

LLEP Innovation Board
Wednesday 23rd June 2021 15.30 – 16.30
Microsoft Teams meeting

AGENDA

TIME		ITEM	REPORT	DECISION / INFORMATION	LEAD
15.30	1.	Welcome, Introductions and Apologies	Verbal	Information	Chair
15.35	2.	Declarations of Interest	Verbal	Information	All
15.40	3.	Minutes and Actions of previous meeting	Paper A and B	Decision	All
15.45	5.	Innovation week update	Verbal	Information	ST
15.55	6.	A draft Innovation Dashboard	Presentation	Information/ Discussion	JF
16.15	7.	Business Innovation Support - Project Delivery	Presentation and Feedback	Information	Qinesis
16.25	8.	Any other business	Verbal	Information	All

Future meeting dates:

Wednesday 23 rd June 2021	3.30pm to 4.30pm
Wednesday 22 nd September	2pm to 4pm
Wednesday 8 th December	2pm to 4pm

The meeting will be recorded.

Paper A



LLEP Innovation Board of Directors

Notes and Actions of the Meeting – 17 March 2021

Microsoft Teams

(the meeting was recorded for minute taking purposes)

Attendance and Apologies

Directors		Company/Organisation	Representing
Dr Nik Kotecha OBE Chair	NK	Morningside Pharmaceuticals LLEP Main Board Director	Private Sector
Andy Reed OBE (Vice Chair)	AR	Director SajelImpact Ltd LLEP Main Board Vice Chair	Private Sector
Anil Majithia	AM	Regional Advisory Board East Midlands - Canal & River Trust	Private Sector
Rachel Tidmarsh Managing Director	RT	Blue Sky International	Private Sector
Paul Wright Quality & Sourcing Director	PW	Dunelm	Private Sector
Dr Anthony Baxendale Head of Horizon Scanning	AB	Horiba Mira Research and Future Transport	Private Sector
Stuart Hetherington CEO	SH	Holovis	Private Sector
Dennis Hayter Head of External Affairs	DH	Intelligent Energy	Private Sector
Avtar Singh Snr Director Strategy, Transformation and Productivity	AS	Pepsico – European SC	Private Sector
Ben Ravilious CEO	BR	Ultimate Web /Leicester Start Ups	Private Sector
Sajjad Khan Managing Director	SK	Aristec/Leicester Textiles Federation	Private Sector
Sandra Wiggins Director	SW	DPI Limited	Private Sector
Charlotte Horobin Regional Director – Midlands & East of England	CH	Make UK	Private Sector
Julian Bowrey Regional Lead (Advisory/Observer)	JB	Innovate UK	Private Sector
Stephen Grubb Director Business Banking (Advisory/Observer)	SG	Nat West	Private Sector
Helen Donnellan Director Enterprise and Business Services	HD	De Montfort University	Higher Education
Dr Jen Fensome Director of Research	JF	Loughborough University	Higher Education

Dr Ian Forristal Director Research and Enterprise	IF	University of Leicester	Higher Education
In attendance			
Gary Dimmock Project manager for the LLEP Innovation project Observer	GD	Loughborough University	Higher Education
Josephine Dexter Area Lead Observer	JD	BEIS	Government
Helen Miller Head of Programmes Observer	HM	LLEP	Government
Sue Tilley Economic Strategy Manager – Business Observer	ST	LLEP	Government
Nermine Habib Enterprise Zone Project Officer Observer	NH	LLEP	Government
Apologies			
There were no Apologies			

1.	Welcome and Apologies	Action
1.1	Dr Nik welcomed everyone and thanked all for agreeing to be part of the Innovation Board (IB). Apologies – There were no apologies	
1.2	Dunelm were only able to attend for the first hour of the meeting due to previous diary commitments.	
2.	Round table introductions	
2.1	Dr Nik invited the Innovation Board to give a brief overview on their role and business profile.	
3.	Vision for the Innovation Board - Presentation by Dr Nik Kotecha	
3.1	NK gave a presentation on his vision for Innovation for the LLEP area and reflected on how it was very much in line with the work that had been undertaken by the team as part of the development of the MIT REAP programme and consequent development of the 'Beacons and Bootstraps strategy'.	
3.2	Copies of all the PowerPoint presentations given as part of the Innovation Board meeting to be shared with the meeting minutes.	
4.	Membership and Terms of reference	
4.1	The following points were agreed by the IB members present <ul style="list-style-type: none"> • Minutes will be by action points and not verbatim - Agreed • Andy Reed, LLEP Board Vice Chair to be Vice Chair of the Innovation Board 	ST
4.2	The Board were asked to note the following:	

