



SOLENT  
**LOCAL**  
ENTERPRISE  
**PARTNERSHIP**

# **Information and Application Pack**

Becoming a Solent LEP Business Member

Becoming a Solent LEP Business Director

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29 January 2021

**TOGETHER.STRONGER**

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# Foreword from Brian Johnson, Chair, Solent LEP

The Covid-19 pandemic and associated restrictions imposed on our everyday lives have already caused a major economic shock to the global economy, and businesses and communities across the Solent continue to feel the immediate effects of this. All aspects of the region's economy have been impacted in some way, and in some respects, the future in the aftermath of the pandemic will look very different. As a region it is vital that we not only help support a return to business-as-usual, but also take action now to ensure we can be more resilient to future disruptions and seize the opportunities for innovation and the benefits of doing things differently that have been brought about by the pandemic.

Strong business leadership will be critical to achieving this and the business directors on the Solent LEP Board play a vital role in developing the immediate programme of support provided by the Solent LEP, as well as shaping the regions longer-term strategy to unleash our area's distinctive strengths that can power our economy to increase productivity and support our communities to prosper in a fast-changing world.

We are currently seeking two business leaders to join our Board. Inclusivity has always been a central principle to the Solent LEP and we welcome applications from individuals from all parts of the Solent and all backgrounds. However, we also recognise that our Board and our area will benefit from a diverse range of views and experience and we are committed to having a Board which embraces diversity and promotes equality of opportunity within the Solent economy. We are therefore particularly keen to encourage applications from female business leaders and business leaders from a BAME background.

Before taking on the role of Solent LEP Chair, I served as a business director on our Board for five years. The role was incredibly rewarding and I would strongly encourage any business leaders with a passion for supporting our local economy to apply.

Alongside the opportunity to apply for a role on our Board, we are also opening the application process for Solent businesses to join the LEP as Business Members. The support of our business membership is critical to the work of the Solent LEP and we encourage all businesses to get get involved in our work.

Brian Johnson  
Chair  
Solent LEP

# 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 support the Solent economy restart and return to growth and, over the longer term, to be a global leader in maritime and climate change adaptation, with towns and cities that are fantastic places to live, trade and with opportunities for all our communities to flourish.

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 two new Business Directors to join our Board and help lead the delivery of our Solent Economic Recovery Plan and Solent 2050 - our long term strategy for growth and prosperity.

The Solent LEP is committed to improving the gender balance on our board, with an aim to 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 at least 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 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 welcome applications from business leaders from a BAME background. Further details in relation to who we are looking for can be found in section 2

All Solent LEP Business Directors are drawn from the Business Membership of the Solent LEP and, accordingly, these two processes are linked. In order to ensure that any business leader can apply for a role on our Board, there is currently also an opportunity for businesses to join the Solent LEP as Members. We are keen to use this opportunity to broaden the LEPs business membership to provide opportunities for more companies to become more actively involved in the work of the LEP.

The Solent LEP AGM will be held on 12 March 2021 and it is anticipated that this will be the LEPs first AGM to be held as a virtual meeting due to the ongoing impact of the Covid-19 pandemic. This

represents an opportunity to facilitate direct engagement for eligible candidates with our membership and an opportunity will be provided for all eligible candidates to make a short representation to the membership at the AGM.

Membership of the LEP is free and Section 4 of this document also includes all the information in relation to how to apply to become a Business Member of the Solent LEP. 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 2 of this document for information on the role of an LEP Director and Section 3 of this document for information on how to apply. The information in section 4 will not be relevant for existing B Members of Solent LEP Ltd.

## Section 2: Becoming a Solent LEP Business Director

### 2A: The role of a Solent LEP Director

The Solent LEP is seeking two prominent business leaders as candidates to be appointed to the Solent LEP Board of Directors as Business (B) 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 at least 2 days per month.

In addition to this ongoing time commitment, there is a requirement for new Directors to undertake a formal induction which will include comprehensive non-executive director training to ensure they are fully briefed on the role of the director and the requirements under the FRS UK Corporate Governance Code and, in addition, a tailored induction to the LEP which meets both local and HM Government requirements.

### 2B: 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 to 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 at least 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 the economic geography of the Solent area and the key sectors. In consideration of these points and, in order to complement the skills and experience of our existing Board Directors, we would welcome applications from:

- Business leaders from a BAME background;
- Business leaders from the New Forest, Isle of Wight and Southampton areas;
- SME business leaders; and
- Business leaders with expertise in the maritime, decarbonisation, hospitality, retail and visitor and cultural sectors.

