**LEP - Innovation Board**

**Private and Confidential: No**

**Date:** Thursday, 30 July 2020

**Membership and Terms of Reference of the Board**

(Appendix 'A' refers)

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| **Executive Summary** This report sets out the membership and Terms of Reference of the Innovation Board as approved by the Lancashire Enterprise Partnership Board on the 23rd June 2020 including subsequent updates. **Recommendations** 1. That the Board appoint Mr G Baldwin as Chair.  2. That the Board appoint Ms C Whelan as the Deputy Chair.  3. That the current membership and Terms of Reference of the Lancashire Innovation Board, as set out in the report, are noted and will be reviewed after 12 months operation. |

**Background and Advice**

At the meeting on the 23rd June 2020 the LEP Board considered a report on the creation of the LEP Innovation Board which would hold to account the delivery of Innovation activities in the Innovation Plan and set future strategic innovation priorities. A copy of the report and appendices can be viewed [**here.**](http://council.lancashire.gov.uk/ieListDocuments.aspx?CId=938&MId=10274&Ver=4)

At that meeting the Board agreed the initial membership as set out in the report and the Terms of Reference attached at **Appendix 'A'** but did not formally appoint a Chair or Deputy Chair.

Following further discussion with the LEP Chief Executive and LEP Chairman Mr G Baldwin, Vice Chancellor of UCLan has been nominated to be the Chair of the Board and it is proposed that Ms C Whelan (LEP Director) be appointed as the Deputy Chair.

The appointment of Mr Baldwin as the Chair will leave a vacancy on the Board for a Skills and International representative. Jane Dalton's role on the Board has also changed from what was originally proposed, leaving a vacancy for a representative for Digital, Creative and Marketing.

Mr T Attard (Non-voting Co-opted member on the LEP Board) joins as a co-opted member to the Innovation Board with experience of textiles and the design sector. Further to this it is proposed that allowing vacant roles and space for additional members will permit the Board to develop and adjust as it's workload emerges.

Any appointments to fill the vacancies on the Board will be subject to approval by the LEP Board.

The current membership of the Board is as follows:

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| Chair | Graham Baldwin | Vice Chancellor, UCLan |
| Deputy Chair | Claire Whelan | (Corporate & Finance) |
| Co-opted LEP Member | Tony Attard OBE | (Corporate & Manufacturing) |
| Skills & International Rep | Vacancy | TBA |
| UK RI Rep | Rick Holland | Regional Manager, Innovate  UK |
| Universities Rep | Dion Williams | Director of R&I, Lancaster  University |
| Research & Science Rep | Natalie Jones | Engineering & Physical  Sciences Council |
| Start-up, Micro & SME Rep | Jane Binnion | Growing Club Ltd |
| Strategy & Branding Rep | Jane Dalton | Groundswell Innovation Ltd |
| Thematic – Health & Life Sciences | Lorna Green | Innovation Agency (AHSN) |
| Thematic – Energy & Environment | Lindsay Roche | Westinghouse Ltd |
| Thematic – Manufacturing &  Construction | Pete Lee | Victrex Ltd |
| Thematic – Digital, Creative &  Marketing | Vacancy | TBA |
| Thematic – Professional & Services | Gaynor Dykes | Grant Thornton |

**Programme of meetings**

The Terms of Reference for the Board state that it will meet a minimum of four times per year for half a day, with a minimum of three members to be in attendance in order for meetings to be quorate. It is proposed that future meetings of the Board will be held in October 2020 and February 2021 and Board members will be consulted on a range of potential dates in due course to identify when the majority of members are available.

**List of Background Papers**

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| Paper | Date | Contact/Tel |
| N/A |  |  |
| Reason for inclusion in Part II, if appropriate  N/A | | |