



# GREATER BIRMINGHAM & SOLIHULL LEP NOMINATIONS & GOVERNANCE COMMITTEE

## TERMS OF REFERENCE

### 1. Name

- GBSLEP Board Nominations & Governance Committee.

### 2. Objectives

- To review the size, structure, effectiveness and composition of the Board
- To lead on the recruitment of Non-Executive Directors, identifying and nominating candidates to fill vacancies on the Board as they arise
- To put in place and oversee the implementation of succession plans for Board Directors, taking account of the future requirements of GBSLEP
- To review the training & development needs of the Board and individual Directors, and ensure that they are addressed
- Advise and make recommendations with regards to the principles of corporate governance in which the LEP operates, including compliance with relevant national standards

### 3. Membership & Quorum

The Board Nominations Committee has been established and consists of the following members.

- LEP Board Chair
- LEP Board Deputy Chair
- Metropolitan Local Authority elected representative (nominated by the Supervisory Board)
- District Local Authority elected representative (nominated by the Supervisory Board)
- LEP Director
- Monitoring Officer of the Accountable Body

The Nominations & Governance Committee will be chaired by the LEP Board Chair.

Each member of the Committee will have a single vote and a majority decision will be required to implement and or carry any decisions made.

Members that cannot attend may nominate a substitute to attend on their behalf, by agreement with the Chair in advance of the meeting.

Where a member has a pecuniary or non-pecuniary interest in any matter being discussed by the Committee, they will declare that interest and will absent themselves from any discussion or decision making relating to it unless the interest is authorised by the Committee. This will be noted in the minutes of the meeting.

Other individuals may be invited to attend all or part of Committee meetings as and when required.

The meeting will require the presence of the following in order to be quorate:

- One of the GBSLEP Chair and Deputy Chair
- One Local Authority elected representative

#### 4. **Reporting**

Reports will be submitted to the next GBSLEP Board following each meeting, or by written procedure where the matter is deemed urgent. Reports will be drafted by the LEP Executive, on behalf of the Chair.

#### 5. **Meeting frequency**

The Nominations & Governance Committee will meet quarterly as a matter of course, with extraordinary meetings arranged as and when required.

#### 6. **Administrative Arrangements**

Administrative support will be provided by the LEP Executive.

### **Version control**

<b>DO NOT REMOVE THIS DOCUMENT HISTORY RECORD</b>		
This document will be revised following comments from the NGC		
<b>Version</b>	<b>Date</b>	<b>Authors/Comments/Amendments/Approvals</b>
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0.1	05.02.2018	Draft by NG for circulation to NGC
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