

## Process for appointing the Deputy Chair of the Local Enterprise Partnership

The recent government review 'Strengthened Local Enterprise Partnerships' recommended that Local Enterprise Partnership boards should consider appointing a Deputy Chair where one is not in place, in order to ensure the strengthening of the leadership role of the LEP.

Tees Valley LEP are therefore being asked to consider appointing a deputy chair from amongst the current Board membership.

In order to ensure a transparent, fair and consistent approach to appointing the Deputy Chair of the Board, the following principles and processes will be followed:

### General Principles

1	The Deputy Chair shall be selected from the current board, private sector members
2	When appointment of a Deputy Chair is required a standard process will be adhered to
3	The role of Deputy Chair will be held for a standard duration of two years with the option to extend the tenure for a further two years only (this will be dependent on the period of membership that the individual has remaining, as an individual can only act as Deputy Chair if they are a serving member of the LEP Board)

### Appointment Process

1	All members of the Board will be advised of the position vacancy.
2	The LEP Board Chair will request 'expressions of interest' from all eligible members who wish to be considered for the position. A standard form, outlining requirements for the role and providing the opportunity to provide a personal statement, will be available for anyone expressing an interest.
2	Expressions of interest and personal statements will be submitted to the Policy Officer by an agreed date via email.
5	Personal statements will be shared with all Board members along with a 'voting' paper.
6	All Board members will be asked to cast their vote anonymously outside of the meeting using the voting paper.
8	Returned 'votes' will be collated by Governance officers and the results shared by an agreed date/or meeting of the Board.
9	The person with the highest number of votes will asked to take up the position

10	In the case of two or more members receiving the same amount of votes, the LEP Chair and Strategy Director will speak to both applicants, to negotiate an agreement within the Board.
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#### **Accountabilities of Local Enterprise Partnership Chairs:**

- To chair meetings of the Local Enterprise Partnership Board as required.
- To be the principal representative of the Local Enterprise Partnership, and of the TVCA as a whole, at meetings with various external stakeholders as required.
- To undertake a range of activities including hosting events and delegations, making visits and presentations, ensuring that the role is visible and recognised across government, with partners and in the media.
- To attend and contribute at meetings of the TVCA Cabinet as required.
- To provide leadership to the Board and be responsible for progressing the LEP agenda and activities.
- To be a visible, active participant in the business community

#### **Role of Deputy Chair**

- To work with, and if appropriate deputise for, the Chair of the Local Enterprise Partnership to deliver the role detailed above.

#### **Skill and Experience requirements:**

- A strong private sector background and experience of building effective organisations.
- The ability to work collaboratively with a range of stakeholders, including local people, businesses and their representatives, elected officials, education institutions and voluntary and community sector bodies.
- Be able to act as an advocate for the Tees Valley and be able to represent the concerns of its people, institutions and businesses, both locally and at the highest levels of government.
- To be a strategic operator – able to interpret the external environment, articulate the LEP's position within it and amplify the board's stated ambitions.