	<ul style="list-style-type: none"> • The ToR circulated prior to meeting details to be updated to reflect larger board membership. • British Business Bank were included in the draft Innovation Board ToR. They will not be part of the Innovation Board but will continue to provide support via the Innovation Steering Group. • Risk Capital/Banking representative will be Stephen Grubb of NatWest. • IB members were asked to agree to the membership of Innovation Board listing to include members' email address for circulation. • Focus of the IB will be the further development of the innovation strategy and plan. • There will need to be a focus on mentoring, showcasing of established and grass/roots home grown activity. 	
5.	Declarations of Interest	
5.1	<ul style="list-style-type: none"> • Ben Ravilious: Leicester Business Start-ups have received LLEP funding to enable the delivery of the Accelerator programme • Jen Fensome: Confirmed that Loughborough University have a contract with LLEP for enabling the delivery of the REAP activity • Horiba Mira have received significant development funding via the LLEP for MIRA Technology Park and has current applications pending. • Leicester University received LLEP funding for Space Park • Sandra Wiggins DPI have received various LLEP Growth Hub business support funding 	
6.	The Innovation Journey to date	
6.1	Julian Bowrey, Innovate UK gave a presentation and overview on Leicestershire's innovation journey so far. Following the presentation there was an in-depth discussion regarding the Beacons and Bootstraps strategy outlined in the MIT REAP Beacons and Bootstraps proposal.	

7.	Defining strategy session	
7.1	<p>Dr Jen Fensome delivered a presentation and facilitated an in depth round table discussion on the role of the innovation board in driving our Beacons and Bootstraps approach to innovation in Leicestershire. There were great contributions by the IB on the definition of innovation with topics covering a range of issues including:</p> <ul style="list-style-type: none"> • Definition of innovation and how broad this can be • Horizon scanning - balance scientific investigation with entrepreneurial culture /Science, exploration, and culture • Understanding what the market wants / needs • Innovation to increase efficiency and productivity • Creation and innovation through supply chain • Broad spectrum - Core research through to changing business models and creating new business models • Continuous improvement to product and process • Using the right language and messaging • All stakeholders to work together with a combined approach rather than in silos • Sharing knowledge business to business • Growing profitability, and business sustainability and environmental sustainability • Innovation is culture and can do attitude • Bite size for small businesses • Support networks as an infrastructure, knowing other people and mentoring/ Having the right mindset • Mix of incremental and radical innovation, continuous improvement • External facing, Solving customers problem • Innovation will always mean different things to different people • Networks and clusters to improve communication and bring together fragmented landscape • Leadership development • Increase mentoring helping others innovate. <p>Internal perspective - (Dashboard slide)</p> <ul style="list-style-type: none"> • Need to create dashboard matrix measures from <u>measurable</u> data • Need to identify where to focus our activity through the five innovation enablers • Need to understand the enablers and Innovation creation indicators • Develop ideas for innovation measures of success <p><i>NB: Human capital assessment possibly needs to move back to amber due to issues in textile sector as a result of EU Transition, demise of the high street retail sector, Covid, recent negative press.</i></p>	

