**North East Innovation Advisory Board**

**Terms of Reference and Membership **

**The Innovation Programme**

The North East Local Enterprise Partnership (LEP) provides strategic economic leadership for the region, working with partners and facilitating the delivery of the North East Strategic Economic Plan (SEP). The SEP is recognised by government as the policy document that sets a strategic direction for our regional economy. It outlines our medium-term economic plan and helps identify interventions and investments to support economic growth, and to create more and better jobs.

### ****Our aim is to create 100,000 more jobs for the North East economy and to ensure that 70% of these jobs are better jobs.****

The Innovation Programme is a key theme in achieving the North East Strategic Economic Plan, supporting ‘more and better jobs’ through the development and commercialisation of new products, processes, applications and business models. Finding new solutions to economic and social challenges will drive economic growth particularly through the areas of strength (Smart Specialisation) and shared learning and problem-solving (open innovation).

**Aim and purpose of the North East Innovation Advisory Board**

The aim of the Innovation Advisory Board is to:

* Actively support the Chair and the North East LEP Innovation Executive Team in monitoring progress and achieving the delivery of the North East Innovation Programme
* Communicate and champion the innovation programme and Strategic Economic Plan within home institutions and professional networks
* Provide high-level institutional and corporate support and problem solving to enable the delivery of the Strategic Economic Plan
* Provide advice to the North East LEP Board on Innovation issues where requested
* Lead on project development and delivery though home institutions where appropriate to address identified gaps.

**Board operation**

**Authority**

The Innovation Board members shall be appointed by the North East LEP Board with the overarching purpose and remit established by the North East LEP

Board.

The Innovation Programme Delivery Board will not normally take decisions and will seek to reach a consensus through discussion on all matters. Where this is not possible or appropriate a majority vote, acting in the public interest and in keeping with the Nolan principles of public life (see appendix) will be used.

Any member with a conflict of interest will register this and will not be eligible to vote but may contribute to a discussion.

MEMBERSHIP

The Board shall consist of the following members:

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| North East LEP Board | Gillian Hall |
| North East LEP Board | Erika Leadbeater |
| North East LEP Executive Team Innovation Director | Alan Welby |
| North East LEP Chief Executive | Helen Golightly |
| North of Tyne Combined Authority | Cllr Nick Forbes |
| North East Combined Authority | Patrick Melia |
| Area of Strategic Importance – Health and Lifescience | Michael Whittaker |
| Area of Strategic Importance – Subsea and Offshore | Vacant |
| Area of Strategic Importance – Digital, Creative and Software | Vacant |
| Area of Strategic Importance – Passenger Vehicle Manufacture (Low Carbon) | Colin Herron |
| Academic Health Science Network (NENC) | Nicola Hutchinson |
| Innovation SuperNetwork (retain) | Estelle Blanks |
| Innovate UK | Lee Viney |
| Catapults Representative  On a rotational basis (annual) | James Battensby |
| Universities’ Representative  On a rotational basis (annual) | Mike Capaldi |

Membership will be for a two-year period but can be extended by agreement of the Chair, Innovation Director and individual. Additional members may be co-opted by the Board Chair where required to achieve the Strategic Economic Plan objectives.

Deputies may occasionally attend meetings if members are unable to attend Board meetings, subject to agreement of the Innovation Board Chair

Other observing members may be invited to specific meetings or on a standing basis by the Chair and Innovation Director. However, any such attendees will not be eligible to vote on proposals or constitute part of the quorate requirement.

ATTENDANCE and FREQUENCY OF MEETINGS

The Innovation Board shall meet at least four times yearly, aligned with the North East LEP Board cycle where possible. Business requiring urgent attention will be dealt with either by correspondence or where appropriate through additional extraordinary board meetings in interim periods.

The quorum shall be one third of the full members.

Non-attendance at three consecutive meetings will be deemed to constitute a resignation from the Board, unless otherwise decided by the Chair.

CHAIR

The Innovation Board Chair will be nominated by the North East LEP Board for a term of office of two years.

PAYMENT

Members will serve in an unpaid capacity.

SECRETARY AND OPERATIONAL SUPPORT

The secretary to the Board shall be appointed by the Innovation Director.

The Innovation Executive Team is charged with the operational delivery of the Strategy under the guidance of the Innovation Board and accountable to the North East LEP Chief Executive Officer, and as such will prepare agendas and Board papers and provide general administrative support.

The Board meeting agenda, papers and any accompanying materials will be circulated to Board Member, nominated deputies, Catapult and University contacts and any observing members as Innovation Board and any observing members as appropriate to the content. Papers will be taken as read at the Board Meeting.

DUTIES

In fulfilling the objective detailed above, the Board shall:

1. monitor performance of the delivery of the Innovation Strategy and workplan and propose solutions to achieve or enhance delivery
2. act as ambassadors for the Programme, promote awareness and support for the Innovation Programme and Strategic Economic Plan in home institutions and networks
3. ensure commitment for delivery of the Strategic Economic Plan and Innovation Programme within home institutions and/or sectors leading where appropriate on the development and delivery of projects to address identified gaps.
4. prioritise innovation initiatives where requested and make recommendations to/and or operate delegations from the North East LEP Board;
5. advise on and approve evaluation measures for the Strategy
6. address innovation areas or topics specifically referred to the Board by either the Executive team or the North East LEP Board.
7. Inform evolution of the Innovation Strategy, taking account of global trends and capability and capacity in the North East LEP area.

RELATIONSHIP WITH OTHER GROUPS

The Innovation and Business Growth Programmes will work closely on activity with close alignment such as business support provision and access to finance. **Joint Innovation and Business Growth Board** sessions will be held to ensure both boards are appraised of developments in any such activities: joint sessions will be arranged immediately before or after alternate Innovation Board meetings, and additional extraordinary joint meetings may be arranged according to need.

The Programme Delivery Board may be accompanied by **Task and Finish Working Groups** which will lead on delivery of actions as set out in the Terms of Reference for the Working Group and agreed by the Innovation Programme Delivery Board.

The North East LEP refreshed the full governance arrangements following the Strategy Economic Plan refresh to better reflect the overlap between themes. Working Groups will therefore engage and include relevant representation from the other programme boards.

REPORTING PROCEDURES AND ACCOUNTABILITY

Each meeting of the Programme Delivery Board will focus on an update of performance against the programme workplan and Quarterly Performance Reviews. Representatives from key projects will update at each meeting alongside the Innovation Director. Minutes of the meeting will be available and the LEP Board will receive a Programme Update to each meeting.

**Revision**

Version 1 – February 2021

### Appendix: Nolan Principles of Public Life

In 1995, the Committee on Standards in Public Life defined seven principles which should underpin the actions of all who serve the public in any way.

These are:

**Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.

**Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties**.**

**Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership**

Holders of public office should promote and support these principles by leadership and example.