

LLEP Innovation Board
21 September 2022
Holovis, Jacknell Road, Hinckley, LE10 3BS

AGENDA

TIME		ITEM	REPORT	DECISION / INFORMATION	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.	LLEP Innovation - Delivery Plan	Paper B (working document)	Information/ Discussion	ST/IM
15.40	5.	Innovation Festival - update	Verbal	Information	IM
15.45	6.	DMU Quids	Paper C	Information	IM
15.50	7.	InnovateUK visit – confirmation of date	Verbal	Information	JB
15.55	8.	Any other business	Verbal	Information	All

Future meeting dates:

- 7 December 2022

Paper A



LLEP Innovation Board

Minutes of the meeting

8 June 2022

Attendance and Apologies:

Chair Dr Nik Kotecha OBE (NK)

Members: Dr Anthony Baxendale (AB), Julian Bowrey (JB), Helen Donnellan (HD), Stephen Grubb (SG), Rachel Granger (RG), Dennis Hayter (DH), Stuart Hetherington (SH), Charlotte Horobin (CH), Anil Majithia (AM) Ben Ravilious (BR), Andy Reed (AR), Rachel Tidmarsh (RT), Sajjad Khan (SK), William Wells (WW), Sandra Wiggins (SW)

In attendance: Alison Cavey (AC), Sharif Chowdhury (SC), Jane Garnett (JG), George Olliver (GO), Sue Tilley (ST) Martin Coats (MC) Maria Peggs (MP)

Apologies: Alison Cavey (AC), Helen Donnellan (HD), Jen Fensome (JF), Arash Ghadar (AG), Charlotte Horobin (HB), Anil Majithia (AM).

Minute**Action**

1.	Welcome, Introductions and Apologies	
1.1	NK welcomed those present to the meeting.	
1.2	Apologies were noted from AC, HD, JF, AG, CH and AM.	
2.	Declarations of Interest	
2.1	There were Declarations of Interest.	
3.	Minutes and Actions of previous meeting	
3.1	Action Point 5.8 regarding Invention versus Innovation is covered as part of Item 5 and	
3.2	Action Point 6.9 on the Mentor Machine Engine will be discussed in Item 7. All other actions were completed.	
3.3	NK clarified that Action Point 11.1 regarding the face-to-face board meeting will now be on the 7 th of September at Holovis.	
4.	LLEP Update	
4.1	NK informed the Innovation Board that Andy Reed is now the interim chair for the LLEP.	
4.2	AR provided an update on the LLEP highlighting key areas of focus internally for the LLEP including interpreting the Levelling Up White Paper, the future of LLEP's and County Deals.	
4.3	AR informed the Innovation Board that Sue Tilley is the Head of the LLEP for the foreseeable future.	
4.4	AR informed the Innovation Board that the LLEP is actively recruiting for the LLEP Chair and potentially three new Board members positions which will shortly be advertised.	
4.5	The Innovation Board expressed congratulations to Sue Tilley for stepping up as the Head of the LLEP.	
5.	Innovation Away Day Update – Actions ensuing	

Minute**Action**

5.1	MC provided background on the Innovation Away day on the 29 th of March 2022. where ideas were discussed and amalgamated to understand, develop, and deliver a plan for the top 5 objectives of the Innovation Pillar by 2030.	
5.2	MC referred to the LLEP Economic Growth Strategy launched in December 2021 and the four pillars including Productive, Innovative, Inclusive and Sustainable.	
5.3	The Innovation Board focussed on ensuring the correct language, communication, advocates for the LLEP, using exemplars in high-tech, digitisation, net zero and a culture of continuous improvement and case studies to get across the message.	
5.4	MC informed the Away Day focussed on figuring out best ways the LEP could promote the long-term benefits of 'Investing in Innovation'.	
5.5	The Board discussed how to collaborate better with universities, SMEs, improved engagement with Festivals and Awards, Business Support Programmes and promoting Innovation Assets and improved culture.	
5.6	The Innovation Board has tasked the Steering Group to create an Implementation Plan to scope what the key actions will be, the resources and commitments required and how they will be delivered according to timeframes including short and long-term objectives.	Steering Group
5.7	AB praised the positive works of the Must-Win Battle Report provided in the agenda pack which provides lessons learnt and should be embedded into the forward plan.	MC
5.8	GO noted the importance of influencing Leicestershire Live who will be running the Innovation Awards to ensure the Innovation Board's objectives are being achieved and aligned to the Innovation Festival.	
5.9	Action Point – A meeting between the NK, GO and Leicestershire Live to inform the Innovation Board's priorities.	GO
5.10	WW highlighted the importance of acknowledging the need to encourage new business into the region and that interacts with Inward Investment within the action plan.	MC