7.2	<p>What are the priorities?</p> <ul style="list-style-type: none"> • Looking for gaps in current service offers • Interface spaces for innovation networking • Encourage growth of innovation • Make spaces • Area to test ideas • Starting point that will evolve as we move on <p>Feedback</p> <p>Innovation has to be viewed across the full spectrum of process, supply chain, product, service, digital adoption, technology. Teams and people are the biggest asset and there needs to be a change in cultures so that innovation is the mindset for entrepreneurs whether they are SMEs or large corporates. The terminology employed needs to be inclusive 'big language needs to be bite size for our micro businesses. Case studies and real-life examples were sighted as the best approach. Innovation support activities:-</p> <ul style="list-style-type: none"> • Should not be sector based • Need to compliment current business support and innovation offer and not duplicate (maker spaces Libraries and makerspaces - GOV.UK (www.gov.uk)) • Need to make the opportunities practical for businesses to access 	JF/GD/ST
8.1	<p>8. Summary of Round Table Key Points</p> <p>Prof Rachel Granger provided a summarised and comprehensive PowerPoint overview of the round table discussion, focussing on the points discussed and recommended next steps. Rachel's slide summary highlighted:</p> <ul style="list-style-type: none"> • Ambiguity of language and conflation of terms • Spectrum - from new-to-the-world → enterprising behaviour • Commonalities around agility, exploration, and partnership mindsets • Innovation as smart working and interaction: • New products emerging through smart supply chains • New business models • New processes • Application of new ideas/skills/processes • Problem solving with clients • Anything that unlocks value and increases productivity <p>Ecosystem</p> <ul style="list-style-type: none"> • Do we need nuanced data and intelligence to monitor progress? • How might we establish <i>useful</i> KPIs? • Prioritise measures over the data monitoring (<i>wait 6 months!</i>) • Human assets have changed through textiles contraction/pressures • Financial assets have changed since 2020 via CSR and BEIS 	
8.2		

	NK gave thanks to all the presenters JB, JF, RG and stated that this had been a very useful overview and the foundation for further Innovation Board discussions.	
9.	Future meetings of the innovation board/Innovation Week	
9.1	<p>Sue Tilley gave a brief overview:</p> <ul style="list-style-type: none"> The original members MIT Reap group are now the renamed 'Innovation Steering Group', who will be widening the reach of the membership and establishing task and finish groups. Innovation Board members are very welcome to attend any of the monthly sessions. A major focus of the group over the coming weeks will be the development and delivery of Leicestershire Innovation week 2021 which is taking place week commencing 21st June. This will encompass the next Innovation Board meeting, which is due to take place on Wednesday 23rd June, 3.30pm to 4.30pm. The intention is for the first hour of the Innovation Board meeting to be the formal Innovation Board meeting, with the second hour to be an open meeting with invitations issued to VIP's and inspiring innovators. It is the intention to invite talented entrepreneurs and innovators who have been successfully shortlisted for the Innovation Awards 2021 https://reachplcevents.com/events/eastmidlands/leicester-innovation-awards/ to give a five-minute pitch on their innovation as well as a headline innovative business to speak about their business journey. To make Innovation Week 2021 have real impact and capitalise on the formation of the Innovation Board the support of the Innovation Board members is requested to make this a real success, so please support Innovation Week by providing content, attending events, speaking at events or hosting events. The Innovation Steering Group Task Force have drafted a potential outline programme – please take a look at the link to the Innovation Week programme and see where you can help. The theme - How your business has used innovation to drive success. The Innovation Task force team have drafted an outline programme for Innovation Week and will be in touch to see if you will be happy to be involved. The events are all virtual and you could either join an event or host at your business. 	GD/ST
9.2	The Innovation Board approved that the overall winner of the Innovation Awards 2021 will be invited by NK to join the Innovation Board.	NK
10.	Any other Business	
10.1	NK encouraged all board members, as senior business leaders to create a real “buzz” around the theme of Innovation in the County by promoting in meetings, social media and other Comms channels.	All

Summary of Actions

4.2	Update Innovation Board ToR to reflect actual membership	ST
7.3	JF/GD to brief Innovation Steering Group to assess best ways of developing the dashboard and focus of activities in line with innovation Board above comments	JF/GD
9.1	Innovation Week planning and development for the next Innovation Board meeting Wednesday 23 rd June, 2pm to 4pm. The second hour of the meeting 3pm to 4pm will be VIP invitations to meet the LLEP Innovation board with guest speakers and pitches by shortlisted Innovation award companies and guest speakers.	GD/ST
9.1	IB Members requested to participate in Innovation Week by speaking, hosting or attending an event – Co-ordination by GD and ST	GD/ST
9.1	Innovation Week 2021 Winner to be invited to be a member of the Innovation Board	NK
10.1	Innovation Week – NK requested all IB members to promote Innovation Week in meetings, social media and other comms channels.	All IB members

Future meeting dates:

Wednesday 23 rd June 2021	3.30pm to 4.30pm	Board Event – Leicestershire Showcase Shaping our Future 2pm – 3pm, 23 rd June 2021
Wednesday 22 nd September	2pm to 4pm	
Wednesday 8 th December	2pm to 4pm	

Paper B



Innovation Board Draft Terms of Reference

Purpose

The Innovation Board will maintain strategic focus and thought leadership in innovation, on behalf of the LLEP Board and support the delivery of innovation activity outlined in the MIT REAP vision document and the overarching Economic Strategy for the area.