In line with best practice set out in the [UK Corporate Governance Code](#)<sup>1</sup>, we are seeking to appoint two truly independent non-executive directors to join the LEP Board. Candidates are asked to consider this definition carefully in advance of submitting an application, which will include (but is not limited to) 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 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 Solent LEP directors through involvement in other companies or bodies;
- has served on the Solent LEP 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 2C and the person specification that all candidates will be required to meet is included in Section 2D.

Further information on the Solent LEP can be found at [www.solentlep.org.uk](http://www.solentlep.org.uk) and terms of reference for the Solent LEP Board are available here: <https://solentlep.org.uk/who-we-are/solent-lep-board/>

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<sup>1</sup> UK Corporate Governance Code 2018 (Code Provision 11).

## 2C: Role Specification

<b>Title:</b>	Solent LEP Business Director
<b>Responsible to:</b>	Solent LEP Board Solent Local Enterprise Partnership Limited
<b>Accountable to:</b>	Solent LEP Board Solent Local Enterprise Partnership Limited
<b>Time commitment:</b>	At least 2 days per month
<b>Remuneration:</b>	Voluntary role – non-remunerated
<b>Location:</b>	Solent LEP area with occasional requirement to travel nationally <sup>2</sup>

### 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".

The National Infrastructure Plan has set out how the Government will build back fairer, faster and greener, including priorities to;

- **Boost growth and productivity** across the whole of the UK: levelling up communities through investment in rural areas, towns and cities, from major national projects to local priorities;
- Put the UK on the path to meeting its **net zero** emissions target by 2050: transforming the UK's infrastructure to meet net zero and climate change commitments, continuing to decarbonise the UK's power, heat and transport networks and take steps to adapt to the risks posed by climate

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<sup>2</sup> In line with our expenses policy for Directors, the Solent LEP will pay reasonable expenses in relation to any duties carried out 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.



- change;
- Support **private investment**: attracting private investment into its infrastructure through increasing confidence;
- Put **innovation and new technology** at the heart of the approach: ensuring the UK is at the forefront of technological revolution.

The Solent LEP supports these priorities and is committed to ensuring the Solent area can play a leading role in the driving national aspirations to build back fairer, faster and greener. Our new economic strategy for the Solent, Solent 2050, will set out our aspirational and long-term plan to delivering on this commitment.

The emerging Solent 2050 strategic framework has been developed and has been informed by a detailed evidence base and policy review as well as wide-ranging consultation, in which the LEP has consulted with over 1,600 people and over 500 businesses.

The framework outlines that we want the Solent to be the best place to live, work and trade in the UK. Our vision is that the Solent in 2050 will be:

***The global leader in maritime and climate change adaptation, with towns and cities that are fantastic places to live, trade and with opportunities for all our communities to flourish***

Our mission to achieve this vision has six emerging principles:

- **To secure our position as a world-leading marine and maritime economy.**
- **To Pioneer approaches to climate change adaptation and decarbonisation.**
- **To be the UK’s capital for coastal renaissance**, harnessing new technologies and approaches to revitalise coastal communities and ensure growth is inclusive.
- **To have a thriving visitor economy**, capitalising on the Solent’s superb natural beauty and rich maritime history.
- **To be a global leader in developing a world-class talent base for the economy of the future, helping people at all points of their career build the skills they need to take part in an innovative knowledge-based economy.**
- **To have an outstanding business environment.**

## 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 Principles<sup>3</sup> and our corporate values where we

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

<sup>3</sup> 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-principles-of-public-life--2>

- **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.

As an employer, the Solent LEP is committed to equality and valuing diversity within its workforce and operates in line with the Equality and Diversity Strategy of Portsmouth City Council, our accountable

body<sup>4</sup>. Our goal is to ensure that these commitments, reinforced by our values, are embedded in our day-to-day working practices with all our customers, colleagues and partners.

Furthermore, the Solent LEP is working with HM Government and NatWest through the Expert in Residence programme, which aims to increase the number of women based in the United Kingdom to move from intending to start a business to actually doing so.

Following the publication of the [Alison Rose Review of Female Entrepreneurship](#) a government-commissioned review into the barriers women in business face and what can be done to overcome them, we have worked with NatWest to appoint an Expert in Residence.

