



SOLENT
LOCAL
ENTERPRISE
PARTNERSHIP

Information and Application Pack

Becoming a Solent LEP Business Member

Becoming a Solent LEP Business Director

12th August 2019

TOGETHER.STRONGER

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Foreword from Gary Jeffries, Chairman, Solent LEP

Our economy is facing an era of unprecedented change.

We have a new Government in place with a bold and ambitious vision to create an enterprising, outward-looking and truly global Britain.

We have new relationships with international partners on the horizon as work to prepare for a post-Brexit future continues.

New technologies are disrupting business models across all sectors and areas.

Change of this scale can bring challenges and it remains imperative that we can provide support to mitigate these.

However, this change also represents an era of unprecedented opportunity for our economy.

We are working with our local partners and communities to establish a new vision for the Solent in 2050 and developing a Local Industrial Strategy that will help us chart the course of current change to bring this vision to reality.

Our area has many strengths and opportunities on which we can build. Examples include our world-class marine and maritime cluster, our visitor economy and our work at the vanguard of clean growth.

If the Solent is to achieve its true potential; we must continue to invest for the future.

We must invest in future digital and physical infrastructure that will connect our communities to new opportunities.

We must invest in the future skills our young people will need to secure jobs that do not currently even exist.

We must invest in our innovative business base that will push the boundaries of what we believe is possible today.

Significant progress has been made through the Solent Growth Deal and our progress represents a very strong foundation on which we can build with many successful schemes including the Isle of Wight College's Centre of Excellence for Composites, Advanced Manufacturing and Marine, the UK's first Centre for Cancer Immunology in Southampton, and new link road to unlock investment at the Dunsbury Park site in Havant - now home to a new UK distribution centre for Fat Face.

Investments we are making such as these represent a strong start in our work to change our economy for the better.

The Solent LEP is changing too.

Our Members have voted in favour of increasing the number of Business Directors on our Board from eight to nine.

Whilst our Company has always been strongly business-led, this change will further strengthen the voice of our private sector in shaping the future of our economy.

As a result, there is now an opportunity for a new Business Leader to join our Board and I am delighted to be able to open this call for applications.

We are committed to having a Board which embraces diversity and are particularly keen to receive strong applications from senior female business leaders in the Solent.

Considering the strength of our area as a global gateway for the UK and the opportunities presented by changing international relationships, we are also keen to secure applications from candidates with expertise in major national infrastructure and key international gateways.

In addition to the opportunities to join the LEP Board, we are also opening the application process for businesses to become members of our company. Our Business Members are integral to the shaping the work of the LEP; voting on changes to how we operate under our Articles of Association, electing our Business Directors to the LEP Board to lead the strategic direction of the organisation and getting directly involved in work through our supporting panels.

Whether you are interested in a role on the LEP Board or in joining as a Company Member, I urge you to get involved and help us change our economy for the better.

Section 1: Introduction

Established in 2010, Solent LEP is a limited company by guarantee and 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 Local Enterprise Partnerships 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".

There is currently an opportunity for businesses to join the Solent LEP as members. We are keen to broaden the business membership to strengthen the work of the Solent LEP as well as provide opportunities for companies to become more actively involved in the work of the LEP.

In addition to this membership opportunity, there is currently at least one vacant seat on the Solent LEP Board of Directors. All Directors are selected from amongst the Business Membership and, accordingly, these two processes are linked.

Section 2 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 all LEP Directors 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 to stand as an LEP Director 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 a seat on the Board, you can refer directly to Section 3 of this document for information on the role of an LEP Director and Section 4 of this document for information on how to apply. The information in section 2 will not be relevant for existing B Members of Solent LEP Ltd.

Section 2: 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>

2A: 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
- 5 Local Authority (P) Directors
- 1 Higher Education (H) Director
- 1 Executive (E) Director who is also the Solent LEP Chief Executive.

2B: 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).

