



SOLENT
LOCAL
ENTERPRISE
PARTNERSHIP

Solent LEP Chair

Information and Application Pack

October 2019

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FOREWORD

Gary Jeffries, Chairman, Solent LEP

The position of Solent LEP Chair is a role that I have been proud to undertake since 2013.

In the six years since have passed since, the role of LEPs has evolved and they are now the key interface for HM Government in relation to economic development. This includes specific roles in developing local economic strategy, allocating funds, co-ordinating local partners in response to opportunities and challenges and collaborating to advocate for their areas as an informed and independent voice. There is an expectation that LEPs will play an increasingly active role in delivering an economy that makes the most of opportunities available.

Our ability to deliver has also expanded. At my first Board meetings as Chair, we were in a position to direct around £42m across a range of specific projects and programmes of activity. Today, our budget is close to £250m to deliver the outputs of our £2bn investment programme for the Solent. This too is expected to grow as we look to the future and work to ensure the Solent area can benefit from the UK Shared Prosperity Fund and other new Government funding programmes in the period from 2021 and beyond.

As the role of the LEP has grown, so too has the role of the Chair. Our new Chair will be required to deliver exceptional leadership to the Board, the Company and the Solent area as a whole; discharging significant responsibilities on behalf of the LEP that span Corporate Governance, Leadership and Improvement, Governance and HM Government Compliance and Stakeholder Engagement and Ambassadorial functions.

This leadership requires significant capacity to engage with our local public, private and academic communities, bringing together partners from across a host of backgrounds for the benefit of the area. Equally, our Chair will be directly accountable to HM Government at the highest level. During my tenure, I have engaged directly with senior civil servants, Ministers, Secretaries of State, Chancellors and two Prime Ministers; including at the Prime Ministerial Council of Local Enterprise Partnership Chairs.

At times, the role has been challenging and whoever takes on the position will require a strong commitment to the LEP and our economy. However, the role has also been hugely rewarding and the successes we have achieved greatly outweigh the challenges we have faced. This includes delivery of the UK's first dedicated centre for cancer immunology that will develop



treatments to save countless lives in the future, the opening of five new skills centres across the Solent that will ensure our next generation can benefit from the opportunities created as our economy continues to grow, and investment in close to 300 SMEs and new start-ups that are the lifeblood of our economy. I am proud to have been able to play my part in these achievements which will help ensure our economy is ready to face the future opportunities and challenges on the horizon.

Of course, achievements like these cannot be delivered alone and our new Chair will be joining an exceptional team of people committed to delivering the next wave of success stories. This includes the LEP Board of Directors, who bring with them a wealth of expertise and experience from a diverse range of backgrounds spanning the public, private and academic sectors, a huge number of supportive business leaders that help deliver the aspirations of the LEP in a myriad of ways and, of course, our executive team that are always on hand to offer the highest standards of support and guidance. I am extremely grateful to all those that have supported me in my time as Chair and, with the team we have in place, I have full confidence that my successor will be in a very strong position to build on our achievements to date.

Whilst my time on the Board is coming to an end, as a Solent resident and business leader I remain passionate about supporting our area to achieve its enormous potential as a diverse, vibrant and prosperous economy; with national and international assets that impact far beyond our own region. While there remains much more to do to realise this potential, there is a bright future ahead and I would strongly encourage any business leaders who share this passion for the future of the Solent to apply for this unique and exciting role.

INTRODUCTION

Established in 2010, Solent LEP is a limited company by guarantee and a business-led collaboration between private, public and education sectors across the Solent.

Of the 38 LEPs across England, Solent LEP represents one of the most significant coastal gateway regions in the country, and is responsible for securing and investing large amounts of public and private sector funding in ambitious projects to create new businesses, jobs and homes.

Successful LEPs are led by influential private and public sector leaders, acting as champions for their area's economic success. Since its formation, Solent LEP has benefitted from business expertise and acumen. We have created a new partnership between the public and private sector in the Solent that represents the diversity of local businesses and communities.

Solent LEP prioritises policies and actions on the basis of clear economic evidence and intelligence from businesses and local communities. Our interventions are designed to improve productivity across the local economy to benefit people and communities with the aim of creating more inclusive economies.

