



Health and Life Sciences Board: Terms of Reference

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1. REMIT OF THE HEALTH AND LIFE SCIENCES BOARD

- 1.1 The remit of the Health and Life Sciences Board is to stimulate and support economic growth across the Liverpool City Region (LCR) Health and Life Sciences Sectors, providing expertise and leadership that will direct and support co-ordinated action to achieve strategic goals. The Health and Life Sciences Board will form part of, and feed into, wider LCR Local Enterprise Partnership (LEP) governance structures, reporting into the LCR Local Enterprise Partnership (LEP) Strategic Board and informing the LCR Innovation Board.
- 1.2 Health and Life Sciences is a priority sector within the LCR Growth Strategy, and the Health and Life Sciences Board will directly contribute to its delivery. It is also intended that the collaborative working stimulated by the Health and Life Sciences Board will in itself lead to new learning, insight and joint initiatives, and provide a useful platform for future action in its own right.

2. OBJECTIVES

- 2.1 Agree the priorities and develop the long-term strategy for the LCR Health and Life Sciences sector to maximise LCR economic growth and competitiveness. Support the delivery of the LCR Growth Strategy and support the development of a linked, specific LCR Health and Life Sciences Strategy.
 - Identify resources to enable delivery of initiatives.
 - Develop and monitor key performance indicators (KPIs) to assess performance towards the agreed objectives.
- 2.2 Develop LCR Health and Life Sciences industry, including supporting the growth of the SME base, inward investment, commercialisation of intellectual property and skills development.
- 2.3 Facilitate collaboration and networking across the health economy and wider life science sector, supporting International, National, Health North, Northern Powerhouse and devolution developments in relation to health and life science economic development. Develop links with other LCR innovation sectors i.e. advanced manufacturing, digital and low carbon to maximise the development of new activities and programmes of mutual relevance.
- 2.4 Work to champion/showcase the LCR Health and Life Sciences sector strengths and opportunities to enhance the reputation of the region, collaboration with regional partners and drive inward investment.

3. ACCOUNTABILITY

- 3.1 The Health and Life Sciences Board will develop and approve a specific LCR Health and Life Sciences Strategy and make recommendations to the LEP Strategic and LCR Innovation Boards for endorsement. It will monitor progress against agreed actions and targets and report regularly to the LEP Strategic Board on its delivery.
- 3.2 Partner organisation boards (Innovation Agency, Clinical Commissioning Group, NHS Trust, University, Liverpool Health Partners and others) will be kept apprised through the circulation of meeting minutes, with Board membership also being drawn from these organisations (see below)

4. MEMBERSHIP

- 4.1 The Board will draw its membership from senior level representatives across the Health and Life Sciences sector. All partners selected should be representative of their sector and/or organisation types and be able to demonstrate accountability to their constituencies, disseminating information within their own respective organisations and cross-sector networks,

as appropriate. Membership will reflect the LCR geography and involve national/international expertise, as appropriate.

- 4.2 Board membership will be initially composed of:
- 2 Large pharmaceutical representatives
 - 3 SME representatives
 - 2 Bio/health trade organisation representatives
 - 1 Innovation Agency (providing NHS England representation)
 - 1 Liverpool Health Partnership representative
 - 1 representative from LCR CCGs
 - 1 representative from LCR NHS Trusts
 - 3 representatives from LCR Universities
 - 1 Incubator representative from LCR incubators
 - 1 Health North/Northern Health Science Alliance representative
 - 1 Training and education representative
 - 2 Local/Combined Authority representatives
 - Support from 2 Senior LEP representatives (and LEP Secretariat)
- 4.3 After initial setup, membership will be agreed by existing Board members and the Chair and Vice-Chair.
- 4.4 All members should have an understanding of the economic context of Liverpool City Region. They should understand local investment priorities and have knowledge of the local conditions, needs and opportunities to bring forward proposals that meet the priorities set out in the LCR Growth Strategy.
- 4.5 Members must be willing, committed and prepared to positively collaborate, and bring their own experience, expertise and insight to bear (as opposed to pursuing individual and/or organisational interests) to ensure actions are delivered for the City Region. Board appointments are for individuals and no alternates will be allowed unless approved by the Chair/Vice-Chair of the Board.
- 4.6 Minimum attendance at Board Meetings is 50% in each financial year. If attendance is below these levels, the Board will determine whether Membership should be continued. Board Members will serve for an initial 2 year period with a view to extension to a further 2 year term subject to approval of the LEP Strategic Board. Only those members with 50% or above attendance will be considered for 2 year extension.
- 4.7 Key expertise required to facilitate the work of the Health and Life Sciences Board will be agreed periodically reflecting the strategic priorities of the sector, with membership being refreshed as appropriate.
- 4.8 The LEP will advertise the opportunities to join the Health and Life Sciences Board via the LEP website setting out the criteria for selection.
- 4.9 The Board Chair and Vice-Chair will be nominated by Board members and appointed by the LEP Strategic Board. As with other LCR LEP Boards, the Chair will come from the private sector to reflect the Health and Life Sciences Board's role in economic development. The Chair and Vice-Chair will serve for an initial 2 year period with a view to extension to a further 2 year term subject to approval of the LEP Strategic Board.
- 4.10 The Chair (and in their absence Vice-Chair) will agree meeting content/agendas, chair proceedings in an inclusive and effective way that maintains a focus on delivery and maximises intended action plan outcomes, and liaise with other key local and external stakeholders as required, including government and the media. The Chair (or another Board member nominated by the Chair/Board) will also sit on the LCR Strategic Board, subject to the Strategic Board ratifying their involvement.

- 4.11 Neither the Chair, Vice-Chair nor other Members will be remunerated for their involvement with the Board.

5. BOARD MEETINGS

- 5.1 Meetings will take place quarterly with dates set at the start of each year and should be planned to accommodate the LEP Strategic Board and LCR Innovation Board cycles to facilitate interaction and in bringing forward recommendations and decisions. Typically, meetings will last for 2-3 hours given the breadth of issues to be considered.
- 5.2 Papers will be provided at least 5 working days in advance of meetings to allow members to review activity, performance and recommendations.
- 5.3 The LEP will act as the Secretariat for the Board. This will involve organising meetings, preparing performance and progress monitoring reports, taking minutes, following up on agreed actions, and acting as the day-to-day point of contact and liaison, providing close regular advice and support to the Chair/Vice-Chair in particular.
- 5.4 The LEP will provide executive support for the Health and Life Sciences Board.

6. DECLARATION OF INTERESTS

- 6.1 Members will be required to complete a register of relevant interests.
- 6.2 Members will be required to declare an interest in any agenda items where a decision is required and the decision may cause a direct material impact.
- 6.3 Conflicts of interest should be identified to the Chair and minuted.
- 6.4 The Board will determine whether a member may need to be excluded from certain decisions and debates relating to these interests.

7. TRANSPARENCY ARRANGEMENTS

- 7.1 The LEP Assurance Framework requires that decision making is taken in a transparent manner and in that regard much of the business of LEP Boards will be published, this will include the membership of the Boards.
- 7.2 However, in order that commercially sensitive or other information is not disclosed in advertently the business conducted by Board will be a matter of report to the Strategic Board and not the full minutes.