



Section K: SWLEP Board Recruitment

March 2019



SWLEP BOARD RECRUITMENT

SWLEP Board recruitment

I. Board Membership

The SWLEP has a Board with a minimum of 14 and a maximum of 20 Members 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 Members and the Commander of the Military HQ South West. The structure of the SWLEP Board is displayed in Table I.

Table I: 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
Vice 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	Commander Military HQ South West	Voted by SWLEP Board	Voted by SWLEP Board
Board Member	Education sector	Voted by SWLEP Board	3 years but can be extended
8 x Board Member	Private sector	Voted by SWLEP Board	3 years but can be extended
Role (non-Board Member)	Organisation	Appointment	Length of Tenure
Advisor	Swindon Borough Council Chief Executive	Permanent	Permanent
Advisor	Wiltshire Council Corporate Director	Permanent	Permanent

The SWLEP Board is responsible for:

- The development, review and refresh of the Strategic Economic Plan/Local Industrial Strategy;
- 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;
- The approval of scheme funding on the basis of recommendations from the relevant Sub-groups.

2. Board Member, Chair and Vice Chair Recruitment

2.1 Board Member Recruitment

Non-permanent Members 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.

Candidates are shortlisted and interviewed by a panel comprising the Chair and 2 private sector Board Members supported by the Advisers to the two Unitary Authorities and the SWLEP CEO. Preferred candidates are invited to a second interview with the same panel plus the two Unitary Authority Board Members 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 Member's term of tenure commences from the date of this Board meeting.

2.2 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.

2.3 Vice Chair recruitment

The Vice Chair of the SWLEP Board will be appointed from existing private sector Board Members 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 Members 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.

3. Reappointment of Board Members for a subsequent term

Once a Board Member's term of tenure is over they can be reappointed to the Board by securing a proposer and seconder from existing Board Members. The Board will decide

whether to reappoint the Board Member at its next meeting and the decision will be minuted. Reappointment will be limited to a maximum of two terms of office.

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 Framework Appendix C). 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 Members 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 Member or a number of Board Members 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 Members, 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 Member or number of Board members 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 if 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.