As an organisation, Solent LEP prides itself on demonstrating innovation, passion and commitment for the region by working in a collaborative and inclusive manner with its complex and varied stakeholder networks. The Board of Directors play an integral role in providing the leadership and setting the strategy for the area to support the "ambition to create a dynamic, vibrant, inclusive and internationally competitive region".

The Solent LEP is now seeking a new private sector Chair that will lead our organisation and bring together key partners across the area to help us achieve this ambition. This document includes all information in

relation to the role, how to apply and the process through which a new Chair will be appointed.

In addition, as is the case with all Solent LEP Business Directors, the new Chair is expected to be drawn from a Business Member of the Solent LEP.

In order to ensure that any business leader can apply for the role of the LEP Chair, there is currently an opportunity for businesses to join the Solent LEP as members. Membership of the LEP is free and this document also includes all information in relation to how to apply to become a Business Member of the Solent LEP.

Section 4 of this document provides information in relation to becoming a Business Member of Solent LEP Ltd. Membership of Solent LEP Ltd is a pre-requisite for the LEP Chair and, therefore, it is recommended that if you are not currently a Member of Solent LEP Ltd, you should refer to this section in the first instance.

Applications for the role of LEP Chair are also encouraged from existing LEP Business Members.

If your business is already a Member of Solent LEP Ltd, and you are interested in applying for the role, you can refer directly to Section 1 of this document for information on the role and Section 2 of this document for information on how to apply. The information in Section 4 will not be relevant for existing Business Members of Solent LEP Ltd.

Exceptionally, the Solent LEP can also consider applications from individuals who have recently (within the last five years) retired. Any recently retired applicants should refer to the information in Section 3.

1: Applying to become the Solent LEP Chair

1a: The role of the Solent LEP Chair

The leadership that the Solent LEP Chair provides is central to the success of the Solent LEP. As such, the Solent LEP is seeking to recruit a Chair who is an influential local leader and who can act as a champion for the area's economic success. The Chair requires sufficient standing to be able to convene the local business community and public sector stakeholders, while having the insight to oversee the development of an economic strategy and the relationship skills to work effectively with government.

The Chair must come from the private sector¹. Given their role involves overseeing public funds and responsibilities; the Chair is expected to display the highest levels of integrity and honesty.

The Solent LEP Chair has a defined term limit of three years. Subject to the agreement of the Chair and the Solent LEP Board, the Chair may be extended to a second term of a further three years².

All Solent LEP Board Members require a strong and detailed appreciation of, and interest in, the strategic issues relating to, and drivers of, the Solent economy and the various opportunities and challenges involved in securing sustainable, private sector-led economic growth. The Solent LEP Board have a key role in developing local solutions to enhance the economic prospects within the area and to help plan, support and direct the economic growth of the Solent area.

In terms of time commitments, it is expected that the Solent LEP Chair will offer an equivalent of two days per week on average and the Chair should have sufficient time to meet their Board responsibilities. The time commitment to engage with Company Members and other key stakeholders and get to know the business will be considerable.

The Chair will also receive high-quality information sufficiently in advance of meetings so that there can be thorough consideration of the issues prior to, and informed debate and challenge at, Board meetings. Executive contact names and numbers will be published on all papers so the Chair can seek clarification or amplification from management where they consider the information provided is not sufficient. They should provide constructive challenge, strategic guidance, specialist advice and hold management to account.

The Chair can access impartial advice and support through the LEP Executive team which the Solent LEP has established an independent secretariat. The Solent LEP Chief Executive reports to the LEP Chair and, in addition to this executive support, the Solent LEP has also appointed a Deputy Chair in order to provide non-executive support to the Chair.

On appointment to the Board, the LEP Chair will be provided with a comprehensive, formal and tailored induction that will extend beyond the boardroom and they will be expected to undertake some external formal training to ensure they are fully briefed on the role of the Chair and the best practice requirements under the FRS UK Corporate Governance Code. In their first year and on an ongoing basis they should expect to visit operations and talk with managers and non-managerial members of the workforce. The LEP Chair should use these conversations to better understand the culture of the organisation and the way things are done in practice, and to gain insight into the experience of the executive of the LEP.

Directors duties are set out in sections 171-177 of the Companies Act 2006 and the Articles of Association of Solent Local Enterprise Partnership Limited (see: <https://solentlep.org.uk/media/2645/articles-of-association.pdf>)

Continued overleaf ►

1 Individuals can only be classed as private sector if their organisations do not appear on the Public Sector Classifications guide which can be viewed on the Office for National Statistics website and is available [here](#).