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

2C: 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 region¹ (including organisations that re-invest profit or surplus revenue into their organisation or the LEP region or community);
- not be a representative organisation;
- and, 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.

2D: 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.

¹A map of the Solent LEP region can be found at: <https://solentlep.org.uk/the-solent/map>

2E: 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 3 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 2C.

If you are putting forward a candidate for election to the LEP Board, you will need to submit individual candidate information / documents at the same time as your membership documents. Further information on this is included in section 3 and 4.

PLEASE NOTE THE CLOSING DATE FOR APPLICATIONS IS 23:59 ON FRIDAY 20th SEPTEMBER 2019

2F: Process and Timetable

All applications received before the deadline will be screened by the Solent LEP Search, Employment and Remuneration Committee and independent external recruitment and legal colleagues (“the Panel”) to ensure eligibility against the criteria outlined in this document. The Panel will confirm the eligibility of the Business (against the criteria in section 2C).

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.

All B Members of the Solent LEP will then consider the B Director candidates from amongst the eligible applicants. Businesses applying for Solent LEP Membership are invited to put forward a candidate for the upcoming election at the same time as submitting your application for membership. If this is the case, please note that there are some additional documents which will need to be submitted at the same time as your application for Membership. This process is outlined in section 3 and 4.

All Members and individual candidates will be advised of the election process and timetable at this time.

Timetable	
Application process to open:	Monday 12th August 2019
Closing date for applications:	Friday 20 th September 2019
Eligibility checks on applications:	w/c Monday 23 rd September 2019
Applicants notified of outcome of eligibility checks and eligible applicants sent application documentation:	Friday 4 th October 2019
Deadline for return of membership and application documentation:	Friday 18 th October 2019
All LEP B Members and B Director candidates notified of election process and timetable:	Monday 21 st October 2019

Please note that the Solent LEP intend to adhere to the above timetable. However, in line with our commitment to securing a diverse range of Business Director candidates for our Business Membership to consider (as set out in section 3B), the Solent LEP reserves the right to depart from this timetable and extend the closing date for applications in the event that there are no applications from female directors within the initial application window. In these circumstances, the Solent LEP will notify all candidates of the change in timetable via email during w/c Monday 23rd September 2019.

Section 3: Becoming a Solent LEP Business Director

3A: The role of a Solent LEP Director

There is currently at least one vacancy on the Solent LEP Board of Directors for a new Business (B) Director to be appointed. The Solent LEP is seeking prominent business leaders as candidates for the LEP Board of Directors.

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>

In terms of time commitments, it is expected that Solent LEP Directors will offer a minimum of 2 days per month on average.

3B: Who we are looking for

The Solent LEP is committed to having a Board which embraces diversity and promotes equality of opportunity within the Solent economy. In particular, the Solent LEP is committed to improving the gender balance on our board, with an aim that women make up at least one third of the board by 2020 and achieve equal representation by 2023.

In consideration of this, we are particularly keen to secure applications from female business leaders across the Solent area. The Solent LEP will ensure that there is atleast one eligible female candidate for the consideration of the Business Membership and intends to extend the application deadline in the event that there are no applications from female directors within the initial application window.

In addition, the Solent LEP is seeking a balanced board with a mixture of different skills and backgrounds, covering both the economic geography of the Solent area and the key sectors. In consideration of this, and in order to complement the skills and experience of our existing Board Directors, we would welcome applications from individuals with expertise in major national infrastructure and key international gateways.

In line with best practice set out in the [UK Corporate Governance Code](#)², we are also seeking to appoint a truly independent non-executive director to join the LEP Board. 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 company or group within the last five years;

² UK Corporate Governance Code 2018 (Code Provision 11).

- has, or has had within the last three years, a material business relationship with the company either directly, or as a partner, shareholder, director or senior employee of a body that has such a relationship with the company;
- has received or receives additional remuneration from the company apart from a director's fee, participates in the company's share option or a performance related pay scheme, or is a member of the company's pension scheme;
- has close family ties with any of the company's advisers, directors or senior employees;
- holds cross-directorships or has significant links with other directors through involvement in other companies or bodies;
- represents a significant shareholder; or
- 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).

