

Harborough Innovation Centre Strategy Board

Terms of Reference 2012

Purpose

To monitor and manage the operation of Harborough Innovation Centre in delivering its purpose and outputs as set out in the:

- Deed of Grant between Harborough District Council and East Midlands Development Agency
- Management Agreement with Oxford Innovation Ltd.

Terms of Reference

- To oversee and monitor the performance of Oxford Innovation Limited the management operator for the Centre
- To monitor the performance of the Centre against the plan and targets
- To monitor the financial performance of the Centre
- To set and monitor the strategic direction for the Centre
- To agree and monitor the delivery of the Marketing Plan for the Centre

Membership of the Board

Voting Members

- Councillor John Everett, Elected Member of Harborough District Council
- Three representatives from the Business Sector
- Chief Executive of Harborough District Council

Non-Voting Members

- Representatives of Oxford Innovation Ltd.

Frequency of Meetings

- Quarterly – June; September; December; March

Quorum

- 2 Business Sector representatives and Council representatives
- Substitutions will be allowed for Council representatives.

Reporting Arrangements

- The Strategy Board will submit quarterly reports to Harborough District Council's Executive Committee via the Chief Executive of the Council as HDC's Lead Officer representative on the Board.

Secretariat Support

- Oxford Innovation Limited, the Management Operator of the Centre will provide the secretariat and administration services to the Strategy Board.

The situation has changed in that HDC have decided to become the operator in place of Oxford Innovation. Operator accountability must be maintained. The Board remains the same but accountability must now lie higher up than the operator – the Board cannot report to the operator. In the Council structure the higher authority is the Cabinet.