2 The Solent LEP Board are permitted to agree a further extension (resulting in a maximum term of nine years). However, this option is intended to be utilised in exceptional circumstances only.

1a: The role of the Solent LEP Chair (cont)

Full details in relation to the role of the Chair can be found in the Solent LEP Chair role description which is included in full as an Annex at the end of this document.

The Solent LEP Chair will be a Business Board Director of the Solent LEP. All Board Members require a strong and detailed appreciation of, and interest in, the strategic issues relating to, and drivers of, the Solent economy and the various opportunities and challenges involved in securing sustainable, private sector led economic growth. The Solent LEP Board have a key role in developing local solutions to enhance the economic prospects within the area and to help plan, support and direct the economic growth of the Solent area.

Details on the existing Board of Directors can be found at <https://solentlep.org.uk/who-we-are/solent-lep-board/board-biographies>

Further information on the Solent LEP can be found at www.solentlep.org.uk Terms of reference for the Solent LEP Board are available at: <https://solentlep.org.uk/media/2253/lep-board-terms-of-reference.pdf>

1b: Who we are looking for

Due to the extremely high profile nature of the role, the Solent LEP is seeking very prominent business leaders as candidates for the role of Solent LEP Chair that meet the person specification set out in this document.

The Solent LEP is committed to having a Board which embraces diversity and promotes equality of opportunity within the Solent economy. In line with this commitment, the opportunity to apply for the role of Solent LEP Chair is open to business leaders from all backgrounds and businesses of all sizes and sectors. Applications are invited from current Solent LEP Business Directors, senior business leaders from LEP Business Members, senior business leaders from a business in the Solent area that are not currently LEP Business Members and recently (within 5 years) retired senior business leaders.

In line with best practice set out in the UK Corporate Governance Code³, we are seeking to appoint a truly independent non-executive director to join the LEP Board as Chair. Candidates are asked to consider this definition carefully in advance of submitting an application, which will include whether the candidate:

- has been an employee of the Solent LEP within the last five years;
- has, or has had within the last three years, a material business relationship with the Solent LEP either directly, or as a partner, shareholder, director or senior employee of a body that has such a relationship with the Solent LEP;
- has received or receives additional remuneration from the Solent LEP apart from a director's fee,;
- has close family ties with any of the Solent LEP's advisers, directors or senior employees;
- holds cross-directorships or has significant links with other directors through involvement in other companies or bodies;

- has served on the board for more than nine years from the date of their first election.

Of the above considerations, we would like to ensure that candidates are particularly mindful of the requirement to not have had a material business relationship with the LEP directly in the last three years (neither as a partner, shareholder, director, leader or other senior post holder of a body that has had such a relationship with the LEP).

However, in order to ensure the LEP is able to secure the strongest possible field of candidates, the Solent LEP will exceptionally consider applications from individuals that would not be deemed independent under the UK Corporate Governance Code. Applicants that would not be considered independent under the UK Corporate Governance Code are asked to provide an explanation within the covering letter to their application that sets out the rationale as to why the LEP should consider such an appointment.

Applications are encouraged from credible people who can see the bigger strategic picture, offer challenge and insight and genuinely input into the process of advancing the LEP's agenda of fostering real and positive change in the Solent region for the ultimate benefit of all. Strong partnership skills are essential and candidates will need to be collegiate and collaborative in their style and approach.

The role description for the LEP Chair is summarised in Section 1C and a full role description can be found at the Annex at the end of this document. The person specification that all candidates will be required to meet is included in Section 1d.

³ UK Corporate Governance Code 2018 (Code Provision 11).

1c: Role and person specification

The Role Specification and Person Specifications are available to view at www.transformingsolent.com

1d: Other information

Remuneration

In line with our expenses policy for Directors, the Solent LEP will pay reasonable expenses in relation to any duties carried out by the LEP Chair that represent a commitment above and beyond the usual role of a LEP Director. The LEP will not reimburse expenses in relation to the usual requirements of LEP Directors, such as attendance at LEP Board meetings within the Solent area.

The Solent LEP Board has elected that the role is undertaken on a voluntary, rather than a remunerated, basis. The Solent LEP will consider all candidates on an equal basis.

