

**HARBOROUGH DISTRICT COUNCIL**

**REPORT TO THE CABINET MEETING OF 2 DECEMBER 2019**

**PUBLIC REPORT: Y**

**EXEMPT REPORT: N**

<b>Report Title</b>	<b>Harborough Innovation Centre – Strategy Board</b>
<b>KEY DECISION</b>	<b>N</b>
<b>Report Author</b>	David Atkinson – Chief Officer: Planning and Regeneration
<b>Purpose of Report</b>	To consider the proposed amendments to the Terms of Reference of the Strategy Board detailed in this report.
<b>Reason for Decision</b>	To ensure that the terms of reference reflect the role that the Strategy Board fulfils following the decision of the Council to take the management of the Harborough Innovation Centre (“HIC”) in house.
<b>Portfolio (holder)</b>	Councillor Hallam
<b>Corporate Priorities</b>	An enterprising vibrant place and Key Activity KA.02.02.
<b>Financial Implications</b>	None arising directly out of this report, other than that agreed within the Deed of Grant and the officer time to support and input to the Strategy Board.
<b>Risk Management Implications</b>	As set out in the body of this report.
<b>Environmental Implications</b>	None as far as this report is concerned
<b>Legal Implications</b>	Whilst the Strategy Board has no legal basis, it fulfils an important advisory role in monitoring the performance of the HIC and reporting to the Council as the accountable body in respect of the European Regional Development Fund (ERDF) funding for the project.
<b>Equality Implications</b>	None as far as this report is concerned.
<b>Data Protection Implications</b>	None as far as this report is concerned.
<b>Consultation</b>	The Strategy Board suggested the proposed amendments to the Terms of Reference which have been approved by Councillor Hallam as the portfolio holder and are now to be considering by Cabinet.
<b>Options</b>	Members could decide to leave the existing Terms of Reference unchanged.
<b>Background Papers</b>	Deed of Grant ( exempt)
<b>Appendices</b>	<b>Appendix A</b> – existing Terms of Reference; <b>Appendix B</b> – revised Terms of Reference

**1. Introduction**

1.1 The Harborough Innovation Centre (HIC) opened on 9 June 2011 with the first businesses taking occupation in August 2011. The HIC was managed by Oxford Innovations (“OI”) on behalf of the Council from 2011 until 30 June

2019, when the management of the HIC was insourced.

### 2. Key Facts

- 2.1 As part of the monitoring and management of the operation of the HIC it was agreed that a Strategy Board was established to oversee the delivery of the outputs of the HIC. This was in the form of quarterly performance reports provided to the Council, as the accountable body for the grant. A copy of the original terms of reference is attached as Appendix A.
- 2.2 Whilst the management of the HIC is no longer carried out by an external organisation, the Strategy Board still fulfils an essential advisory role to the Council in the performance of the HIC, and the change in the management roles provides an opportunity to review and refresh the existing Terms of Reference of the Strategy Board to ensure that they are appropriate for the new arrangements.
- 2.3 These were initially discussed at the meeting of the Strategy Board on 29 July 2019, and proposed amendments were submitted to members to consider at the Cabinet meeting on 7 October 2019. However, taking into account representations from members of the Strategy Board it was resolved that the terms of Reference should be re-considered at the next meeting of the Strategy Board on 28 October 2019 and referred back to Cabinet for consideration. Following further discussion at the meeting on 28 October 2019 a copy of the proposed revised Terms of Reference is attached as Appendix B.
- 2.4 The main proposal is the enhancement of the consultative role of the Strategy Board, particularly the proposal for the Board to act as advisor in relation to the appointment of the Centre Manager and the ability for the Strategy Board to raise any points with the Cabinet before any decision affecting the management of the HIC are taken.