

## **Appointments Committee Terms of Reference**

1. Constitution
  - 1.1. The Liverpool City Region Local Enterprise Partnership (LEP) Board has established a Committee of the Board to be known as the Appointments Committee.
  - 1.2. The Committee's terms of reference may be amended at any time by the Board.
2. Membership
  - 2.1. The members of the Committee will be appointed by the Board from its Board members, and will consist of not less than three members.
  - 2.2. The Committee Chair will also be appointed by the LEP Board. If they are absent from the meeting, the remaining committee members will appoint from amongst themselves a person to chair the meeting. All members will be appointed for a term that coincides with their term as a member of the LEP Board. However, extensions to their term on the LEP Board does not automatically result in their continued membership of the committee which requires re-appointment by the LEP Board.
3. Authority
  - 3.1. The Committee is authorised by the Board to review and approve any activity within its terms of reference. It is authorised to seek any information it requires to discharge these responsibilities
4. Meetings and Quorum
  - 4.1. The committee will meet as required to address specific matters as arising but should meet at least twice in each year to confirm the terms of members and any actions required.
  - 4.2. Two members of the Committee will comprise a quorum for the transaction of business if the Committee is operating at its minimum number or two-thirds (rounded up) for any numbers greater than the minimum.
5. Attendance
  - 5.1. The LEP Finance Director will normally attend meetings and may be accompanied by any other Executive Director or member of staff that may be required by the Committee but who will not be members of the committee. In addition, the Committee reserves the right to require any member of staff or Board member to attend meetings as it deems appropriate, although this would be on an exceptional basis.
  - 5.2. The Committee may ask any or all of those who normally attend and who are not members of the Committee, to withdraw to facilitate open and frank discussion of particular matters. No attendee

should be present for discussion of his/her own appointment to the LEP Board or any sub-boards Chair positions.

6. Administration

The agenda and meeting papers should be issued to members at least seven calendar days prior to the meeting.

7. Secretariat

7.1. Committee secretary support will be provided by the LEP Executive Director (Operations).

7.2. The secretary will minute the proceedings and resolutions of all Committee meetings including the names of those present and in attendance.

7.3. Minutes of every Committee meeting will be circulated to all members of the committee.

8. Reporting

The Committee will report back to the Board after each meeting but, as necessary, detail may not be shared where it compromises an obligation of confidentiality or data protection.

9. Responsibilities

The Committee will:

9.1. Approve a protocol to commence the recruitment process for the Chairman when necessary;

9.2. Regularly review the structure, size and composition (including the skills, knowledge and experience) of the Board and make recommendations to the Board with regard to any changes;

9.3. Be responsible for identifying and nominating for approval of the Board candidates to fill Board vacancies as and when they arise; and

9.4. Be responsible for proposing, reviewing and monitoring any expenses or remuneration agreements for LEP Board Members including the Chair.

9.5. Be responsible for all matters of discipline relating to LEP Board Members.

10. Review

The Committee terms of reference will be subject to annual review. Proposals for amendment to the terms will be submitted to the Board for formal approval.