

North Wales Innovation Board

Terms of Reference

January 2026

<p>1. Authority/ 2. Constitution</p>	<p>Ambition North Wales, the Corporate Joint Committee (CJC) is the accountable body for the North Wales Innovation Zone Board (and any programmes or projects it is invited to manage) and will delegate accountable body responsibilities to its Economic Wellbeing Sub-Committee.</p>
<p>3. Accountability</p>	<p>The North Wales Innovation Board, through its Chair, is responsible to the North Wales Corporate Joint Committee and its Economic Wellbeing Sub-Committee.</p> <p>The Chair will liaise with key partners to the Innovation Board. Reports on progress will be provided by the Innovation Board Chair to the Economic Wellbeing Sub-Committee and other partners as appropriate.</p>
<p>4. Functions and responsibilities</p>	<p>The Board will strive for innovation policy alignment at Local, Regional and National levels. The Board will communicate local and regional innovation perspectives to national audiences and seek to communicate national perspectives and policy to regional and local audiences and stakeholders.</p> <p>The key functions and responsibilities of the North Wales Innovation Board are as follows:</p> <ul style="list-style-type: none"> • Recommend these ToRs to the CJC • Establish KPIs • Identify a reporting template and report to the CJC / EWSC • Progress Innovation Partnership Fund proposals • Support Innovation delivery of the Flintshire and Wrexham Investment Zone • Support Innovation delivery of the Anglesey Freeport • Advise on innovation projects submitted to the North Wales Growth Deal
<p>5. Membership</p>	<p>The Membership of the North Wales Innovation Board is to be drawn from representatives from the following organisations.</p> <ul style="list-style-type: none"> • Chair, recruited from Industry/Academia • Universities (Bangor University and Wrexham University) • Further Education (Gwrp Llandrillo Menai and Coleg Cambria) • M-SParc • AMRC Cymru • Offshore and Renewable Energy Catapult • BIC Innovation • Industry (Tier 1s)

	<ul style="list-style-type: none"> • Industry (SMEs) • Public Bodies (UKRI, Welsh Government - Innovation, ANW) • Other invited Innovation led organisations <p>The Innovation Board will be deemed to be quorate when at least 5 members are present in the meeting.</p> <p>Members of the Innovation Board are expected to attend at least 75% of all meetings and should aim to attend all meetings. Attendance will be recorded and monitored. If a member unavoidably cannot attend, the member may propose, ideally three or more days before the meeting, a substitute to attend with the agreement of the Chair on behalf of the Innovation Board. This approach is to maintain the cohesion of the Innovation Board. Any substitute who is proposed must be an individual who is fully qualified, aware and appraised of the issues to be discussed at the meeting, so that they are able to fully input through providing the necessary expertise to discuss key matters.</p> <p>Members are expected to be of good standing and reputation within their respective sectors and conduct themselves having regard to the standing and reputation of Ambition North Wales and it's partners.</p>
6. Equality, diversity, and inclusion	<p>In conducting its business, the Advisory Board will at all times seek to promote its commitment the Welsh language and to equality and diversity by the creation of an environment that is inclusive for both its members and partners including those who have protected characteristics and vulnerable members of our community.</p>
7. Communication	<p>The Innovation Board will be supported by ANW and meet quarterly in a hybrid format at locations across North Wales.</p> <p>An open communications style will be adopted on Innovation Board matters between and on behalf of partners.</p>
8. Meeting administration and reporting	<p>A CJC officer will act as the secretary to the Innovation Board and will provide appropriate support to the Chair and Innovation Board members.</p> <p>Agendas and papers will be submitted at least 5 full business days in advance of a meeting.</p> <p>A note of all meetings of the Innovation Board shall be formally recorded and submitted to the Economic Wellbeing Sub Committee. Any feedback from the Economic Wellbeing Sub Committee will be reported to the Innovation Board.</p>
9. Conflicts of interest	<p>Innovation Board members will be required to declare any conflicts of interest as they arise.</p> <p>They will need to adhere to the Seven Principles of Public Life, as drawn up by the Committee on Standards in Public Life more commonly known as the Nolan Principles.</p> <p>Ensuring a balanced approach, conflicts of interest will be managed in line with the CJC's Conflicts of Interests Policy for Consultative Bodies.</p> <p>Conflict of Interest Declarations will be required at the beginning of each meeting's agenda. All meeting notes and papers will be published therefore any Conflicts of Interest will be publicly transparent.</p>

10. Review	The Terms of Reference for the North Wales Innovation Board shall be reviewed annually.
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