

## **APPENDIX B**

### **HARBOROUGH INNOVATION CENTRE**

#### **STRATEGY BOARD**

#### **TERMS OF REFERENCE**

##### **PURPOSE**

- To monitor and oversee the operation and management of the Harborough innovation Centre (“the Centre”) in delivering its purpose and outputs as set out in the Deed of Grant (as amended) between Harborough District Council (“the Council”) and the East Midlands Development Agency and its successors.

##### **TERMS OF REFERENCE**

- To advise and monitor the performance of the management of the Centre by the Council, against the Council’s approved plan and targets and to report back to the Council as set out below.
- To monitor the financial performance of the Centre and report back to the Council as set out below.
- To monitor the delivery of the Marketing Plan for the Centre and to act as formal consultee with respect to any proposed changes.
- To advise and monitor on the strategic direction of the Centre.

##### **MEMBERSHIP OF THE BOARD**

###### **Voting Members**

- The Council: The Cabinet Member with responsibility for the Council’s assets and the Joint Chief Executive with responsibility for Council assets.
- Three representatives from the business sector within the district of Harborough to be appointed ( need some detail).

###### **Non voting Members**

- Additional representatives from the business sector can attend any meeting of the Strategy Board but are not entitled to vote.

###### **Quorum**

- A meeting will be quorate if two business representatives and two Council members are present. Substitute Council members will be permitted and will be another member of the Council’s Cabinet.

### **Reporting Arrangements**

- The Strategy Board will submit quarterly performance reports ( on the areas set out in its terms of reference) to the Council’s Cabinet meeting via the Joint Chief Executive and will address the relevant meeting as requested by the Cabinet (in accordance with the provisions of the Council’s constitution).

### **Consultation**

- The Strategy Board will act in the capacity as consultee on any proposals regarding the management of the Centre and will be invited to make representations to the Council’s Cabinet , prior to any decision being made by the Cabinet.
- The Strategy Board will be invited to act in an advisory capacity as part of any formal appointment process for the position of Centre Manager.