
New Anglia LEP Innovation Board

Terms of Reference Agreed June 2019

Purpose

To maintain strategic focus and thought leadership in innovation, on behalf of the main LEP Board and to support the delivery of innovation activity outlined in the Economic Strategy & Local Industrial Strategy

Strategic Objectives

The Innovation Board has four ambitions for growth, which relate to the Economic Strategy for Norfolk and Suffolk:

- i. Norfolk and Suffolk are recognised as a centre for pioneering ideas, meeting the challenges we face globally
- ii. Science and innovation are net contributors to the Norfolk and Suffolk economy
- iii. A highly skilled workforce equipped with the skills necessary to access the techniques and business practices needed for innovation
- iv. Existing assets continue to strengthen and develop into a pan-regional innovation ecosystem

Responsibilities

The Innovation Board is a formal Sub-Board of the New Anglia Local Enterprise Partnership Board.

The Innovation Board will:

- Provide the leadership to ensure all partners make their contribution to delivering on the high-level ambitions
- Consider the 'big picture', providing strategic direction to the LEP Executive on matters relating to innovation
- Drive and coordinate activity which delivers the strategic objectives
- Support the development of the Local Industrial Strategy, identifying actions and interventions and best practice for the Ideas foundation of productivity
- Stimulate greater levels of collaboration between university and businesses in the region
- Assess policies, projects and programmes of investment linked to innovation regionally, nationally and internationally, providing guidance to the LEP on how they relate Norfolk and Suffolk's innovation assets and skills, and identifying any gaps in provision.
- Work with and challenge other initiatives to provide input from an innovation perspective, such as the Cambridge Norwich Tech Corridor, New Anglia LEP subgroups.

- Develop links to other areas with similar capabilities nationally and internationally and help to instigate constructive collaboration
- Champion and provide input into strategic projects and game changing opportunities
- Commission task and finish groups where appropriate and where no other sub-board or committee can fulfil the task.
- Connect to and collaborate with regional and national stakeholders that play a role in delivering innovation, continuing to identify gaps and opportunities.

Membership and Appointment

The Innovation Board will be chaired by a member of the LEP Board and will consist of the leaders of the five main Innovation hubs and universities in Norfolk and Suffolk, plus two members from local authorities:

Aداstral Park
 Centre for Environment, Fisheries and Aquaculture Science (CEFAS)
 Hethel Innovation Centre
 OrbisEnergy
 Norwich Research Park
 University of East Anglia
 University of Suffolk
 Norwich University of the Arts
 Norfolk County Council
 Suffolk County Council

A representative from Innovate UK will attend Board meetings as an observer.

The board will be supported by the LEP executive.

Board membership will be for a period of three years initially, with an option to be re-appointed. No more than a third of the board will stand down on an annual basis. Board members will be responsible for attending at least three meetings a year. Members failing to take part in at least three successive meetings will have their membership revoked. If unable to attend, Board members are only able to nominate a substitute with prior agreement from the Chair, and by exception only.

In line with LEP policy, Board members are not able to nominate a substitute if unavailable to attend the meeting.

Board members, including co-opted members, or additional observers, are selected by nomination; at least two Board members and the Chair are required to nominate a Board member or observer and final decisions will be made by a majority vote of the Board. Decisions will be based on how well nominated individuals can represent their sector and on ensuring a balance of representation across the Board by geography, size of businesses and sector. Decisions on co-opted members, observers and working party membership will be based on the specialist advice, knowledge and networks required.

The Board may co-opt up to three specialist advisors to support specific project development and delivery.

The Board may invite observers from other LEP groups or interested parties, on a reciprocal basis and for a fixed period of time.

If a vote is required on any matter it will be decided on a simple majority with the chair person having the casting vote.

Operations and reporting

The LEP will provide secretariat support for the Innovation Board. Minutes will be circulated and published in the LEP website no later than two weeks after the meeting has taken place.

The Board will determine the frequency and timing of meetings according to the programme of work required.

Attendance of non-members at meetings

Members of the LEP executive team, sub-boards and committees may also be invited to attend meetings where appropriate.

Delegated Authority

Can hold other groups – including Task and Finish groups – to account. It has the authority to task a sub-board, group or committee to deliver action within the deliver plan.

Innovation Forum

The Innovation Board will convene an open Innovation Forum bi-annually to bring together regional partners.

The Forum will provide wider engagement and constructive feedback to the Innovation Board helping to set the strategic objectives and focus.

Managing Conflicts of Interest

Members of the Board are all representatives of their industry sector or community of interests and have a responsibility to act on behalf of their wider constituency at all times in relation to the work of the LEP Innovation Board. Members of the board will be asked to complete an annual declaration of their interests which will be held in a register at the LEP office and members will be asked at the beginning of each meeting to declare any conflicts of interest pertaining to the agenda items to be discussed.