

Applicant Brief and Application Pack

**North East Local Enterprise Partnership**

**Innovation Programme Delivery Board**

**Two sector lead appointments:**

- **Health and Life Science**
- **Data, digital and software-based technologies**

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## **The North East Innovation Programme Delivery Board**

The North East Local Enterprise Partnership is leading on the delivery of a strategic plan to support economic growth in the North East underpinned by jobs and business growth as part of a globally competitive North East.

As part of achieving the more and better jobs required the North East LEP aims to enable the North East to (re-) take its position as a recognised innovation hotspot in Europe, deriving jobs and growth for the development, commercialisation and adoption of new ideas.

The Innovation Programme sits at the heart of the North East Strategic Plan as one of the six programme area. Our Innovation Strategy sets out how we intend to achieve this focused on two core principles:

- An open, collaborative and networked environment with a focus on supporting delivery
- Strategic focus on recognised areas of industrial specialism and of scientific leadership in the North East economy

To enable this, the Innovation Programme is comprised of three workstreams:

- Ecosystem development: Our ecosystem needs to provide access to finance, business support, expertise and knowledge and foster access to regional, national and international partnerships.
- Innovation Infrastructure: Developing, demonstration and delivering new ideas required a physical infrastructure including research, test and demonstration facilities. There is an opportunity to co-ordinate different North East assets to provide test bed sites which can interest international engagement and investment.
- Smart Specialisation: As well as supporting innovation across the economy, we are focused on our four areas of smart specialisation and areas of knowledge strength.

Our Innovation Programme Delivery Board will oversee, provide advice and actively support programme implementation and delivery with the sector thematic leads responsible for reflecting, galvanising and engaging with their respective sectors and support cross-sector initiatives. The sector leads will also take the lead and chair the respective working-group to provide link between the different sectors.

We are seeking to engage two sector representatives with a commercial and business growth background to represent and stimulate their respective sectors to ensure delivery of the strategy and develop the next phase of delivery.

## **Aim and Purpose**

The aim of the 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 through home institutions where appropriate to address identified gaps.

## **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 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 Innovation Programme Delivery Board shall consist of the following members:

- Innovation Board – Independent Chair
- LEP Board
- LEP Executive Team - Innovation Director
- 7 Local Authorities' representative
- Smart Specialisation – Health and Lifescience
- Smart Specialisation – Subsea and Offshore
- Smart Specialisation – Digital, Creative and Software
- Smart Specialisation – Passenger Vehicle Manufacture (Low Carbon)
- Innovate UK
- Catapult Representative
- Universities' Representative
- Other individuals may be co-opted where they add value.

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 member 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.

## **Duties**

In fulfilling the objectives, the Board shall:

- a) monitor performance of the delivery of the Innovation Strategy and workplan and propose solutions to achieve or enhance delivery
- b) act as ambassadors for the Programme, promote awareness and support for the Innovation Programme and Strategic Economic Plan in home institutions and networks
- c) 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.
- d) prioritise innovation initiatives where requested and make recommendations to/and or operate delegations from the North East LEP Board;
- e) advise on and approve evaluation measures for the Strategy
- f) address innovation areas or topics specifically referred to the Board by either the Executive team or the North East LEP Board.
- g) Inform evolution of the Innovation Strategy, taking account of global trends and capability and capacity in the North East LEP area.

As part of the 2017 review of the Innovation Board governance a structure a revised approach has been introduced. The Programme Delivery Board will be accompanied by a series of Task and Finish Working Groups (including but not limited to those for each of the Smart Specialisation sectors) 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. A Strategic Steering Group will meet twice a year with a wider membership. This group will receive updates on the programme and drawing on professional experience provide overarching direction and insight on innovation and key trends to inform the North East Innovation Workplan development and delivery. This will be an advisory group and will not take decisions; however the LEP Executive Team and Programme Delivery Board will be expected to take note of issues and ideas raised through the Strategic Steering Group.

## **Outline Terms and Time Commitment**

These are non-executive posts with a time commitment equivalent to around two days per quarter.

Members will serve in an unpaid capacity.

The Innovation Programme Delivery Board will meet every other month in alignment with the North East LEP Board meetings. The Strategic Steering Group will meet twice a year.

## **Role and Person Specification - Business Support Board Member**

### **Role**

#### **Innovation Programme Delivery Board Members are expected to:**

- Provide expertise to enable the Board to build a sound knowledge of business needs across a range of different sectors and industries, in this case specifically focused on Health and Lifescience and Data, digital and software-based sectors.
- Understand and work with other Board Members to make decisions about different strategic priorities
- Examine and challenge analysis to develop a range of delivery options of strategic significance
- Monitor and evaluate performance of the Innovation Programme to improve delivery and drive the scale of outcomes and achievements
- Support the development of the Board, Strategic Steering Group and relevant sector working groups as well as the wider partnership
- Act as an ambassador/champion for the North East as a place to do business
- Chair the relevant sector working group acting as the key representative for the sector.