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 all Business Director candidates is included in Section 3C and the person specification that all candidates will be required to meet is included in Section 3D.

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

3C: Role Specification

Title:	Solent LEP Business Director
Responsible to:	Solent LEP Board Solent Local Enterprise Partnership Limited
Accountable to:	Solent LEP Board Solent Local Enterprise Partnership Limited
Time commitment:	2 days per month (on average)
Remuneration:	Voluntary role – non-remunerated
Location:	Solent LEP area with occasional requirement to travel nationally

Overview

Established in 2010, Solent LEP is a limited company by guarantee and 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 Local Enterprise Partnerships 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 will 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".

Values and Expected Behaviours

As a partnership organisation our approach is built on the belief that 'together we are stronger' and the LEP has embraced the values as set out in the Nolan Principles³ and our corporate values where we

- **Support** businesses to grow, individuals to succeed and communities to flourish

³ You can find a full copy of the Nolan Principles at <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-> .

- Are **Open**, transparent and honest and work without bias, ensuring that an evidence-based approach drives our decision making
- Lead by example and value **Leadership** which is ambitious, fair and objective
- **Embrace** diversity as an essential component in the way we work
- **Nurture** the talent, innovation and creativity of those we work with
- Believe trust and mutual respect are essential for **Teamwork** and collaboration

These values are extremely important to us and we expect everyone who work in and with the LEP in any capacity, including the Board of Directors, employees of the LEP and Accountable Body, contractors, agency staff, volunteers and people undertaking commissions on our behalf to display these behaviours at all times.

Solent LEP also expects that everyone who works in and with the LEP to act in such a manner as to justify public trust and confidence and to uphold and enhance the good standing and reputation of Solent LEP. We are committed to equality and valuing diversity within our workforce and we have established an Equality and Diversity Policy which operates in-line with the Equality and Diversity Strategy of Portsmouth City Council, our accountable body. Individuals must therefore at all times carry out their duties with due regard to our Equality at Work policy. Our goal is to ensure that these commitments, reinforced by our values, are embedded in our day-to-day working practices with all our stakeholders, colleagues and partners.

Board Leadership, Company and Purpose

Solent Local Enterprise Partnership Limited fully embrace the UK Corporate Governance Code as the system by which the company is directed and controlled. The board of directors of Solent LEP Limited are responsible for the governance of the company. The following key principles set the framework for the Board Leadership and Company purpose:

- A successful LEP is led by an effective and entrepreneurial board, whose role is to promote the long-term sustainable success of the company, generating value for members and contributing to wider society.
- The board should establish the LEP company's purpose, values and strategy, and satisfy itself that these and its culture are aligned. All directors must act with integrity, lead by example and promote the desired culture.
- The board should ensure that the necessary resources are in place for the LEP company to meet its objectives and measure performance against them. The board should also establish a framework of prudent and effective controls, through FPPMG, which enable risk to be assessed and managed.
- In order for the company to meet its responsibilities to members and stakeholders, the board should ensure effective engagement with, and encourage participation from, these parties.
- The board should ensure that workforce policies and practices are consistent with the LEP company's values and support its long-term sustainable success. The workforce should be able to raise any matters of concern.

Solent LEP have established governance arrangements that are most appropriate to the LEP Company and that reflect HM Government requirements. The arrangements apply the principles of the UK Corporate Governance Code ("the Code") and the Guidance on Board effectiveness.

The Role

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 Solent LEP Business Directors will offer an equivalent of 2 days per month on average. All directors 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.

Directors will also receive high-quality information sufficiently in advance of meeting 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 that Directors can seek clarification or amplification from management where they consider the information provided is not sufficient. They should provide constructive challenge, strategic guidance, over specialist advice and hold management to account.