Responsibilities

The responsibilities of the Innovation Board are to:

1. Provide the leadership to ensure all partners make their contribution to delivering on the high-level ambitions;
2. Consider the 'big picture', providing strategic advice to the LLEP Board on matters relating to innovation;
3. Drive and coordinate activity which delivers the strategic objectives of the MIT REAP and Economic Strategy for the LLEP area;
4. Support the development of the Local Industrial Strategy, Economic Recovery Strategy, identifying actions and interventions and best practice for the Ideas foundation of productivity;
5. Stimulate greater levels of collaboration between university and businesses in the region;
6. Assess policies, proposals and programmes of investment linked to innovation regionally, nationally and internationally, providing guidance to the LLEP on how they relate to the LLEP areas innovation assets and skills, and identifying any gaps in provision;
7. Broker and co-ordinate strategic collaborations and relationships across sectors, with Innovate UK, UKRI, other relevant branches of Government, and trade associations and industry bodies, nationally and internationally;
8. Champion and provide input into strategic projects and game changing opportunities;
9. Commission task and finish groups where appropriate and where no other sub-board or committee can fulfil the task;
10. Share strategic intelligence, data and ideas, and commission research and analysis as required; and
11. Connect to and collaborate with regional and national stakeholders that play a role in delivering innovation, continuing to identify gaps and opportunities.

Membership

The Innovation Board will be chaired by a LLEP Board director and will be appointed by the Innovation Board members. The membership will draw from leading businesses and organisations actively involved in innovation strategy and delivery and comprise of a maximum of 15 voting members, but with additional of advisory members at the discretion of the Innovation Board Chairman. These will include :

1. Up to three LLEP Directors, one of whom will be appointed as Chair
2. Representatives from businesses being senior executive officers of an organisation, with at least one representative from each of the LLEPs priority sectors (Advanced Manufacturing and Engineering; Space; Health and Life Sciences and Sport), including at least 1 SME
3. A senior executive officer from Innovate UK
4. A senior executive officer from a Financial Institution
5. A senior representative officer from each the Universities (Leicester, Loughborough and DMU)

The Innovation Board will meet at least four times a year.

Appointments to the Board shall be agreed by the LLEP Board and all appointments to the Innovation Board shall be for a term of 3 years.

Format and Timings of Meetings

The meetings and papers of the Innovation Board will be in the same format as and subject to the same conditions as the LLEP Board meetings and papers.

In accordance with the national guidance:

1. Meeting agendas and papers will be circulated 5 clear working days before the meeting takes place;
2. Minutes of meetings to be circulated within 10 clear working days of the meeting taking place. This may be in draft if internal LLEP processes require clearance before the minutes are finalised;
3. The Code of Conduct will apply, and any declaration of interest made at the meeting will be included in the minutes of the meeting. A new declaration of interest will be updated on the relevant member's register of interest;

4. The quorum necessary for the transaction of business shall be five members. The meetings can either be conducted in person or virtually;



5. Where a meeting of is not quorate no business shall be transacted other than information items for consideration and a vote as to the date the meeting will be reconvened;
6. Each member has one vote and decisions will be carried by a simple majority and the chair will have the casting vote if a majority is not reached; and
7. The agenda for the meetings will be developed in consultation with the Chair.

Reporting Responsibilities

The Chair shall report formally to the LLEP Board on its proceedings after each meeting on all matters within its objectives.

The Chair shall make whatever recommendations to the Board it deems appropriate on any area within its duties where action or improvement is needed.

Delegated Authority including limits

The Innovation Board is authorised by the LLEP Board to investigate any activity within the Innovation Board's terms of reference and, within its scope of responsibilities, to seek any information it requires and to ensure the attendance of management representatives at meetings as appropriate.

