

# Liverpool City Region (LCR) INNOVATION BOARD

## Terms of Reference

### 1. Purpose

The overarching purpose of the Liverpool City Region Innovation Board is to drive the commercialisation of knowledge and ideas, enhance productivity, maximise investment, enhance skills, attract talent, and accelerate growth across all sectors of the LCR economy.

This is integral to realising the Vision that has evolved from the 2014 Innovation Plan for the LCR to be an internationally recognised exemplar for innovation-driven economic growth by 2025, to redress the challenges highlighted in the Innovation Plan <sup>1</sup>, and founded on:

- An innovation ecosystem that supports/attracts the very best talent, business, & investment
- A successful track record of delivering collaborative initiatives of scale & impact
- A smart specialisation approach to increasing & maintaining competitiveness.
- Integration across identified growth sectors, i.e. Big Science/Advanced Manufacturing, Blue/Green, Digital & Creative, and Health & Life Sciences.

The Innovation Board forms an integral part of the of LCR and Local Enterprise Partnership (LEP) governance architecture, and will interlink closely with the LEP Strategic Board and Growth Sector Boards, Combined Authority, plus other relevant bodies at local, Northern Powerhouse, national and international levels.

The process of working closely together to prioritise and deliver beneficial outcomes is intended to lead to new learning, insight and joint initiatives, and provide a useful platform for future action in its own right.

### 2. Role & Functions

The primary role/functions of the Innovation Board are to:

- Serve as the designated local strategic advisory body – e.g. to the Combined Authority, LCR LEP Board, and other sectoral boards - on all matters relating to Innovation.
- Act as the lead LCR authority and sounding board re. innovation for external liaison and consultation purposes, highlight critical industrial challenges, and agree collective responses to directly input into and influence the UK's Industrial Strategy plus other relevant national and international policies and strategies.
- Broker and co-ordinate strategic collaborations and relationships across other LCR sectors, with Innovate UK, UKRI, other relevant branches of Government, and trade associations and industry bodies, nationally and internationally.
- Catalyse and support the development and delivery of major new partnership-based innovation projects, programmes, commercial opportunities, ventures and collaborations.
- Champion the development and delivery of the pivotal "Innovation Exchange" concept at the heart of the Innovation Plan.

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<sup>1</sup> To improve commercialisation activity - To grow and attract more innovative businesses - To close the productivity performance gap - To build more absorptive capacity within businesses to adopt innovative practices - To upskill to compete effectively - To create a more co-ordinated financing environment - To create stronger formal and informal networks for innovation - To improve our international links and showcasing - To create stronger delivery arrangements

- Determine local and external innovation-related funding and investment priorities, e.g. LCR Single Investment Fund and UK Industrial Strategy Challenge Fund, and be the designated body to advise on prioritisation and “strategic fit” re. the commissioning of all innovation/R&D related projects seeking funding from ring-fenced programmes (e.g. Single Investment Fund and ESIF - European Structural & Investment Funds).
- Help secure other new private and public sector investment, finance and funding to support the delivery of priority projects/programmes.
- Share strategic intelligence, data and ideas, and commission research and analysis as required, including overseeing delivery of the LCR+ Science & Innovation Audit (SIA), other SIAs that directly involve the LCR, and associated work streams.
- Drive the ongoing development and delivery of the LCR Innovation Plan and Vision, plus the implementation of individual projects and programmes, by defining a series of realisable, smart specialisation-based ambitions and performance metrics<sup>2</sup>, helping to overcome obstacles, and holding delivery agents to account.
- Play a lead strategic role in facilitating the development of higher level skills and attracting talent.
- Promote and advocate locally, nationally and internationally on behalf of, the LCR’s core, distinctive, competitive innovation assets and capabilities, and oversee associated strategic marketing activities.

### 3. Membership

The Board will have a private sector focus and Chair, and draw from leading businesses and stakeholder organisations actively involved in innovation. The membership should therefore indicatively comprise senior executive representatives from:

- Businesses/industry: at least one from each of the LCR’s 4 focal smart specialisation sectors (Advanced Manufacturing; Blue/Green; Digital & Creative; Health & Life Sciences), and the investment/ finance world, plus at least 1 SME.
- Innovate UK
- Knowledge Quarter Liverpool
- Liverpool City Region Combined Authority
- Liverpool City Region Local Authorities
- Liverpool City Region Local Enterprise Partnership (LEP)
- Public Health
- STFC/SciTech Daresbury
- Universities x 2

The Chair and Members will all be appointed via a transparent process subject to formal approval by the LCR LEP Strategic Board, for a term of 1 to 3 years, and a maximum of 2 successive terms.

NB. members need not all be drawn from the LCR, while relevant experts (e.g. from individual Catapults or Research Councils), may be co-opted in for specifically themed meetings and/or agenda items.

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<sup>2</sup> NB. building on the vision/ambitions set out in the LCR+ Science & Innovation Audit submission, i

## 4. Expectations of Members

As the Board's fundamental raison d'être is to agree and prioritise strategic activities and then make these things happen, it is vital that Members are willing and prepared to positively participate, collaborate, and bring their own experience, expertise and insight to bear.

Board Members are therefore expected to commit to:

- Attending the majority of meetings
- Preparing fully for each meeting
- Responding promptly to communications between meetings
- Disseminating information within their own respective organisations and networks
- Championing appropriate agreed actions and activities
- Declaring any possible conflicts of interest.

NB. Neither the Board Chair nor its Members will be remunerated.

## 5. Operation

**Chair:** The Chair will agree meeting content/agendas, chair Board proceedings in an inclusive and effective way that maintains a focus on delivery and maximises intended action plan outcomes, and liaise with other key local and external stakeholders as required, including government and the media.

**Frequency:** It is anticipated that the Board will meet four times per year, however it is for the Chair and Members to determine the timing and frequency of meetings in line with perceived needs and opportunities.

It is similarly the Board's prerogative to establish specific "task and finish" sub-groups as and when required in order to deliver particular initiatives.

**Venue:** It will be for the Chair and Board to decide whether it will have a fixed meeting venue or alternate the host location/organisation.

**Integration:** The Chair and other Members will ensure that the Board's workings, findings and recommendations are reported regularly to the LCR LEP Strategic Board, and relayed to other sectoral Boards, plus the Combined Authority.

**Support:** The LCR LEP will act as the Secretariat for the Board; this will typically involve organising meetings, preparing reports and briefings, noting agreed action points, following up on agreed actions, and serving as the day-to-day point of contact and liaison, providing close regular advice and support to the Chair in particular.

**Review:** The Terms of Reference will be formally reviewed every 3 years in line with the term of the Chair/Members. Basic operation and objectives will be reviewed informally on an annual basis.