On appointment to the board LEP non-executive directors will be provided with a comprehensive, formal and tailored induction that will extend beyond the boardroom and all non-executive directors will be expected to undertake some external formal training to ensure they are fully briefed on the role of the director and the 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. A LEP non-executive director 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>)

Key working relationships

INTERNAL	EXTERNAL
Executive Directors	Scheme leads and funding beneficiaries
Non-Executive Directors	Commissioners and Regulators in HM Government (civil servants and Ministers)
Direct reports and their teams	Cities and Local Growth Unit (BEIS and MHCLG)
Accountable Body s151 officer and Monitoring officer	Local MP's
All LEP and Accountable Body staff	Local Government Leaders, elected members and

supporting LEP activity	senior officials
	Private sector including senior business leaders and business representative groups
	Academia including senior academic and education leaders
	Social Enterprise and Civil Society representatives
	Board members on other LEPs or other regional/national representative organisations

Role requirements

Bringing independent sound judgement Solent LEP Business Board Directors are expected to:

- Act in accordance with the Solent LEP Articles of Association, LEP Assurance Framework and LEP Board Terms of Reference.
- Contribute to the board to ensure a balance between high level coordination and driving the commissioning of the agreed programme of strategic projects to bring about the economic and physical transformation of the Solent area.
- Provide strategic leadership, challenge and support to the Board and contribute to the development of one of the most successful LEPs in the country; establishing and developing the LEPs credibility and confidence within the wider market.
- Represent the Solent LEP locally, encouraging networking and joint working with other Businesses within the LEP area and, where appropriate, working with neighbouring businesses outside the LEP area.
- Represent and promote the Solent on a local basis to deliver on the priorities of the LEP, bringing about the economic and physical transformation of the area.
- Actively engage with all Business members of the LEP to capture and engage their interest and facilitate their activity in the Solent economic area. There is a requirement for Directors to take on a lead role for key priority areas (as specified) and/or Chair sub committees of the main board and to act as the agreed link to a nominated business/public or higher education members in their area to facilitate pre and post Board meeting engagement.
- Contribute to and have influence over challenging goals and objectives, and ensure that the strategic aims are delivered through appropriate mechanisms.
- Contribute to the development of the board, providing expert advice and guidance and business expertise.
- Help ensure effective planning, management and financial control procedures are in place to ensure that all relevant legal and statutory requirements are met.
- There may be a requirement from time to time to represent the Solent LEP on a broader basis, including nationally and internationally, encouraging networking and joint working with other LEP's, government and public sector organisations based outside the area.

3D: Person Specification

The successful candidate must be able to demonstrate that they:

- Are an owner or part owner (whether by way of shareholding, partnership or direct proprietorship), or board level or similar officer, of a B member in Solent Local Enterprise Partnership Limited or a Recommended Person⁴.
- Are not disqualified under the Articles of Association of the Solent LEP.
- Have first-hand knowledge and current experience of the local Solent business/local government/education environment, through a strong and proven track record of business leadership at a senior level.
- Have substantial experience and understanding of structuring effective working relationships with the private/public/education sector in local, regional, national and international fora.
- Have knowledge, understanding and a demonstrable commitment to leading and delivering economic change in the Solent area.
- Have the ability to make informed, balanced and independent judgements on key economic issues for the Solent.
- Have the ability to consider the long term implications and broad view of issues, identifying opportunities and key risks.
- Have the ability to act as an ambassador for the Solent economic area, with extensive experience of working within the private sector and engaging the confidence of local and central government (including Ministers of State), other public agencies as appropriate and key businesses and business organisations.
- Would, if appointed, be considered to be an independent non-executive Director, as set out in the [UK Corporate Governance Code](#)

⁴ For the purposes of this Article 27.1, a "Recommended Person" shall mean a person who has, within the five-year period prior to their appointment as a B Director, been an owner or part owner (whether by way of shareholding, partnership or direct proprietorship), or board level or similar officer, of a B member and who the Board resolve to approve as a candidate for directorship as a B Director. Such approval shall be time limited and shall be for such period of time as the Board may, in its discretion, determine, and may be extended from its original duration by Board resolution, provided that the period of approval as a Recommended Person may not exceed four years in total.