Time commitment

It is expected that the Solent LEP Chair will offer an equivalent of 2 days per week on average and the Chair should have sufficient time to meet their board responsibilities.

Conflict of interest

The Chair will be expected to adhere to normal conflict of interest arrangements, and their companies may be excluded from any contracts where the Solent LEP has a direct financial or commissioning interest. Details on the Solent LEP register of interest are available at the following links:

<https://solentlep.org.uk/media/2551/solent-lep-register-of-interest-template-february-2019.pdf>

https://solentlep.org.uk/media/1265/register_of_events_attended_hospitality_and_gifts_received_form.pdf

Conduct

The LEP Chair role is high profile and responsible for decision making in relation to significant sums of public

money. Therefore, in addition to usual requirements under Company Law, all LEP Directors are required to adhere to the Solent LEP Assurance Framework (available here [All Solent LEP Board Directors are expected to follow "The 7 principles of public life" code of conduct.](#) Following publication of the Local Enterprise Partnership Governance and Transparency Best Practice Guidance the LEP has adopted a new Code of Conduct available here <https://solentlep.org.uk/media/2382/solent-lep-code-of-conduct-blank-form.pdf>

Period of appointment

Following election of a candidate by the Business Membership, the Chair will be appointed with immediate effect.

The Solent LEP Chair has a defined term limit of three years. Subject to the agreement of the Chair and the Solent LEP Board, the Chair may be extended to a second term of a further three years⁴.

The appointment will be in a personal capacity. Deputies will not be allowed if the Chair is unable to attend a Board meeting or other LEP commitment. However, the Solent LEP has a Deputy Chair that will support the Chair in their role and will deputise for the Chair on occasion when required.

Board Development and Training

The Solent LEP is committed to ensuring that the LEP Chair is able to make a real and significant difference to the LEP and to our economy. As part of this, we will ensure the Chair is provided with access to an induction and ongoing development and training which will ensure the Chair has an in-depth view of the key duties, roles and legal responsibilities of the Chair, as well as an understanding of their role in corporate governance, legal status of a company and implications of the Company Act 2006, and know how to maximise board effectiveness.

⁴ The Solent LEP Board are permitted to agree a further extension (resulting in a maximum term of nine years). However, this option is intended to be utilised in exceptional circumstances only.

2: Information for individuals interested in applying to become the Solent LEP Chair

Please note that if you are intending to apply for the role, your business will need to be a Business Member of Solent Local Enterprise Partnership Ltd. As such, if your business is not currently a Solent LEP Member, you will need to apply for membership at the same time as submitting an application for the role of Solent LEP Chair. Information on how to apply for Membership is included in Section 4.

If your business is an existing B Member of Solent LEP Ltd, and you, or a senior person within your business, would like to be considered for a position as an LEP Director, you will not need to complete a new application

for Membership form and as such, do not need to refer to Section 4.

In the event you are a recently retired business leader interested in applying for the role, please also refer to the information in Section 3.

The role of the LEP Chair and eligibility criteria remains the same for candidates from both existing and new members and, for more information on the role, you should refer to the information in Section 1 of this document.

2a: How to apply

If you would like to apply to become the Solent LEP Chair, please send us:

- A covering letter highlighting why you are interested in the post, the skills and experience you possess which you feel would be most relevant to the role and how you meet each of the person specification requirements listed in section 3D. Please note that applicants that would not be considered independent under the UK Corporate Governance Code are asked to provide an explanation within the covering letter to their application setting out the rationale as to why the LEP should consider such an appointment.
- Your curriculum vitae (CV)
- A candidate statement which you would be content for us to circulate to other Solent LEP Business Members. The template to use in producing your candidate statement can be downloaded at <https://solentlep.org.uk/get-involved/become-a-solent-lep-business-director/>

Please email your covering letter, CV, and candidate statement to info@solentlep.org.uk You will receive an email reply confirming receipt within three working days.

Please note that documents submitted as part of your director application will be shared with Solent LEP Search, Employment and Remuneration Committee in order to assess your application against the eligibility criteria in Section s3d (and 2c in the event you are also submitting a membership application).

