

## Board Attendance & Observers Policy

### Policy Aims

This policy aims to:

- ensure that board members understand attendance and engagement requirements
- to set out the procedure for allowing observers at board meetings.

### Scope

This policy applies to all directors of New Anglia LEP and those invited to observe. This policy covers board meeting attendance, observers and a process for addressing any issues of persistent non-attendance and lack of engagement.

### Our Policy

#### Attendance and Engagement Issues

The Chair of the Board is responsible for addressing any issues of persistent non-attendance and lack of engagement.

#### Observers

Observers are only permitted for board members who attend by virtue of their role.

Any observer attending a board meeting will be permitted to participate in discussion but will not form part of the quorum for the meeting and will not carry voting rights.

#### Private Sector Board Members

Private sector board members are appointed through a competitive recruitment process and are not permitted to appoint an observer.

#### Public Sector Board Members

Public sector representatives attend by virtue of their role as local authority leader. It is important that these bodies express their views at the board meetings to help provide a balanced perspective.

To ensure we maintain a level of skill and experience, any observers should be of equivalent status. In the case of local authority members this must be a deputy leader or relevant portfolio holder.

#### Education Sector Leaders

The education members are classed as representing the private sector but allowed to send observers to board meetings.

Any observer should be of equivalent status and in the case of universities and colleges an alternate principal or vice chancellor.

Approved by the LEP board: 23<sup>rd</sup> June 2020

Last updated: 1<sup>st</sup> May 2020