3E: Other Information

Time commitment

The Director role is likely to involve up to two days per month on average. It will involve travel throughout the Solent area and, occasionally, travel outside of the Solent to attend external events and meetings. The post will not be remunerated.

Conflict of interest

Board members 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

LEP Director roles are high profile and responsible for decision making in relation to significant sums of public money. Therefore, in addition to usual requirements under Company Law, LEP Directors are required to adhere to the Solent LEP Assurance Framework (available here: <https://solentlep.org.uk/media/2552/solent-lep-assurance-framework-feb-2019.pdf>). 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

All appointments will be in a personal capacity. Deputies will not be allowed if the Board member is unable to attend.

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

Retirement of Directors is governed by Article 32 and 33 of our Articles of Association (available here: <https://solentlep.org.uk/media/2645/articles-of-association.pdf>).

Board Development and Training

The Solent LEP is committed to ensuring that LEP Board Directors are able to make a real and significant difference to the LEP and to our economy. As part of this, we will ensure LEP Board Directors are provided with access to an induction and ongoing development and training for non-executive director roles to ensure all Board Directors have an in-depth view of the key duties, roles and legal responsibilities of an LEP director, as well as an understanding of Director's roles in corporate governance, legal status of a company and implications of the Company Act 2006, and know how to maximise board effectiveness.

Section 4: Information for individuals interested in applying to become a Solent LEP Director

Please note that if you are intending to apply for a role on the Solent LEP Board, 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 a role on the Board. Information on how to apply for Membership is included in Section 2.

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, the following information will provide details on the application process for you. You will not need to complete a new application for Membership form and as such, do not need to refer to Section 2.

The role of a LEP Director 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 3 of this document.

4A: How to apply to become a Business Director

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

- A brief 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.
- Your curriculum vitae (CV)
- A candidate statement which you would be content for us to circulate to other Solent LEP B 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 3 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 3D (and 2C in the event you are also submitting a membership application). No documents submitted as part of your application will be shared with Business Members except 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. 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 this document with existing Solent LEP B Members should you progress to this stage of the process.

PLEASE NOTE THE CLOSING DATE FOR APPLICATIONS IS 23:59 ON ON FRIDAY 20th SEPTEMBER 2019

4B: 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 Director Candidates (against the criteria in section 3D of this document; and 2C in the event you are also submitting a membership application).

You will be notified via email of the outcome of these eligibility checks.

All B Members of the Solent LEP will then consider the B Director candidates from amongst the eligible applicants. All Members and individual candidates will be advised of the election process and timetable at this time.

Timetable	
Application process to open:	Monday 12 th August 2019
Closing date for applications:	Friday 20 th September 2019
Eligibility checks on applications:	w/c Monday 23 rd September 2019
Applicants notified of outcome of eligibility checks (and eligible new B Member applicants sent joining documentation)	Friday 4 th October 2019
Deadline for return of membership and application documentation for new B Member applicants:	Friday 18 th October 2019
All LEP B Members and B Director candidates notified of election process and timetable:	Monday 21 st October 2019

Please note that the Solent LEP intend to adhere to the above timetable. However, in line with our commitment to securing a diverse range of candidates for our Business Membership to consider (as set out in section 3B), the Solent LEP reserves the right to depart from this timetable and extend the closing date for applications in the event that there are no applications from female directors within the initial application window. In these circumstances, the Solent LEP will notify all candidates of the change in timetable via email during w/c Monday 23rd September 2019.

Section 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:

Solent LEP Membership
Solent LEP Office
Building 1000
Lakeside North Harbour
Western Road
Portsmouth
PO6 3EN

By email at:

info@solentlep.org.uk

Or via phone at:

02392 834 318