

## **Section K: SWLEP Board Recruitment**

**November 2022**



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## **SWLEP BOARD RECRUITMENT**

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## SWLEP Board recruitment

### I. Board Membership

The SWLEP has a Board with a minimum of 14 and a maximum of 20 Directors and is constituted in such a way as to ensure that it is business-led, with its Chair and at least 70% of all Members representing the business community. Alongside the business community is the active involvement of Local Government through the role of the Leaders of the two Unitary Authorities as Board Directors. A permanent seat at the Board will be allocated for a Director to represent the Military and another seat to represent the education sector, these seats will not be tied to a specific Military Service or educational institution or organisation. The Military and education sector representatives will be appointed on a three-year basis (which can be extended in accordance with the company's articles of association).

Remaining Board Directors are appointed for three years, this term may be extended for a further three years with the agreement of the Board, that is, a maximum of six years from the date they were first appointed to the Board, irrespective of the position they may hold or be appointed to the Board, irrespective of the position they may hold or be appointed to during that period. In exceptional circumstances, to support business continuity, this term can be extended annually for up to a further year with the Board's agreement. This annual extension can only happen a maximum of three times, that is, an absolute maximum of nine years tenure in total. The structure of the SWLEP Board is displayed in Table 1.

**Table 1: Local Enterprise Partnership Board Membership**

Role	Organisation	Appointment	Length of Tenure
Chair	Private sector (mandated)	Voted by SWLEP Board	3 years, but can be extended
Deputy Chair	Private sector	Voted by SWLEP Board	3 years but can be extended
Local Authority Board Member	representative of Swindon Borough Council	Permanent	Permanent
Local Authority Board Member	representative of, Wiltshire Council	Permanent	Permanent
Board Member	Military	Permanent seat reserved for the Military. Director voted by the Board	3 years, but can be extended

<b>Role</b>	<b>Organisation</b>	<b>Appointment</b>	<b>Length of Tenure</b>
Board Member	Education sector	Permanent seat reserved for education. Director voted by the Board	3 years but can be extended
8-14 x Board Member	Private sector	Voted by SWLEP Board	3 years but can be extended
Advisor to the Board	Swindon Borough Council Chief Executive	Permanent	Permanent
Advisor to the Board	Wiltshire Council Chief Executive Officer	Permanent	Permanent

The SWLEP Board is responsible for:

1. The development, review and refresh of the strategic economic plans such as the Local Industrial Strategy;
2. The successful and effective delivery of the City Deal, Strategic Economic Plan, the Growth Deal and projects resourced by the Growing Places Infrastructure Fund and their successor programmes; and
3. The approval of scheme funding on the basis of recommendations from the relevant Subgroups.

## **2. Board Director, Chair and Deputy Chair recruitment and induction**

### **a. Board Director Recruitment**

Private sector Directors of the SWLEP Board will be recruited through an openly advertised process which may involve the use of a recruitment agency. The SWLEP CEO co-ordinates the recruitment process on behalf of the Board in consultation with the SWLEP Chair. Directors representing the Military and the Education sector will also be interviewed.

Candidates are shortlisted and interviewed by a panel comprising the Chair and 3 Board Directors and the SWLEP CEO. Preferred candidates are invited to a second interview with the same panel plus the two Unitary Authority Board Directors supported by the SWLEP CEO.

The appointment of successful candidate(s) will be subject to the approval of the SWLEP Board at its next meeting and its decision will be minuted. The Board Director's term of tenure commences from the date of this Board meeting.

#### **b. Chair recruitment**

The appointment of the Chair will follow the same process as the appointment of a Board Member and will be supported by the SWLEP CEO. The Deputy Chair will sit on the interview panel in place of the Chair unless they are standing for election in which case an additional Board Director will be involved.

#### **c. Deputy Chair recruitment**

The Deputy Chair of the SWLEP Board will be appointed from existing private sector Board Directors to support succession planning and to ensure that SWLEP is private sector led at all times. Candidates will be asked to put themselves forward with a seconder. Where there are multiple candidates, the remaining Board Directors will be asked to come to a consensus or vote and the decision will be minuted. Tenure will commence from the date of the vote.

#### **d. Induction**

Directors will be provided with appropriate and timely training, both in the form of an induction programme for newly appointed Directors and on an on-going basis for all Directors. This programme will be flexed to meet individual or whole Board requirements ranging from informal one-to-one discussions to group meetings in relation to the operation of the Board or to discuss specific programmes or operational matters as required.

### **3. Reappointment of Board Directors for a subsequent term**

Board Directors are appointed for three years, this term may be extended for a further three years with the agreement of the Board, that is, a maximum of six years from the date they were first appointed to the Board, irrespective of the position they may hold or be appointed to during that period. In exceptional circumstances, to support business continuity, this term can be extended annually for up to a further year with the Board's agreement. This annual extension can only happen a maximum of three times, that is, an absolute maximum of nine years tenure in total.

Any debate and vote, if required, will be undertaken in private as a part two Board agenda item and in the absence of the Board Member(s) seeking reappointment (Assurance Procedures Appendix 9). Where a Board Member is reappointed, their term of tenure starts from the date of the Board meeting when the decision to reappoint was taken.

### **4. Resignation from the Board**

All Directors of the Board can resign at any point during their term of tenure by approaching the Chair in writing giving 2 months' notice where possible to assist with succession planning. In exceptional circumstances, a resignation can take place with immediate effect subject to the discretion of the SWLEP Chair. Resignations from the Board will be announced at the next Board Meeting and minuted.

## **5. Dismissal from the Board**

In the event of a complaint that an alleged action or actions by a Board Director or a number of Board Directors contravene(s) the SWLEP Code of Conduct, the Board will convene a group of 3 independent individuals appointed by the SWLEP CEO (The Independent Review Panel), who are not Board Directors, are not conflicted by the allegation and have the required skills to review the veracity of the allegation. The group is charged with making a decision as to whether the allegation is fully or partially proven or unproven. The Independent Review Panel will report to the Board on the outcome of its review, including recommending to the Board what action it should take in respect of the Board Director or number of Board Directors who were the subject of the complaint.

When a complaint is received, the Chair (or in their absence the Vice-Chair), after taking advice from the SWLEP CEO will decide whether or not they should make an immediate recommendation to the Board to suspend the member or members from attending Board meetings and Board business subject to the complaint pending the outcome of the investigation by the Independent Review Panel and the response of the Board to the Panel's recommendations. Suspension is a neutral act enabling a full investigation to be carried out and is not intended to pre-judge the outcome of the investigation. It is expected that such investigations will be completed within 30 working days of the Board's decision to investigate. However, the Board may extend the time for completion of an investigation where it considers it is necessary to do so.

If the complaint or allegation is upheld following the investigation and depending on the severity of the complaint or allegation, the Board Member may receive training or ultimately be dismissed from the Board.