Minute**Action**

5.11	The Innovation Board members noted comments on the importance of tailoring language to the target audience and adapt to the different groupings and avoiding using acronyms.	
5.12	BR highlighted that communication would be improved by operating as a switchboard coordinating with the relevant partners and rather than emailing mass newsletters.	
5.13	JB highlighted that utilising existing networks rather than creating new ones would improve advocacy within the region.	
5.14	BR highlighted the importance of exemplars to be mentoring businesses rather than showcasing their strengths to provide tailored advice and better discussions.	
5.15	A discussion was held on the relationship between business and the universities in collaboration and pushing suggestions to help encourage businesses to find research projects and vice versa.	
6.	Innovation Steering Group membership (Task and Finish) Proposal	
6.1	Martin Coats and Maria Peggs left the meeting whilst the Innovation Board discussed the Innovation Steering Group membership.	
6.2	ST referred to the Supplementary Papers regarding the biographies of Maria Peggs, Martin Coats and Dr Christopher Owen and asked the Board to approve the inclusion of the onto the steering group.	
6.3	ST informed the Innovation Board that Maria Peggs', owner of Vispera, is interested in the Innovation Steering group. ST noted Maria's involvements with the LLEP and Growth Hub.	
6.4	ST highlighted Dr Christopher Owen contribution to the East Midland's Made Smarter bid and has key interests in business and engineering.	
6.5	ST noted Martin Coats' works on the Innovation projects and is already embedded into the initiatives the steering group is focussed on.	
6.6	ST reiterated that the individuals are very well-known business support professionals who are committed to the delivery of innovation and productive growth for the SME community in Leicester and Leicestershire and have been involved in business support programmes such as Peer Networks and dedicated business support programmes.	

Minute**Action**

6.7	The Innovation Board AGREED to approve for Maria Peggs, Christopher Owen and Martin Coats onto the Innovation Steering Group.	
7.	Developing the Innovation Offer	
7.1	ST provided background on Developing the Innovation Offer through mentoring.	
7.2	ST informed the Board that Stuart Hetherington of Holovis' has offered to provide dedicated mentoring support for SME businesses involved in growing their deep tech businesses.	
7.3	ST highlighted the importance for the Innovation Steering Group to embed the Innovation Offers into the LLEP overall offer with Rachel York leading on the overall programme delivery.	RY
7.4	ST noted Rachel Tidmarsh's concern at the lack of engagement within the districts and asked how the engagement can best be made at a local level with a view to setting up a district innovation network.	RT
7.5	ST informed that Ben Ravilious has volunteered the use of his Mentor database free of charge for businesses to access via the LLEP Growth Hub.	
7.6	BR clarified that the intention of the database is to provide a platform for any organisation to engage with mentorship and will be used as a match-making tool.	
7.7	NK noted thanks to Stuart Hetherington, Rachel Tidmarsh and Ben Ravilious for their efforts and contribution to the Innovation Offer.	
8.	<u>Any other business</u>	
8.1	JB highlighted key meetings including a UKRI meeting hosted by the CEO which celebrates one-year of the R&D strategy on the 14 th of July.	

