Enterprise Co-opts

- 1.5. These co-opts will be nominated by their sector groups as per the current process, set out within the SELEP Board Recruitment process. This would be the Skills Advisory Group, the U9 Group and

the Social Enterprise Group respectively.

- 1.6. To comply with the requirements of the LEP Review that Strategic Board should consider the future year's Delivery Plan at its December Board meeting and make any recommendations to the sector groups for particular skills/knowledge from their representatives that would align with the Delivery Plan. The sectors groups have to confirm names of representatives at the March Board.

Local Authority Co-opts

- 1.7. There are two Local Authority co-opted seats on the Board. These seats are reserved for representatives of District/Borough/City Councils. At their December meeting, the Strategic Board discuss which two of the three shire areas would be invited to put forward a representative for the forth-coming year, again looking for alignment with the Delivery Plan for that year. As discussed at the October Strategic Board meeting, the co-opted districts/cities/boroughs for 2020/2021 will come from Kent and Essex.
- 1.8. The District/Borough/City Councils for the relevant area would then be asked to select a representative who must be confirmed by the March meeting of the Strategic Board. This will enable the representatives to sit as a Director from the first Board meeting due to take place in 2020/21.