

LLEP Innovation Board
7 December 2022
Microsoft Teams meeting (Recorded)

AGENDA

TIME		ITEM	REPORT	DECISION / INFORMATIO N	LEAD
14.00	1.	Welcome, Introductions and Apologies	Verbal	Information	Chair
14.05	2.	Declarations of Interest	Verbal	Information	All
14.10	3.	Minutes and Actions of previous meeting	Paper A	Decision	All
14.15	4.	Communications update	Presentation	Information	GO
14.30	5.	LLEP Innovation Delivery Plan	Presentation	Information	IM
14.50	6.	LLEP Innovation Festival 2023	Presentation	Information	IM
15.05	7.	InnovateUK - CEO visit	Verbal	Information	JB
15.20	8.	InnovateUK – funding	Verbal	Information	JB
15.30	9.	Any other business	Verbal	Information	All

Future meeting dates:

- 8th March 2023
- 7th June 2023
- 20th September 2023
- 29th November 2023

Paper A



LLEP Innovation Board

Face to Face: Holovis International

Minutes of the meeting

21 September 2022

Attendance and Apologies:

Chair: Dr Nik Kotecha OBE (NK)

Members: Julian Bowrey (JB), Helen Donnellan (HD), Stuart Hetherington (SH), Stephen Grubb (SG), Ben Ravilious (BR), Rachel Tidmarsh (RT), George Oliver (GO), Sandra Wiggins (SW)

In attendance: Sharif Chowdhury (SC), George Oliver (GO), Irshad Mulla (IM), Stewart Smith (SS), Sue Tilley (ST)

Apologies: Dr Anthony Baxendale (AB), Martin Coats (MC), Jen Fensome (JF), Jane Garnett (JG), Arash Ghadar (AG), Dennis Hayter (DH), Rachel Granger (RG), Charlotte Horobin (HB), Sajjad Khan (SK), Anil Majithia (AM), Maria Peggs (MP), Andy Reed (AR),

Minute**Action**

1.	Welcome, Introductions and Apologies	
1.1	NK welcomed those present to the meeting.	
1.2	NK noted apologies received from AB, IF, AR, AM, JG, AG, MP.	
2.	Declarations of Interest	
2.1	There were Declarations of Interest.	
3.	Minutes and Actions of previous meeting	
3.1	The minutes of the previous meeting were recorded as a true and accurate record.	
3.2	NK referred to a previous action for GO and NK to meet with Reach which has now been actioned, a positive meeting was held, and Reach expressed their interest to work with the Innovation Board to deliver a successful 2023 Innovation Awards.	
4.	Innovation Delivery Plan	
4.1	NK provided a background on the Innovation Delivery plan which has been amalgamated by MC since the Innovation Away Day including next steps and action plans.	
4.2	NK explained that the Innovation Board will assign leads to the specific areas which the steering group will take forward.	
4.3	NK highlighted the importance of Board members taking ownership of certain outputs from the delivery plan and requested that each lead provide updates on the specific areas identified at future board meetings.	
4.4	The Innovation Board delved into the specific areas of the high-level action plan including Strategy, Language, Communications, Advocates, Case Studies, Exemplars, University Collaborations, Innovation Festivals/Award Planning, Business Support Programmes, Entrepreneurship, Innovation Assets and Culture.	
4.5	BR highlighted the importance that the Business Support Programmes focus on providing valuable business support rather than being focussed on PR outputs and promotions.	

MinuteAction

4.6	IM shared that the Priority Overviews demonstrates the quick wins, but the delivery plan goes into further the actions taken forward to improve business support and inspire businesses to Innovate further.	
4.7	HD recommended modification of the current language by changing the terminology from advocates to mentors and using successful case study to guide businesses going forward.	
4.8	The Board had a discussion around whether the phrase 'Beacons and Bootstraps' should be used as this approach was used for the early MITREAP programme, but members have highlighted that many SMEs find this phrase divisive and constraining rather than inspiring.	
4.9	JB highlighted the importance of clusters to government, and the terminology can be adapted depending on the different agendas.	
4.10	HD noted that the only available funding is through the Government as the EU funds are no longer available, so it is important the board ensure the LLEP are not excluded from potential funding streams.	
4.11	JB and BR discussed the financing communities' perspective on investing and how to get encourage private sector organisations and investors to work with and help companies in Leicester & Leicestershire to succeed.	
4.12	The board AGREED that SW would lead the language section of the delivery plan with RT assisting.	
4.13	The board AGREED that GO would lead the communications section and HD will nominate someone from DMU to support.	
4.14	The board AGREED to nominate SH, NK and HD to lead on Advocates.	
4.15	The board AGREED to nominate SH, NK and HD to lead on Exemplars.	
4.16	The board AGREED that HD will lead on University Collaborations along with support from BR, SK and potentially the KTP.	
4.17	NK highlighted the importance of removing the barriers between businesses and universities so they can work in collaboration. A measure on progress should be used and NK suggested there should be other simpler forms of KTPs (Knowledge Transfer Partnerships).	

Minute**Action**

4.18	HD and BR discussed the importance of conversations between universities and private sector organisations to bridge the gap.	
4.19	SG highlighted the opportunities to promote services across Natwest's customer base and encouraging other banks and other service providers to work with the accountants.	
4.20	ST highlighted the importance of the Enterprise Zone networks, utilising the existing networks internally to promote the Innovation Assets.	
4.21	ACTION - The next Innovation Board should include agenda items for each of the different points from the delivery plan.	IM/ST
4.22	Also, add an action that the delivery plan should be available for discussion by the Board at the next meeting.	IM
5.	Innovation Festival - update	
5.1	IM updated that the Innovation Festival is expected to start on the 6th of February 2023, and there has been discussions between the working group including IM, GO and JB along with university partners focussing on the productivity theme.	
5.2	GO highlighted those key decisions need to be made in the coming weeks to find the circa £40k funding required to deliver the Innovation Festival, including getting key sponsors on board to allow Reach to carry out their works.	
5.3	The board AGREED to seek alternative funding by the end of October in case the LLEP is unable to raise the funds.	ALL
5.4	IM highlighted the importance of getting the larger organisations including Amazon and DHL involved and to utilise the networks of board members to share compelling innovation stories and deliver events at the festival.	
5.5	ACTION – The Innovation Board will put forward suggestions for events they may be able to deliver as part of the Innovation Festival.	ALL

Minute**Action**

6.	DMU Quids	
6.1	IM presented and referred to paper C of the DMU Quids.	
6.2	HD added further that four cohorts have been run and there is a two-week turnaround for the next programme as the funding comes from Higher Education used by internal projects.	
6.3	SH volunteered to become a member of the DMU Quids funding panel. BR expressed an interest in participating too, while SW asked for further information.	
7.	<u>Any other business</u>	
7.1	There was no other business.	