PAPER B

LLEP INNOVATION BOARD

21 SEPTEMBER 2022

Information / discussion Paper

LLEP Innovation Delivery Plan

1. PURPOSE OF REPORT

1.1 The purpose of this report is to:

- i. present a working draft of the LLEP Innovation Deliver Plan to the LLEP Innovation Board; and
- ii. seek feedback from the board to ensure the Plan encompasses all the requirements for a vibrant innovation landscape that delivers on the priorities and objectives outlined in the LLEP Economic Growth Strategy.

2. INFORMATION

2.1 The first tab of the Innovation Delivery Plan ('Priority Overview') includes an indicative timeline of activities to be undertaken from October 2022 to ensure work is undertaken in a timely manner. Please note this is only an indicative timeline and is subject to change following discussion at the Board meeting.

2.2 The second tab of the Plan ('Delivery Plan') highlights key innovation themes and priorities, and is broken down into a number of columns as detailed below:

Column label	Information contained
Theme	These are key themes identified during the Innovation Away Day that the Innovation Board should focus on. There are 12 themes identified in total
Action Number	Within each theme are a number of actions. Each action has been assigned a number
Details	Within each theme is an overarching purpose that summarises the theme and expected outcome, this is highlighted yellow. Below this are several numbered actions that should be taken to achieve the outcomes mentioned
Comments	This column contains information collated during the Innovation Away Day. This information elaborates on the actions from the 'Details' column by highlighting overarching actions to be taken, and linkages between themes

PAPER B

Links to 5 pillars	This column links themes to 5 pillars originally identified during the Innovation Away Day. The pillars were developed by collating feedback and identifying commonalities within. Please note that a theme can be linked to more than one pillar
Links to EGS 4 pillars	This column identifies linkages to the 4 key pillars outlined in the LLEP Economic Growth Strategy (Productive, Innovative, Inclusive, Sustainable). Please note that a theme can be linked to more than one pillar
Person / party responsible	This column seeks to assign responsibility for actions to Board members and will be completed during the Innovation Board meeting
Target completion date	This column will contain details on when actions will be completed by
Actions / Progress	This column will be completed during the Innovation Board session. The purpose of this column is to identify key actions that need to be undertaken by Board members, and it will also act as a measure of progress
Actual completion date	This column will contain details on when an action has been completed

Summary of appendices

1. LLEP Innovation Plan - 21092022

For further information please contact

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Paper C



LLEP Innovation Board

21 September 2022

Paper C

1. Proposal

Request for the Innovation Board to identify a couple of panel members for the QulDs Panel meetings.

2. Background information

Here is a link to a recent article we published on QulDs

<https://www.dmu.ac.uk/about-dmu/news/2022/june/dmu-launches-new-programme-to-link-business-and-academics.aspx> QulDs will also be on the DMU web pages too.

In a nutshell (for the benefit of the members of the board):

- QulDs stands for Quick Innovation Developers
- Small innovation projects up to a maximum of 12 weeks in length
- Funded by DMU with a client contribution (1 in 5 part contribution)
- Maximum project cost of £12,500 (including £2.5k client contribution)
- Projects are a partnership between an academic and local business / local organisation
- Projects may employ an Associate to deliver the project (through Unitemps)
- Projects are about developing and delivering a quick innovative solution (proof of concept, process change etc) that meets a business need / challenge

The application process and panel

- It is a two-step application process: EOI and full application
- The application form must be written by the academic with input from the beneficiary organisation
- Applications forms will have the basic details (aim of project, outputs, budget) and are submitted to a panel
- A panel consisting of the DMU regional business development manager, faculty enterprise leads, and members of the Innovation Board will appraise the applications

- Panel dates are as follows:
 - Round one 30 Nov (application deadline is 23 Nov).
 - Round two 18 Jan (application deadline is 11 Jan).
 - Panel meetings will take place at DMU
- Applications will be sent to panel members a week before the panel and the panel will be supported by the DMU Knowledge Exchange Officers (Rhianna Briars and Darsh Chauhan)

Further information will be available once released. There will be a launch event at some point in the autumn.