



Liverpool City Region (LCR) Innovation Board Terms of Reference (approved October 2021)

1. Purpose

The overarching purpose of the Liverpool City Region Innovation Board is to drive the commercialisation of knowledge and ideas, raise productivity, maximise investment, enhance skills, attract/retain talent, and accelerate growth and international competitiveness across all sectors of the LCR economy. Specifically, **the Board's explicit primary objective is to realise the LCR headline ambition is to secure R&D investment equal to 5% of LCR GVA by 2030.**

There is an explicit emphasis on smart specialisation, i.e. maximising the LCR's demonstrable, distinctive assets, capabilities and competitive strengths. Similarly, the Board has always and will continue to focus on the science, technology, research & development, and commercialisation aspects of the innovation spectrum.

The Innovation Board forms an integral part of the of LCR innovation ecosystem coordination and governance architecture as set out in Annex 1, and, through CA coordination and the activities of individual members and organisations, will interlink closely with other LCR Sector Boards, the LCR Combined Authority (CA), plus other relevant bodies at local, Northern, 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 springboard for future action in its own right.

2. Primary Roles & Functions

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

- Serve as the primary, designated, local strategic advisory body – most notably to the Combined Authority, LEP Board, and other sectoral boards - on all matters relating to Innovation.
- Play a lead role in all major strategy and policy development, notably the LCR's long term economic Plan for Prosperity, helping to overcome obstacles, and holding delivery agents to account.
- Catalyse, inform, and support the development, advocacy and delivery of a long term "Innovation Deal" or similar co-created multi-annual place-based co-investment vehicle with government and other stakeholders, plus all other major partnership-based innovation and commercialisation ventures, collaborations, projects, and programmes
- Play a lead advisory role in the commissioning and prioritisation of all innovation/R&D related projects seeking funding from local and national programmes, plus help secure other new private and public sector investment, finance and funding to support the delivery of priority projects/programmes.
- Oversee strategic data and evidence work – e.g. refreshing the 2017 Science & Innovation Audit - and help define realisable, smart specialisation-based ambitions and performance metrics linked to national and local targets.
- 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 relevant regional, UK 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.



- Play a strategic role in facilitating the development of higher-level skills and attracting/retaining talent.
- Promote and advocate locally, nationally and internationally on behalf of, the LCR's core, distinctive, competitive innovation-related assets and capabilities, and oversee associated strategic marketing activities.

3. Membership

The Board will have a private sector focus and Chair, be facilitated via the Combined Authority, and draw senior level representatives from businesses and stakeholder organisations actively involved in major innovation/commercialisation project, programme and policy development and delivery. At least half the membership should be from industry, and will draw senior/executive representatives from:

- Businesses and/or trade bodies, with an explicit focus on identified areas of distinctive world-leading capability, i.e. High Performance Computing & AI, Infection, Materials Chemistry; PLUS Net Zero/Clean Growth; IP, commercial investment, and innovation diffusion. NB. we are keen to ensure representation from SMEs as well as large companies.
- Major innovation/R&D assets, projects, programmes and investment clusters
- Anchor public sector, health, education, skills, and research organisations, and public/private bodies
- External/national government, UKRI, science and innovation agencies: e.g. Innovate UK, Research Councils, Catapults.

NB. some organisations may have observer rather than member status, while relevant experts, may be co-opted in for specifically themed meetings and/or task & finish groups.

The Chair, Vice Chair (if one deemed necessary), and Members will all be recruited and appointed via a transparent process. Neither the Chair nor Members will be remunerated for Board activities.

4. Expectations of Members

As the Board's fundamental purpose is to advise on strategic priorities and programmes, and help 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 expected to commit to:

- Attend the majority of meetings (i.e. at least 3 meetings a year), and prepare fully for each one
- Respond promptly to communications between meetings
- Disseminate information to and from their own respective organisations and networks
- Take on and champion appropriate agreed actions and activities
- Declare any possible conflicts of interest.

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 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 or five 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 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 facilitator, Chair and relevant Members will ensure that the Board’s workings, findings and recommendations are relayed effectively ported regularly to the Combined Authority, LEP Board, plus other LCR sector Boards and related bodies.

Support: The CA will facilitate the activities of 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 for all bodies and stakeholders, locally and externally, providing regular advice and support in particular to the Chair, but also to other Members..

Review: The Terms of Reference will be formally reviewed at least every 5 years in line with the term of the Chair/Members. Basic operation and objectives will be reviewed informally on an annual basis.

Annex 1:

OVERVIEW of LCR INNOVATION COORDINATION & GOVERNANCE