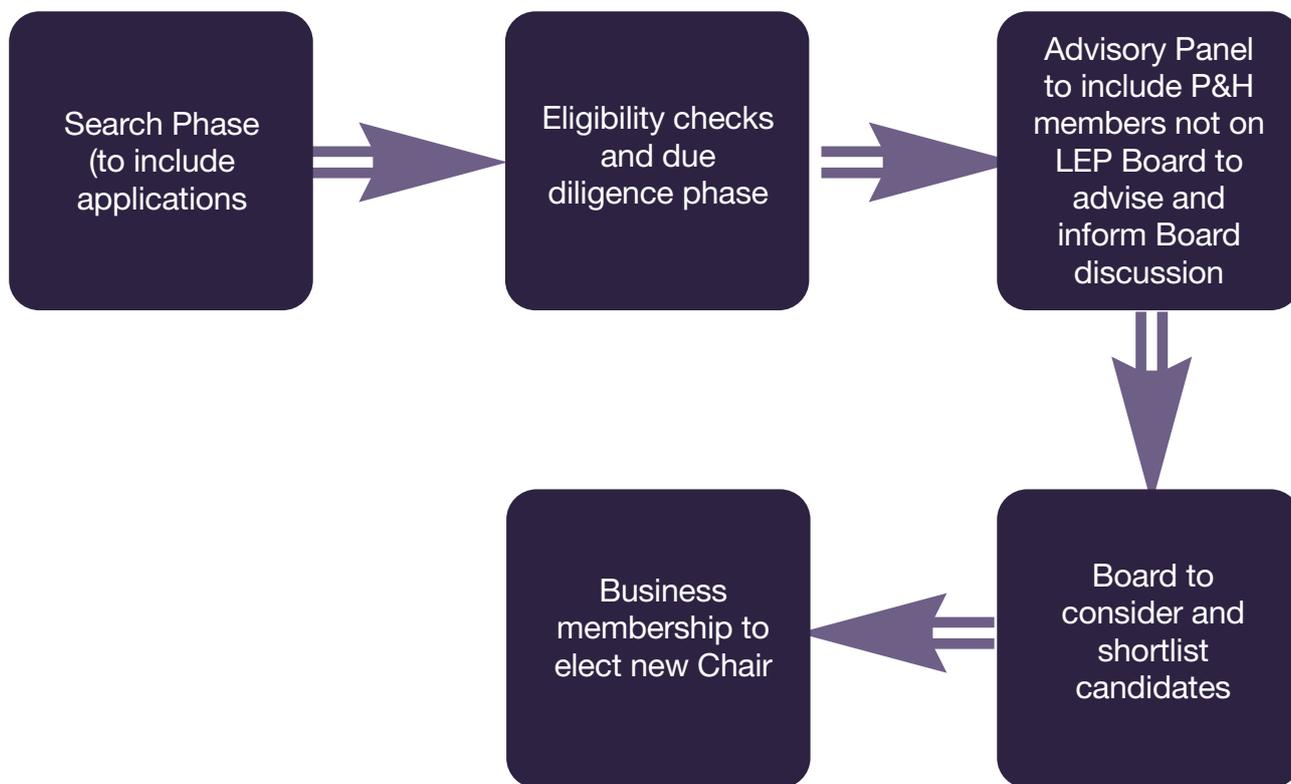
If your application is considered to be eligible for consideration, these documents will also be shared with the Solent LEP Board of Directors and representatives of our other Higher Education and Local Authority Members in order to inform the shortlisting process.

No documents submitted as part of your application will be shared with our other Business Members except for the Candidate Statement form you provide. Your covering letter and CV will only be used to ensure eligibility against the criteria published in this document and inform the shortlisting for the role. We will hold these documents confidentially at the Solent LEP Office. By returning the candidate statement form to us, you are providing consent for us to share these documents as described above.

PLEASE NOTE THE CLOSING DATE FOR APPLICATIONS IS 23:59 ON FRIDAY 10th JANUARY 2020

2b: Process

The following diagram provides a summary of the process the Solent LEP intends to follow in securing the appointment of a new Solent LEP Chair. Further details in relation to each stage are provided below.



Stage 1: Search phase to include applications

Applications are invited from Monday 18th November 2019 to Friday 10th January 2020. The Solent LEP has enlisted the support of Executive Search agency GatenbySanderson to supplement the advertising and promotion of the role.

In addition to the information provided in this document, the Solent LEP would also welcome informal discussions with any individual interested in applying for the role. If you would like to speak with the Solent LEP Chief Executive or our current Chair to discuss the role further ahead of applying, please contact us using the details provided in section 5. Please note that any potential applicants are asked to contact us well in advance of the deadline in order to ensure a call can be arranged.