The aim of the project is to encourage collaboration and to deliver positive action supporting and profiling diversity and inclusion in business. Alison Rose, Chief Executive of the Royal Bank of Scotland Group plc, and author of the [Review of Female Entrepreneurship](#) made eight recommendations to accelerate change, including 'Improve access to expertise by expanding the entrepreneur and banker in residence programmes'.

Following pilots of the initiative, we were one of the first to establish an Expert in Residence as part of the national roll-out. The purpose is for more female-led businesses to be encouraged and provided with knowledge and experience and ensure more female role model businesses are supported to grow and scale-up, creating jobs and opportunities.

## **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 at least 2 days per month. 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 required to complete a comprehensive, formal and tailored induction that will extend beyond the boardroom and all non-

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<sup>4</sup> <https://www.portsmouth.gov.uk/ext/community/equality-and-diversity.aspx>

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 MPs
All LEP and Accountable Body staff supporting LEP activity	Local Government Leaders, elected members and 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:

- Within the first 6 months of appointment, complete a professionally recognised, comprehensive programme for directors that meets the requirements of the UK Corporate Governance Code.
- 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.

## ● 2D: 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 Person<sup>5</sup>.
- 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](#)

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<sup>5</sup> 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.

## 2E: Other Information

### Time commitment

The Director role will involve at least two days per month. 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](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/3162/solent-lep-assurance-framework-july-2020.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 require LEP Board Directors to complete 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 3: 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 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, 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 4.

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 2 of this document.

### 3A: 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 2D.
- 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](mailto: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 2D (and 4C 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 19 FEBRUARY 2021.**



Please also note that the Solent LEP AGM will be held on 12 March 2021 and it is anticipated that this will be the LEPs first AGM to be held as a virtual meeting due to the ongoing impact of the Covid-19 pandemic. This represents an opportunity to facilitate direct engagement for eligible candidates with our membership and an opportunity will be provided for all eligible candidates to make a short representation to the membership at the AGM.

## 3B: 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 2D of this document; and 4C 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.

<b>Timetable</b>	
Application process to open	Friday 29 January 2021
Closing date for applications:	Friday 19 February 2021
Eligibility checks on applications:	w/c Monday 22 February 2021
Applicants notified of outcome of eligibility checks (and eligible new B Member applicants sent joining documentation)	Monday 1 March 2021
Deadline for return of membership and application documentation for new B Member applicants:	Monday 8 March 2021
All LEP B Members and B Director candidates notified of election process and timetable:	Tuesday 9 March 2021
Eligible candidates to make 5 minute presentation to Membership at Solent LEP AGM	Friday 12 March 2021
Voting opens:	Friday 12 March 2021 (Following AGM)
Voting Closes:	Friday 9 April 2021
Outcome verified and notified:	Monday 12 April 2021
Solent LEP Board Meeting:	Friday 21 May 2021

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 22 February 2021.

## **Section 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
- 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).

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 in relation to the LEPs priority areas of work can be found in our Solent Economic Recovery Plan, available here: <https://solentlep.org.uk/media/3268/solent-economic-recovery-plan-25920.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 region<sup>6</sup> (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.

## 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.

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<sup>6</sup>A map of the Solent LEP region can be found at: <https://solentlep.org.uk/the-solent/map>

## 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](mailto: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 4C.

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 2 and 3.

**PLEASE NOTE THE CLOSING DATE FOR ALL APPLICATIONS IS 23:59 ON FRIDAY 19 FEBRUARY 2021**

## 4F: 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 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.

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.

<b>Timetable</b>	
Application process to open	Friday 29 January 2021
Closing date for applications:	Friday 19 February 2021
Eligibility checks on applications:	w/c Monday 22 February 2021
Applicants notified of outcome of eligibility checks (and eligible new B Member applicants sent joining documentation)	Monday 1 March 2021
Deadline for return of membership and application documentation for new B Member applicants:	Monday 8 March 2021
All LEP B Members and B Director candidates notified of election process and timetable:	Tuesday 9 March 2021
Eligible B Director Candidates to make 5 minute presentation to Membership at Solent LEP AGM	Friday 12 March 2021
Voting opens:	Friday 12 March 2021 (Following AGM)
Voting Closes:	Friday 9 April 2021
Outcome verified and notified:	Monday 12 April 2021
Solent LEP Board Meeting	Friday 21 May 2021

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 2B), 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 22<sup>nd</sup> February 2021.

## **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:

**By email at:**  
info@solentlep.org.uk

**Or via phone at:**  
02392 437 850