

HEY LEP Board Induction Policy

The LEP Board is inducted through an effective process designed to support members in their understanding of the national Local Enterprise Partnership responsibilities, governance and their role in developing economic strategies. This process reflects the requirements of the National Assurance and Local Assurance Frameworks.

Induction for new members is ongoing and flexible with opportunity for board members to request any additional content that would be helpful in furthering the board's role, ensuring that members are able to make informed decisions and recommendations on board priorities and delivery implementation.

As part of the establishment of the new HEY LEP, monthly meetings for the first four months of the setting up of the new HEY LEP will be held. These include ample time for discussion and debate to help bring members up to speed on current programme delivery, national LEP issues and raise any areas of challenge/comment to the chair and deputy chair. All new Board members will also be provided early indication of LEP finances, delivered by a budget report to the board.

Board member induction includes:

- A personal letter from the chair, introducing the board members to the work of the LEP and confirming initial expectations of the role.
- A set of meetings with the LEP internal staff team with each programme area presenting their responsibilities and offering an opportunity to ask detailed questions on the approach.
- An introduction by the Accountable Body on its role in working with and supporting the HEY LEP.
- A set of internal briefing documents on each programme area designed to support members to recognise the breadth of work that the LEP is delivering and future opportunities in this area of focus.
- Chief Operating Officer reports at all board meetings.
- An overview of LEP finances
- A review of the LEP Delivery Plan and the updated Assurance Framework to enable members to further recognise the LEP role in governance and delivery.