

# 3.5G. Innovation Advisory Board

## Terms of Reference

This is an advisory board to the Combined County Authority, the Mayor, and all Committees. It seeks to provide strategic advice and guidance through representation of the 'innovation voice' in support of the exercise of Combined County Authority and Mayoral functions.

The Innovation Advisory Board sits as the strategic innovation voice to the Combined County Authority Board, the Mayor, Combined County Authority Committees and Officers, providing strategic advice on innovation investment and activity. It will seek to act in a regional capacity to support the development of the innovation vision for the Combined County Authority area and make recommendations to the Combined County Authority and the Mayor in consultation with wider thematic committees as appropriate.

All Combined County Authority Committees and Advisory Boards will:

- Support the development of the Inclusive Growth Strategy, including the Local Growth Plan and Place Based Strategy
- Support the delivery of the Inclusive Growth Outcomes Framework, which will cover social, health inequalities, economic and environment outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes
- Support the delivery of Farming and Rural Communities outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes

The Advisory Board will seek to act in a regional capacity to support the development of the innovation vision for the Combined County Authority area and make recommendations to the Combined County Authority, in consultation with wider thematic committees where appropriate

## Purpose

The Innovation Advisory Board will:

- act as the lead innovation voice for the Combined County Authority to the region, representing innovation on behalf of the Combined County Authority.
  - develop, advise on, and gain stakeholder backing for initiatives to drive increased innovation investment and activity across the EMCCA region.
  - seek to make the local innovation ecosystem more coherent and connected.
  - develop proposals for strategy and key policy for Combined County Authority consideration, engaging key stakeholders and partners in order to assist delivery of the Combined County Authority's strategic objectives.
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- engage specific innovation clusters as and when required to provide advice, guidance, and responses to consultation to the Combined County Authority.
- will individually act as champions for their areas of expertise – leading on engaging with local and national networks, bringing insight into Combined County Authority discussions, and supporting stakeholder engagement with Combined County Authority officers on specific pieces of work.
- work with the Combined County Authority to identify key opportunities to engage the innovation community on influencing priorities with Government and maintain a role of developing local networks to support this.
- ensure that where colleagues in their own organisations are members of other EMCCA boards or committees, those colleagues are briefed on the work of the Innovation Advisory Board.

## Membership

The membership of the Innovation Advisory Board shall consist of:

- Nottingham Trent University representative
- University of Derby representative
- University of Nottingham representative
- Representatives of large EMCCA businesses that are directly involved in innovation x3
- 1 representative of an organisation that speak on behalf of SMEs
- 1 representative of a local innovative industrial cluster
- 1 representative of an innovation funding body
- 1 representative who can provide the viewpoint of private investment
- 1 representative who can provide expertise on inclusive innovation

Industrial representatives will be in (or have recently been in) senior positions, with good understanding of and connections in the innovation landscape, and time and inclination to engage with the IAB's work effectively.

Organisations and their representatives will be identified by officers and approved by the Executive Director for Inclusive Growth.

The Innovation Advisory Board Chair will be nominated by the Mayor and confirmed by the Combined County Authority Board. In the absence of the appointed Chair the Innovation Advisory Board will appoint a Chair for the meeting.

The Innovation Advisory Board will elect a Vice-Chair from amongst its membership.

## Quorum

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The quorum will be 5 voting members including the Chair (in the absence of the Chair the Vice-Chair can count towards the quorum).

## Voting

Any matters are to be decided by consensus of the Advisory Board where possible.

When a vote is required, the Chair does not exercise a casting vote.

## Frequency

There will be a minimum of four Innovation Advisory Board meetings each municipal year.

There is no requirement for EMCCA Advisory Board meetings to operate public forum although meetings will be held in public.

## Key Functions

The Committee has the following Key Functions:

- **Local Innovation priorities.** Identify and develop a written statement of the local innovation priorities and needs, that can be referenced by partners and stakeholders in funding bids.
  - **Strategic direction.** A core function of the Innovation Advisory Board, working with the CCA Board and Committees, is to use its innovation leadership perspective to advise the CCA Board on strategy, with clarity over the respective roles of the two Boards – the Innovation Advisory Board advising, shaping and developing, with the CCA Board owning and deciding.
  - **Coordination.** Convene and coordinate the various innovation initiatives across the area, such as the East Midlands Investment Zone innovation strand, to ensure collaboration and complementarity.
  - **Clusters.** Work with existing industrial clusters and networks, to identify their gaps and barriers to growth, and explore potential solutions.
  - **Innovation types.** Ensure local initiatives collectively enhance the various strands of innovation, including new-to-market, new-to-firm, and innovation culture.
  - **Policy areas.** Identify where disparate policy areas need to be connected to promote the economic, working and social conditions required for an effective innovation ecosystem.
  - **Inclusive innovation.** Identify opportunities and methods for making innovation more accessible, sustainable, and connected with the public.
  - **Monitoring and evaluation.** Agree measures to track to monitor innovation progress, evaluate against them, and apply the learnings to future decisions and initiatives.
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- **Advisory.** Providing strategic advice from the perspective of innovation leadership to EMCCA, specifically in respect of funding decisions, and more widely in its delivery of an inclusive growth strategy and interventions. This should include bringing innovation expertise to unblocking relevant issues and supporting making the case for investment into the East Midlands.
- **Clear innovation voice.** To strengthen the impact of this advisory role, the Innovation Advisory Board can make use of existing networks and professional bodies to bring a wide range of innovation insights to the development of ideas and advice to the CCA.
- **Innovation engagement.** The Innovation Advisory Board will be active in helping the CCA engage with partners and stakeholders, for example to promote relevant interventions or funding programmes to targeted sectors, including the third sector, and creating alignment with other bodies such as Innovate UK.
- **Lobbying Government.** By focussing on this advisory role and strengthening the innovation voice, the Innovation Advisory Board could further leverage the influence of its members to strengthen the region's lobbying work with central government to secure the policy and investment needed to tackle innovation growth challenges and deliver innovation opportunities. This role will be critical in helping secure future devolution deals.
- **Relationship with the CCA Board and ways of working.** The Innovation Advisory Board should aim to provide independent advice in a form and timely manner that has the greatest value to the EMCCA area and the CCA Board. To be effective, regular engagement between the Innovation Advisory Board members, the Mayor and the CCA leadership and operational management is important.
- **Investment programme.** Develop thematic investment programmes for consideration by the EMCCA Board and Investment Committee and develop and promote concept proposals for inclusion on the EMCCA Investment Pipeline.

### Supporting the Combined County Authority, the Mayor, Committees and Portfolio Leads

The Innovation Advisory Board has a key role to play in supporting the Combined County Authority, the Mayor, Committees and Portfolio Leads by:

- Providing critical friend challenge to Combined County Authority Board activity
- Providing advice and support to the Combined County Authority Board
- Helping engage with wider stakeholder networks and activity
- Identifying and scaling up existing good practice within the Combined County Authority region, including cross portfolio working, improvements and initiatives
- Identify and secure resources to deliver new opportunities

### Review

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The terms of reference are to be reviewed on an annual basis by the Innovation Advisory Board.

The role and arrangements of the Innovation Advisory Board will be reviewed on an annual basis by the Combined County Authority.

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