

NEW ANGLIA LOCAL ENTERPRISE PARTNERSHIP GROWTH THROUGH INNOVATION FUND PANEL TERMS OF REFERENCE

1. The role of the Growth Through Innovation Fund (GTI) Panel (the Panel) is:

- 1.1. To provide a forum to consider GTI grant applications (via Appraisal Forms/Reports) and other information prepared by Growth Hub for approving (including setting conditions if necessary) or rejecting and providing other advice or recommendation on submitted applications according to a set of published guidelines issued by New Anglia Local Enterprise Partnership (New Anglia LEP).
- 1.2. To provide support to New Anglia LEP and its partner organisations (Suffolk Chamber of Commerce and Suffolk County Council) to promote and deliver the GTI programme.
- 1.3. To provide advice or recommendations on GTI grant applications (of grant value between £10,001 and £25,000) and delivery processes as required by New Anglia LEP or its partner organisations.

2. Membership of the Panel

- 2.1. The Panel comprises of one representative from each of the following three organisations:

- 2.1.1. New Anglia LEP
- 2.1.2. University of East Anglia
- 2.1.3. University of Suffolk

Individual Panel Members, who will be of suitable seniority and experience, will be invited by New Anglia LEP to join the Panel.

- 2.2. Current Panel Members and nominated replacements are listed by name in Appendix 1, which will be reviewed if necessary. Each Panel Member and nominated replacements will be expected to sign a Declaration (Appendix 2, Appendix 3) in confirmation of their appointment to the Panel and acceptance of these Terms of Reference.
- 2.3. Membership of the Panel is undertaken on a voluntary basis.
- 2.4. Membership of the Panel is for the period of 1st April 2020 - 31st March 2021, unless a Member's appointment is terminated under paragraphs 2.5, 2.6, 2.7 below.
- 2.5. A Panel Member may terminate his or her Membership by giving at least one month's notice in writing to New Anglia LEP.
- 2.6. New Anglia LEP may terminate the Panel Membership of any Member if he or she does not act, at all times, in accordance with these Terms of Reference.
- 2.7. Membership of the Panel will be terminated if the GTI comes to its end.

3. Operating Procedures

- 3.1. GTI progress meetings will be held as and when required to facilitate effective decision making.
- 3.2. Decision making on grant applications will be done electronically and Panel members will be expected to submit their vote within five working days. Panel Members may ask any relevant questions/queries they have on the application before they submit their vote to the Growth Hub.
- 3.3. A complete set of all three Panel Members' votes are required before a final decision on the application is taken. A decision will be decided by a majority vote.
- 3.4. New Anglia LEP has the right to veto any taken decision if the application is ineligible or it is outside GTI scope.
- 3.5. A Panel Member or a nominated replacement will have no right to vote on the application if he or she has either a personal or professional interest in the Applicant's organisation or project to be considered by the Panel and must declare his or her interest before any discussion on the grant application commences. In addition, all Panel Members and nominated replacements must complete the standard LEP register of interests form and is responsible for ensuring this form is kept up to date. This form will be published on the New Anglia LEP website.
- 3.6. If a Panel Member is unable to act according to this document, for example, according to Para 3.5 or being away from the office, a nominated replacement will be contacted to consider the grant application(s).
- 3.7. New Anglia LEP, Norfolk County and Suffolk County Councils are subject to the provisions of the Freedom of Information Act 2000 (FOI). All enquiries received by any partner organisation under FOI in the first instance must be directed to New Anglia LEP as the accountable body for the programme.
- 3.8. Copies of all correspondence relevant to the application between New Anglia LEP, its partner organisations and the Panel will be saved by the Growth Hub and passed to New Anglia LEP for accountability.
- 3.9. A Panel Member and a nominated replacement must properly delete all information related to the GTI application they receive after a final decision on the requested grant has been taken.

4. This Terms of Reference document

- 4.1. This Terms of Reference document is approved and signed by New Anglia LEP and the Panel jointly.

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- 4.2. This Terms of Reference document will be reviewed by New Anglia LEP and the Panel if necessary.
- 4.3. Exceptional changes to this Terms of Reference document may be considered at any time, at the discretion of New Anglia LEP. Approval of such changes will require all three Panel Members voting in favour of the proposed change.

5. Confidentiality

- 5.1. You must not disclose information related to the application and/or the applicant given to you in confidence, or information acquired by you which you believe is of a confidential nature unless you are required by law to do so.

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