#### **In carrying out these expectations, Board members will:**

- Provide guidance on priorities for delivery
- Make recommendations to the North East Local Enterprise Partnership Board regarding the allocation of resources and the approval of funding proposals
- Inform the evolution of business support related activities, taking account of global trends, capability and capacity in the North East Local Enterprise Partnership area
- Evaluate and review the programme to improve impact
- Consider any other innovation related matters which are specifically referred to the Innovation Board by the Executive team, the North East Local Enterprise Partnership Board or any other relevant body

## **Person Specification**

- Ambitious representatives from North East businesses who offer energy, commitment, vision and business insight to either Health and Lifescience or Data, digital and software-based technologies
- Strong experience in developing business operations and ambitions for innovation-led growth in their business(es).
- Commitment to the development of a clear, accessible and relevant ecosystem to support innovation-led growth
- Proven experience at senior/board level with the ability to contribute to balanced and strategic decisions
- Demonstration of other essential skills and understanding of commercialisation, incubation and growth from innovative ideas, processes, technologies and applications.
- Representative from across the North East positioned to make excellent use of their effective relationships and links with business, industry and organisational networks to drive communications and enable activities to be taken forward
- The ability to evaluate and review to improve impact
- An understanding of the economic challenges and opportunities facing the Local Enterprise Partnership area, its strategic priorities for long-term development and how private sector growth can contribute
- The ability to grasp local government/public sector requirements and constraints

## **Timetable and Response Instructions**

Closing date for applications: 17:00 on Friday 1<sup>st</sup> December 2017

If you wish to apply, please respond by submit a CV or up to date biography with a short explanation of your interest in and suitability for the relevant sector lead referencing the role set out above. Information should be submitted to [james.davies@nelep.co.uk](mailto:james.davies@nelep.co.uk)

## **Further Information**

Should you have any queries relating to any aspect of this appointment process, require additional information, or merely wish to have an informal discussion, please contact [james.davies@nelep.co.uk](mailto:james.davies@nelep.co.uk)

To download a copy of the North East Strategic Economic Plan, see <http://www.nelep.co.uk/agenda-for-growth/>

## **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.

## **North East LEP Innovation Programme Delivery Board – Role and Specification (Health and Life science and Data, digital and software-based technologies leads)**

The North East Local Enterprise Partnership (LEP) is committed to driving economic growth, delivering more and better jobs for the North East as is set out in our Strategic Economic Plan (SEP). To do this, the business-led, partnership brings together the private sector, local authorities and university and college representatives to deliver against six strategic programmes: innovation, business growth, skills, employability and inclusion, economic assets and infrastructure and transport and connectivity.

The North East LEP Board oversees the delivery of the Strategic Economic Plan; supported by a series of programme specific sub-boards, including the Innovation Programme Delivery Board and smart specialisation working groups. To deliver the ambitious agenda set out in the Innovation Programme – for the North East to take its place as an innovation hot spot in Europe – an exemplar in ‘smart specialisation’ and open innovation systems and practice, this must remain business- and commercially- focused and reflect the areas of strength present in the North East.

We are therefore looking for passionate, well-connected business people from across the region to be a part of this Board. Specifically at this time we are looking to replace the sector representative positions for:

- Health and Life science
- Data, digital and software-based technologies.

If you have the drive, passion, business insight and skills and experience at a senior management or board level in either of these sectors and significant awareness of the innovation agenda we would love to hear from you.

### **Introduction to the Innovation Programme**

Innovation-led growth is a fundamental requirement for our long-term success. Only by ensuring that North East companies are at the forefront of developing and deploying technologies, processes and applications can we retain a competitive advantage in major sectors. Our aim therefore is “to encourage business growth and social development by creating an environment in which new products and processes can improve performance or solve challenges, embed new technologies and promote cross sector learning and development for the economy”. To deliver this we have developed a programme of activities with two core principles at its heart:

- An open, collaborative and networked environment with a focus on supporting delivery

- Strategic focus on recognised areas of industrial specialism and of scientific leadership in the North East economy.

The Innovation Programme itself is comprised of three work streams in line of these principles:

- Ecosystem development: Our ecosystem needs to provide access to finance, business support, expertise and knowledge and foster access to regional, national and international partnerships
- Innovation Infrastructure: Developing, demonstration and delivering new ideas required a physical infrastructure including research, test and demonstration facilities. There is an opportunity to co-ordinate different North East assets to provide test bed sites which can interest international engagement and investment
- Smart Specialisation: As well as supporting innovation across the economy, we are focused on our four areas of smart specialisation and areas of knowledge strength.

#### **What are we looking for?**

- Ambitious representatives from North East businesses operating in the two sectors (Health and Life science and Data, digital and software-based technologies) who offer energy, commitment, vision and business and sector insight
- Strong experience in the commercialisation of new technologies, processes or applications within these sectors and successful ambitions for growth
- Commitment to, and networks to facilitate, the delivery of the Innovation Programme and the aspirations set out in the Strategic Economic Plan and Innovation Programme.

Members of the Innovation Programme Delivery Board and smart specialisation working groups are likely to have a significant amount of experience in the relevant sector in a senior managerial or board-level role. The specific focus of this invitation is around boosting the private-sector representation of two of our sectors to join those representing subsea and offshore and passenger vehicle manufacture.

Health and Life science and Data, digital and software-based technologies are core to the economic success of the North East sector representative board members are expected to bring significant knowledge and current involvement in the sector from a growth and innovation perspective demonstrating understanding of leading innovation-led growth in a business setting and clarity on the actions required to achieve this development.