Stage 2: Eligibility checks and due diligence phase

All applications received before the deadline will be screened by the Solent LEP Search, Employment and Remuneration Committee to ensure eligibility against the criteria outlined in this document. The Panel will confirm the eligibility of Director Candidates (against the criteria in section 1D of this document; and 4C in the event you are also submitting a membership application). All applicants will be notified of the outcome of these eligibility checks.

Continued overleaf ►

2b: Process (cont)

Stage 3: Advisory Panel to include Public Sector and Higher Education Members not on Solent LEP Board to provide advice to inform LEP Board discussion

The Solent LEP Chair will be a Business Director of the LEP and, as such, final decisions in relation to the appointment will be made by the Solent LEPs Business Members. However, the LEP Board recognise that the LEP Chair will have an important role in leading the Company as a whole and engaging with all Company Members. As a result, the LEP Board want to ensure that all company members are engaged in the process to appoint a new LEP Chair.

All eligible applications will therefore be shared with an advisory panel which consists of Public Sector and Higher Education Members not on Solent LEP Board. Specifically, this will include representatives from the University of Southampton, Solent University, Havant Borough Council, Gosport Borough Council, Eastleigh Borough Council, New Forest District Council and the New Forest National Park Authority. The role of this panel is advisory only and feedback on individual applications will be utilised by the Solent LEP Board to inform shortlisting for the role.

Stage 4: Board to consider and shortlist candidates

The Solent LEP Board will consider all eligible applications alongside feedback from the advisory panel. All eligible applicants will also be invited to meet with the Solent LEP Board at a networking session to be held on Friday 14th February 2020. This will provide an opportunity for the Board to

meet with candidates and, equally, for candidates to engage with existing LEP Board Directors. Further details in relation to the format of this will be provided within the invitation to attend the session.

The Solent LEP Board will agree a shortlist of candidates. Depending on the strength of applications received, the Solent LEP Board may shortlist one or more candidates for the role. The Solent LEP Board reserves the right to determine the number of individuals to be shortlisted for the role. All applicants will be notified of the outcome of this shortlisting process. In the event that no applicants are shortlisted, the Solent LEP will review the application process ahead of re-advertising the role.

Stage 5: Business Membership to elect new Chair

The candidate statements of all shortlisted candidates will be circulated to the Solent LEP Business Members. A full list of Solent LEP Business Members is available [here](#). The Business Members of the Solent LEP will elect their preferred candidate to the role via an election process administered via email. Each Business Member shall have one vote in the election process. All votes are equally weighted and results will be determined using a first-past-the-post system. In the event only one candidate is shortlisted, Business Members will be asked to vote in favour or against the appointment.

All candidates in the election process will be notified of the outcome following validation of the election result by the Solent LEP Company Secretary and the successful candidate will be elected with immediate effect.

2c: Timetable

Application process to open	Monday 18th November 2019
Closing date for applications	Friday 10th January 2020
Eligibility checks on applications	w/c Monday 13th January 2020
Applicants notified of outcome of eligibility checks (and eligible new B Member applicants sent joining documentation)	w/c Monday 20th January 2020
Deadline for return of membership and application documentation for new B Member applicants	Friday 31st January 2020
Advisory Panel to consider all eligible applications	w/c Monday 3rd February 2020
Structured networking session with Solent LEP Board	Friday 14th February 2020
All applicants to be notified of outcome of shortlisting	w/c Monday 17th February 2020
Election process to open	Monday 24th February 2020
Election process to close	Friday 13th March 2020
Validation of election result and notification of outcome to all candidates	Monday 16th March 2020

Please note that the Solent LEP fully intends to adhere to the above timetable. However, the Solent LEP reserves the right to depart from this timetable. The Solent LEP will notify all candidates of any change to the timetable.

3: Information for recently retired individuals interested in applying to become the Solent LEP Chair

Ordinarily, recently retired business leaders would not be eligible for a role on the Solent LEP Board on the basis that, by definition, they are no longer an owner or part owner (whether by way of shareholding, partnership or direct proprietorship), or board level or similar officer, of a Solent LEP Business Member.

