

## Electronic Procedure: Power of Attorney

### 1. Purpose

- 1.1. The purpose of this report is to ask the Strategic Board (the Board) to extend the existing South East LEP Ltd Power of Attorney a further 12 months. This decision will be taken by electronic procedure with a deadline for responses of 3 September 2021.
- 1.2. In accordance with the Articles of Associations, written resolutions of SELEP Ltd require a majority of eligible Directors to indicate their agreement in writing. Directors are asked to submit their agreement or otherwise to the SELEP Secretariat email account ([hello@southeastlep.com](mailto:hello@southeastlep.com)) by 17:00 on 3 September 2021.

### 2. Recommendations

- 2.1. The Board is asked to resolve to extend the Power of Attorney for another 12 months, which allows Adam Bryan and Suzanne Bennett to act on behalf of the Company by signing, executing, delivering and/or issuing the agreements, documents, certificates and instruments (all whether as a deed or not) as set out in Section 3 below. The Power of Attorney will last for a period of twelve months or when Mr Bryan or Ms Bennett no longer holds the position of Chief Executive Officer or Chief Operating Officer, whichever is soonest.

### 3. Further Information

- 3.1. The Board is asked to take a resolution to continue to give the Power of Attorney to the Chief Executive Officer (CEO), Adam Bryan and to the Chief Operating Officer (COO), Suzanne Bennett acting jointly.
- 3.2. SELEP Ltd and the Accountable Body are both party to any new funding agreements with project leads to ensure that the Accountability Board cannot agree to bring forward projects that were not approved by Strategic Board/SELEP Ltd.
- 3.3. It is proposed to continue to allow the CEO and COO to sign/execute funding agreements and executive/general letters of support on behalf of SELEP Ltd under the same terms as the existing Power of Attorney. The current arrangement has worked well for the previous 12 months. A list of documents executed under the Power of Attorney is provided to SELEP Ltd Directors at each of their ordinary meetings and is available to Directors at any time by contacting the Secretariat.
- 3.4. Power of Attorney is awarded to a person rather than a post; however, should Mr Bryan or Ms Bennett leave their posts as CEO and COO of SELEP Ltd respectively, their Power of Attorney will be revoked immediately. The Power of Attorney will be reviewed on a twelve-monthly basis to ensure it is still appropriate or the Board could take a resolution to revoke at any time.

### 4. Accountable Body Comments

- 4.1. It is proposed that the Power of Attorney is awarded to Mr Bryan, SELEP Ltd CEO and Ms Bennett, SELEP Ltd COO, to act jointly to ensure operational continuation for delivery of company decisions.
- 4.2. The Power of Attorney will be executed in line with the SELEP Ltd Assurance Framework.
- 4.3. The Chief Executive Officer Adam Bryan and the Chief Operational Officer Suzanne Bennett are responsible for;
  - 4.3.1. publishing as a Chief Officer Action on the SELEP Ltd website, all decisions made under the Chief Executive Officer's delegated responsibilities;

these must be in line with:

- i. the Accountable Body's scheme of delegation and Financial Regulations;
- ii. respective decisions made by the Accountability Board and the Strategic Board, including decisions related to the approved budget of the Secretariat;
- iii. the SELEP Ltd Assurance Framework.

4.4. All decisions made by the Chief Executive Officer Adam Bryan and the Chief Operational Officer Suzanne Bennett that are Chief Officer Actions under the Financial Regulations and associated scheme of delegation of the Accountable Body, shall also be published on the SELEP Ltd website.

## **5. Appendices**

5.1. Appendix A: Proposed Power of Attorney document

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