

## INNOVATION BOARD – DRAFT TERMS OF REFERENCE

### Purpose

The purpose of the Innovation Board is to develop, coordinate and manage three priority areas in the Council's Innovation Strategy to compliment the wider economic priorities within the Council's Recovery Plan. The Board will assist in building strong links and leveraging synergies between public, private and third sectors focussing on promoting innovation and growth in high value clusters in line with the Corporate Plan. It will also promote the Council as an exemplar Council that recognises the importance of innovation with a view to the more efficient and cost- effective provision of services

### Objectives of the Board



#### a) Promotion

Create a vision of Guildford Borough as a centre at the leading edge of innovation, recognising the importance of existing businesses and research and our ambition to develop a connected community. This would include awareness and encouragement of opportunities for funding and would promote the development of complementary businesses with a particular emphasis on emerging and disruptive technologies.

- Publicise and promote Guildford and its vision.
- Develop buy-in from all local business and residents to recognise Guildford as a base from which to pilot innovative ideas
- Highlight new and emerging technologies and examine their potential for cost effective change and potential disruptive effect locally
- Use the above to explore opportunities to increase clustering, eligibility for funding and other opportunities to develop the borough's reputation for innovation

#### b) Connected and collaborative Community

Enable an environment where interested parties share information on technological advancements via an Innovation Forum for the benefit of all those in the borough, including the council and its services.

- Help to identify opportunities for economic growth, service delivery and smart city infrastructure through fostering collaboration.

- Maximise relationships with all research bodies, including the University of Surrey and the Royal Surrey County Hospital, and create awareness of technological developments and in particular with regard to climate change initiatives
- Assess networking groups and explore opportunities to either promote these or develop new ones.
- Ensure cross-pollination of existing groups and organisations and encourage the growth of open innovation and technology.
- Encourage sharing of information through various media.

**c) Economic Growth (Sector Development)**

With a dedicated focus on the Digital Games and Digital Health sectors, support the wider Economic Recovery Plan by ensuring we re-build and maintain a prosperous, sustainable and resilient local economy as evidenced by growth in jobs, new enterprises and collaboration in those sectors.

- Enable local entrepreneurs, partly through incubators, accelerators and promoting cluster activity
- Provide business support and highlight funding opportunities.
- Support events and networking opportunities for these sectors.
- Support lead partners such as Enterprise M3 and the University of Surrey with other high growth technology sectors such as cyber security and space where value can be added.
- Build a compelling inward investment proposition for the sectors to attract new businesses into the Borough.

**d) Service Delivery**

Examine opportunities for innovative service delivery, which results in increased customer focus, efficiency and cost-effective delivery.

- Aim for the council to be an exemplar council, with a reputation as an early adopter, embracing modern new ways of working, new materials and new thinking, where cost efficient, beneficial and feasible to do so.
- To encourage collaboration with local technology companies through the establishment of an innovation forum to capitalise on expertise and identify areas of service delivery where problems exist that might be met by innovative solutions.

**e) Smart City Infrastructure**

With current and future infrastructure, consider optimised methods of construction, operation and maintenance using leading edge technology and new approaches to find efficiencies, co-ordinate activities, and collect and share data to do more with less.

- Ensure where practicable that the potential for future disruptive changes are taking into account in current planning and developments and digital infrastructure is built into regeneration and new builds.
- Work with key partners such as Enterprise M3 and Surrey County Council on larger scale digital infrastructure schemes including bids for funding
- Work up projects to capitalise on the opportunities provided by 5G covering potential projects such as a retail test bed, SMART traffic management systems and a rural step out

## **Roles and responsibilities**

### **Chairman**

- Effectively chair and facilitate Board meetings to ensure agenda is covered and all views actively sought and considered and work with officers, stakeholders and other councillors to develop projects in line with the views of the Board for approval by the Executive.
- Commit to effective and efficient programme governance

### **Senior Responsible Officer**

- Responsible for the delivery of the Innovation Strategy, ensuring the Board remains focused on achieving its objectives and realising the expected benefits.
- Ensure that appropriate minutes are taken and that Board papers are delivered within the required timescale.
- Facilitate meetings with outside stakeholders, whose input will be necessary to develop the strategy
- Assist with necessary research to deliver the Innovation Strategy.
- Promote partnership working to engender trust amongst board members and encourage creative and collaborative relationships to develop.
- Provide stability in the development, adoption and monitoring of the Strategy.

### **Board members**

- Assist with the development of the Strategy and champion the programme to internal/external stakeholders
- Review papers, attend meetings and complete actions as agreed
- Seek to reach consensus opinions within the Board wherever practicable and consider matters from other perspectives, including the public and staff

### **Programme manager**

- Track progress and monitor the delivery plan for the programme
- Escalate concerns from the projects to the Executive
- Develop a programme risk register to align with the Corporate Risk Register

## **Meetings**

The board will meet bi-monthly.

Agenda and papers will be circulated at least three working days in advance of the meeting. Minutes and actions will be circulated within five working days after the meeting.

A standing agenda will be provided that will include discussion of the action log from the previous meeting, key decisions and new actions and the plan for taking these forward.

Reports on progress will be submitted to the Corporate Management Team and Executive on a monthly basis

**Proposed Councillors :**

Cllr Gordon Jackson: Chairman

Cllr Caroline Reeves: Leader of the Council

Cllr Jan Harwood: Lead Councillor for Climate Change

Cllr John Redpath: Lead Councillor for Economic Development

Powers to co-opt members as required

**Main Officer Support:**

Chris Burchell & Chris Stanton – Economy & Innovation Team

James Beach - ICT Specialist

**Review**

The terms of reference and membership of the Innovation Board will be reviewed on an annual basis, or as required.