However, under our Articles of Association, the Solent LEP Board has the opportunity to approve such an individual as a candidate. A candidate approved under this process would be defined as a 'Recommended Person'.

In order to be eligible for consideration as a recommended person, any candidate must:

- ensure that they meet all eligibility criteria set out in the person specification in section 1d of this document;
- have retired no more than five years prior to the appointment date for a new LEP Chair (Monday 16th March 2020);
- have retired from a Business Member of the Solent LEP. (In the event that the business is not currently a member of the Solent LEP, the applicant must ensure that their former Business applies for Business Membership in line with the process set out in section 4 of this document);
- provide as part of their application a letter from the Business Member of the Solent LEP that confirms the Business Member has no objection to the candidate being considered on the basis of recent retirement from their employment.

Recently retired applicants should note that the approval of the LEP Board to be defined as a 'Recommended Person' only relates to an individual's eligibility to stand as a candidate to be elected to the LEP Board. Decisions in relation to appointment to the role of LEP Chair will remain subject to a vote of the Business Members of the Solent LEP and a 'Recommended Person' would remain subject to the appointment process set out in section 2b of this document.

Recently retired applicants should also note that the maximum term for an individual appointed as a 'Recommended Person' is limited to a total of four years. Accordingly, if appointed, a 'Recommended Person' would serve for a period of up to three years from the date of their appointments (first term). The directors may then elect, by majority vote, to extend the tenure of the 'Recommended Person' as Chair beyond the first term for up to a further one year (second term). No further extensions beyond this timeframe can be provided.

All other information in relation to the role of Chair, application and recruitment process for a 'Recommended Person' is as set out in Sections 1 and 2 of this document.

4: Becoming a Solent LEP Business Member

The following section will provide an overview of key information in relation to becoming a Member of Solent LEP Ltd. Full details in relation to membership of Solent LEP Ltd can be found in our Articles of Association. It is recommended that you review these before applying for membership. Our Articles are published at the following link: <https://solentlep.org.uk/media/2645/articles-of-association.pdf>

4a: Company Structure of Solent Local Enterprise Partnership Ltd

The Solent Local Enterprise Partnership has been registered as a company, limited by guarantee and it was incorporated on 18 March 2011. The Company has three categories of membership:

- B Membership – for businesses
- P Membership – for local authorities and planning authorities
- H Membership – for higher education institutions

In keeping with the Articles of Association and in accordance with company law, the board of Solent Local Enterprise Partnership Limited has been democratically elected by its members, thus ensuring that we have a robust, transparent and accountable delivery structure in place.

The structures continue to evolve, reflecting the strategic role that the LEP has assumed as the lead body for economic development and the need to establish delivery capacity for its key programmes of work.

All Members of Solent LEP Ltd have the opportunity to vote on any future changes which the Company may

wish to make to the Articles of Association and, accordingly, the way in which the Company operates.

In order to ensure that the LEP is business led, Business Members (or 'B' Members) of Solent LEP Ltd have the highest percentage (50%) of votes in relation to members' resolutions, including changes to the Company's Articles of Association.

In addition, each membership class elects its own representatives to the Solent LEP Board of Directors. The Directors are responsible for delivering the strategic goals of the Solent LEP and, again at Board level, the LEP is business led.

The Solent LEP Board consists of 16 Directors. This is made up of:

- 9 Business (B) Directors - Including the Chair of the Solent LEP
- 5 Local Authority (P) Directors
- 1 Higher Education (H) Director
- 1 Executive (E) Director who is also the Solent LEP Chief Executive.

4b: Benefits of becoming a Solent LEP Member

Business Members of the Solent LEP have the opportunity to influence and shape the work of the Solent LEP in two main ways:

1. Each B Member has the right to exercise one vote in relation to members' resolutions (including changes to the Company's Articles of Association), and;
2. The B Membership from time to time, as a class, the exclusive right, by simple majority vote, to appoint, remove and replace up to nine Company Directors (the B Directors); including the LEP Chair and, if invited to do so by the directors, the Deputy Chair.

In addition, Business Members have the opportunity to become directly involved in the work of the Solent LEP in many ways, including supporting the forum and panels that support the LEPs work.

Further details on the Solent LEP priority areas of work can be found in our 2019/20 Delivery Plan, available at:

<https://solentlep.org.uk/media/2666/solent-lep-delivery-plan-may-2019.pdf>

4c: Eligibility for Membership

If you wish to apply for Business Membership of the Solent LEP, your business must be eligible against the following criteria.

