

GBSLEP Chair - Roles and Responsibilities

The roles and responsibilities of the Chair are to:

- Chair and lead the Board to achieve the agreed objectives of the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP).
- Promote and oversee the highest standards of corporate governance within the Board and the wider operation of the GBSLEP.
- Work with fellow Non-Executive Directors (NEDs) and the LEP's Director to set priorities, develop plans, monitor performance, manage risks and ensure that there are sufficient resources available to deliver the LEP's plans.
- Act as a leading representative, in conjunction with the LEP Director, in the presentation and communication of the company's aims and objectives to external stakeholders and partners at both a local and national level.
- Promote and seek to strengthen the LEP's partnership working across the private, public and academic sectors.
- Champion GBSLEP and its agenda with local and national politicians and officials within Whitehall.
- Take responsibility for the Board's composition and development in accordance with the principles set down in the GBSLEP Local Assurance Framework (which include the Articles of Association as currently in place) together with HM Government National Local Growth Assurance Framework. This includes overseeing the induction of new NEDs, together jointly with the LEP Director taking responsibility for the continuous professional development of the GBSLEP Board as a whole.
- Take the chair at board meetings, which will include:
 - Planning and agreeing the timing and frequency of board meetings.
 - Determination of the order and inclusion of items on the agenda, with the allowance of sufficient time is made available for meaningful discussion.
 - Seeking to ensure that information that is presented to the board is clear and accurate, with any risks and opportunities clearly addressed where appropriate, to enable the board to make appropriate decisions.
 - Seeking to ensure that all NEDs fully declare any actual or potential conflicts of interests, managing such resulting conflicts in accordance with the GBSLEP Local Assurance Framework.
 - Ensuring that all NEDs are actively involved in the discussions and ultimate decision making of items on the board agenda, promoting open debate and facilitating constructive discussion
 - Aiming towards a consensus view as a result of the board's discussions and deliberations.
 - Summarising the discussions and the resulting decisions, so that all board members are clear on what has been agreed and the basis of that agreement.
- Chair the Nominations and Remuneration Committees, in accordance with the Terms of Reference set out in the GBSLEP Local Assurance Framework.

- Attend the GBSLEP Supervisory Board as a Non-Voting Member.
- In accordance with Clause 165 of the HM Government National Local Growth Assurance Framework, provide in conjunction with LEP Director, a formal assurance statement on the status of governance and transparency with the GBSLEP, to support the Annual Performance Review Process.
- Represent GBSLEP on key external bodies where GBSLEP is a member, for example, the West Midlands Combined Authority and on other local, regional or national bodies where LEP representation is invited.
- Provide such Review and relevant approval as may be required under the GBSLEP Scheme of Delegation as set out in the GBSLEP Local Assurance Framework.
- Support and Mentor the LEP Director and the LEP Executive Team, providing a sounding board role as appropriate.