

## Terms of Reference

### Background

The Lancashire Innovation Plan is a central theme in achieving an economic development and local industrial strategy for Lancashire focused on solving economic and societal problems. This objective requires an Innovation Board to act as Lancashire's innovation-related strategic advisory, prioritisation, and advocacy body.

### Guiding principles

- Ambitious long-term aims with a focus on solving societal problems
- Best practice and world-class standards with the aim of validation of measures
- Collaborative approach across sectors, types of organisation and common goals
- Enabling science, applied innovation and investment to drive productivity and achieve strategic economic objectives
- Input supporting the LEP's Strategic Economic Plan and emerging Local Industrial Strategy
- Purpose

### The aim of the Board is to:

1. Set and guide the LEP's strategy to support and grow innovation in Lancashire.
2. Monitor progress in achieving the delivery of the current Innovation Plan, advise on its evolution and report on progress and key issues impacting broader economy to the LEP.
3. Guide on project development and delivery across institutions to ensure that Lancashire coherently develops research and innovation activities and its competitive advantage in key sectors.
4. Advise on and approve evaluation measures for the Innovation Plan and activities and where relevant, related aspects of the wider economic development and industrial strategies.
5. Provide advice to the LEP Board on Research, Science & Innovation issues or topics referred to the Board by the LEP and address knowledge gaps within Lancashire that hold back innovation.
6. Contribute to regional, national, and international debates on innovation to broaden Lancashire's influence.
7. Communicate and champion Innovation activities and Lancashire's strategic economic plans with the aim of facilitating strategic networks that foster research, innovation and knowledge exchange to establish Lancashire as an exemplar in contributing to the UK's competitiveness and productivity.
8. Contribute to high-level institutional and corporate support and problem solving to enable the delivery of strategic economic plans in Lancashire.

## **Governance Structures and Quorum**

1. The Innovation Board shall consist of up to 15 members and will meet a minimum of four times per year for half a day, with a minimum of three members to be in attendance to be quorate.
2. The Innovation Board will be supported in delivery by an executive team including the Innovation and Digital Lead at Lancashire County Council / Lancashire LEP, the Lancashire Universities Innovation Manager.
3. The LEP Company Secretary (or their nominee) shall act as clerk to Innovation Board meetings.
4. The Innovation Board will be expected to take detailed advice and guidance from Advisory Working Groups with clear objectives as required. Membership of the Working Groups will be approved by the chair and may include Innovation Board members and wider co-opted members.
5. The Innovation Board will take guidance from an annual public meeting as part of a regionally important event, drawing on a wide range of input from stakeholders to inform the County's strategic innovation aims and feedback achievements.
6. Agenda Papers and Minutes shall be published in accordance with the LEP Assurance Framework.

## **Membership of the Board**

1. At least four members of the Board should comprise Lancashire registered SMEs and two should comprise large Lancashire sited companies to provide at least six private sector members. In line with wider LEP priorities, the Board should aim to have a 50/50 gender split and account for other areas of diversity including geography and ethnicity.
2. Membership of the Board is not remunerated.
3. Substitutes may occasionally attend meetings if nominated members are unable to attend Board meetings, this shall be by exception and only where prior notification is given to the Company Secretary. Formally nominated substitutes shall be considered to act with full powers to act on behalf of their respective nominated member and shall therefore be entitled to vote on agenda items.
4. Other observing/presenting members may be invited to specific meetings or on a standing basis by the Chair, LEP Board Rep and officers; however, any such attendees will not be eligible to vote on proposals or constitute part of the quorate requirement.