
Agenda Item 4: Appointment of Chair

Presenter: Chris Starkie, (Director of Growth & Investment, Norfolk County Council)

Summary

This paper summarises the process for the election of a new chair of the Norfolk Business Board.

Recommendation

The Board is required to:

- Undertake the process to appoint a chair for the Norfolk Business Board

Background

As stated in the Terms of Reference of the Norfolk Business Board the chair will:

1. Serve a term of 3 years
2. The chair must be a board member who is a representative of the business sector

Rather than undertake a separate recruitment exercise for an external chair, Norfolk County Council has designed a process for the election of the chair, by vote from the Norfolk Business Board members.

The role of the chair is to:

- 1 Provide clarity of purpose to ensure the Board is effective in setting and implementing direction and strategy.
- 2 To take chair at board meetings including determining the agenda, ensuring the board receives accurate, timely and clear information, keeping track of the contribution of individual members and ensuring that they are all involved in discussions and decision-making and summing up discussions so that everyone understands what has been agreed.
- 3 Represent the Norfolk Business Board to the outside world, in meetings with business and public sector partners including Government Ministers, and the media.
- 4 Champion diversity and inclusion, for recruitment, membership and decision making.
- 5 Uphold the high standards set out expected of all board members

Process

The following board members are invited to nominate themselves for the role as chair.

1 Nominees must be:

- one of the eight business representative board members

- willing and able to serve as chair for a three year term.
- 2 Each nomination will require a seconder.
 - 3 If there is only one nomination, that candidate is duly appointed, subject to a vote of ratification by the board.
 - 4 If more than one board member self-nominates then there is a vote of all board members on the basis of one board member one vote.
 - 5 In the event of a tie fresh nominations are sought, and the election process re-run.

Recommendation

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Undertake the process to appoint a chair for the Norfolk Business Board