The Business must:

- be currently undertaking professional, business or other commercial activities with a view to profit within the Solent LEP region⁵ (including organisations that re-invest profit or surplus revenue into their organisation or the LEP region or community);
- not be a representative organisation;
- be prepared to support the work of the Solent LEP through fielding a senior representative for consideration as a Solent LEP Business Director (see section 3 of this document for details), field representatives for Solent LEP Panels / Forum, field representatives to support one of our programmes such as joining our Enterprise Adviser Network, or contribute to the work of the LEP in other ways such as donation of services or hosting of meetings/events, etc.

⁵ A map of the Solent LEP region can be found at: <https://solentlep.org.uk/the-solent/map>

4d: Liabilities of Members

The liability of LEP members is limited. Please note that there is no cost or membership subscription fee associated with Solent LEP Membership.

However, members will be required to promise, if the company is dissolved while he or she or it is, as applicable, a Member, or within twelve months after he

or she or it ceases to be a Member, to contribute such sum (not exceeding £1.00) as may be demanded of him or her or it towards the payment of the debts and liabilities of the company incurred before he or she or it ceases to be, as applicable, a Member or an Associate Member and the costs charges and expenses of winding up, and the adjustment of the rights of the contributories among themselves.

4e: How to apply for Business Membership

If you would like to apply to become a Business Member of the Solent LEP, please send us:

A completed expression of interest in membership form with key information (form available at: <https://solentlep.org.uk/get-involved/solent-lep-business-membership/> including an outline of how your business would be prepared to support the LEP).

Please email your completed expression of interest form to info@solentlep.org.uk

You will receive an email reply confirming receipt within three working days.

Please note that documents submitted as part of your membership application will be shared with Solent LEP Search, Employment and Remuneration Committee in order to assess your application against the eligibility criteria in Section 4c.

If you are putting forward a candidate for election to the role of LEP Chair, you will need to submit individual candidate information / documents at the same time as your membership documents.

Further information on this is included in Sections 1 and 2.

PLEASE NOTE THE CLOSING DATE FOR APPLICATIONS IS 23:59 ON FRIDAY 10th JANUARY 2020

4f: Process and Timetable

All applications received before the deadline will be screened by the Solent LEP Search, Employment and Remuneration Committee to ensure eligibility against the criteria outlined in this document. The Panel will confirm the eligibility of the Business (against the criteria in Section 4c).

You will be notified via email of the outcome of these eligibility checks and, if deemed eligible, sent a formal Application for Membership Form which you will need to sign and return to us by the deadline published below in order to confirm your membership of Solent LEP Ltd.

Timetable	
Application process to open:	Monday 18th November 2019
Closing date for applications:	Friday 10th January 2020
Eligibility checks on applications:	w/c Monday 13th January 2020
Applicants notified of outcome of eligibility checks (and eligible new B Member applicants sent joining documentation)	w/c Monday 20th January 2020
Deadline for return of membership and application documentation for new B Member applicants:	Friday 31st January 2020

All B Members of the Solent LEP will be eligible to vote in the election of a new LEP Chair from amongst the shortlisted candidates. Section 2c contains details of the timeframe associated with the LEP Chair election process.

Please note that the Solent LEP fully intends to adhere to the above timetable. However, the Solent LEP reserves the right to depart from this timetable. The Solent LEP will notify all applicants of any change to the timetable.

5: Contact information

Should you have any enquiries in relation to any of the information included in this document, please contact the Solent LEP using the below contact information:

In writing at:

FAO: Assistant Director of Corporate
Governance and Communications
Solent LEP Office
Building 1000
Lakeside North Harbour
Western Road
Portsmouth
PO6 3EN

By email at:

info@solentlep.org.uk

Or via phone at:

023 9283 4893

Solent LEP Chair

Role Description

The leadership that the Solent LEP Chair provides is central to the success of the Solent LEP. As such, the Solent LEP is seeking to recruit a Chair who is an influential local leader, who acts as a champion for the area's economic success.

The Chair requires sufficient standing to be able to convene the local business community and public sector stakeholders, whilst having the insight to oversee the development of an economic strategy and the relationship skills to work effectively with government.

The full role description is available on our Solent LEP Recruitment site and available at www.transformingsolent.com