

Process for appointing the Chair of the Local Enterprise Partnership

The 2018 Government review 'Strengthened Local Enterprise Partnerships' recommended that Local Enterprise Partnerships (LEPs) should implement a robust process for appointment of a Chair, to include extensive engagement and consultation with the business community. It is a requirement that the Chair of the LEP is a representative of the private sector. The process for the appointment must be cross-referenced in the new Local Assurance Framework (to be submitted to Government by end March 2019).

Tees Valley LEP are therefore recommended to approve the following process for appointment of a Chair. In order to ensure it is transparent, fair and consistent, the following principles and processes will be followed:

General Principles

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| 1 | A robust process of consultation with the business community and advertisement of the post be undertaken. The post to be promoted openly, on a variety of platforms to ensure that people across the business community have an opportunity to apply. |
| 2 | When appointment of a Chair is required a standard process will be adhered to. |
| 3 | The role of Chair will be held for a standard duration of two years with the option to extend the tenure for a further two years only. |
| 4 | Details of the recruitment process to be published alongside the post advertisement on the website, in the interests of openness and transparency. |

Appointment Process

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| 1 | <p>Details of the post be made available on the website, to include responsibilities and accountabilities. Post to be advertised in local media, via TVCA social media and various platforms and industry newsletters.</p> <p>Consultation undertaken with local business community via the LEP Leadership Group, Business Engagement Forum and other TVCA business groups (SME Advisory Panel, Enterprise Advisor Network).</p> <p>Post promoted via local business organisations/networks (Tees Valley Business Compass, Tees Valley Business Club, Entrepreneurs Forum, Institute of Directors, North East England Chamber of Commerce, Federation of Small Business)</p> <p>Post promoted via industry networks (CPI, Tees Engineering Network, MPI).</p> <p>Timescale of 1 month for receipt of applications. Applications available via website or Policy Officer.</p> <p>Government to be notified of recruitment exercise to be undertaken.</p> |
| 2 | <p>Applications collated by Policy Officer.</p> <p>Policy Officer to organise a meeting of the LEP Recruitment Panel* within 2 weeks of closing date. Applications to be distributed to Recruitment Panel 7 days before date of Panel meeting.</p> <p><i>*LEP Recruitment Panel to comprise the following:</i></p> <ul style="list-style-type: none"> • Tees Valley Mayor |

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| | <ul style="list-style-type: none"> • <i>Nominated representative from the current private sector membership of the LEP Leadership Group.</i> • <i>Nominated representative from the current public sector membership of the LEP Leadership Group</i> • <i>TVCA Chief Executive</i> |
| 3 | <p>The LEP Recruitment Panel, following consideration of all applications, have the option to either:</p> <ul style="list-style-type: none"> • Recommend a candidate for consideration at a meeting of the LEP Leadership Group. • Invite specified candidates to meet the Panel for further discussion before a recommendation is made to the LEP Leadership Group. • Recommend that no suitable candidate has been identified and that the recruitment process should be undertaken again. |
| 4 | <p>Details of the recommended candidate to be forwarded to the following meeting of the LEP Leadership Group for consideration and endorsement for Cabinet. Consensus is required for the candidate to be recommended to Cabinet.</p> |
| 5 | <p>Where the candidate is considered appointable by the LEP Leadership Group, they will be recommended for appointment at a meeting of Cabinet. The Cabinet decision to appoint would need to be by consensus. If consensus could not be achieved, the LEP Recruitment Panel would be asked to undertake a further recruitment process.</p> |