



Cornwall and Isles of Scilly Space Industry Advisory Group

Terms of Reference

1. Duties

The Space Industry Advisory Group is a sub-group of the Cornwall and Isles of Scilly Local Enterprise Partnership (LEP) Board. The Group does not have any delegated decision making authority unless specifically granted by the LEP Board.

The Taskforce Group has four specific functions:

- Provide the strategic lead for Cornwall and the Isles of Scilly in developing its capabilities within the UK and global space industry.
- Oversee and receive regular reporting on the implementation of the Cornwall and Isles of Scilly Space Action Plan – Human Centred Space.
- Working as a partnership, ensure a collaborative approach between individual projects; ensure maximum awareness of the Space opportunity in Cornwall and the Isles of Scilly is achieved; and identify gaps in the development of the sector and act to source additional delivery, source new partners as appropriate to address these gaps.
- Provide an authoritative point of contact for external engagement for the sector in Cornwall and Scilly – with industry, government, research institutions and with other LEPs and other public bodies

The Group shall:

- Have access to sufficient resources in order to carry out its duties, drawing if appropriate on the LEP core budget and approaching other funding opportunities as they become available.
- Regularly draw from or undertake analysis of the Space industry and allied activity in the Cornwall and Scilly economy
- Contribute to the development of the Local Industrial Strategy for Cornwall and the Isles of Scilly and in doing so link with both the contributing 10 Opportunities and New Frontiers documents – and other linked initiatives such as the Employer Led Skills Group.
- At least once a year review its own performance and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the LEP Board for approval.

- Liaise closely with aligned groups, e.g. AeroSpace Cornwall steering group and the Spaceport Project Board.
- Regularly utilize existing events or instigate events to draw on wider stakeholder input; businesses, education, communities etc. into the development of Space supporting activity.

2. Reporting Responsibilities

- A report will be provided to the LEP Board on the Group's proceedings after each meeting on all matters within its duties. As appropriate the group will also report to other strategic groups such as the Cornwall and Isles of Scilly Leadership Group
- The Group can make whatever recommendations to the LEP Board it deems appropriate on any area within its duties and where it feels that action or improvement is needed.

3. Membership

- The Space Industry Advisory Group will be chaired by a LEP Board Non-Executive Director or senior member of the Executive team.
- The Group will be representative of the current space sector and supporting agencies in Cornwall and the Isles of Scilly and will include, but not be restricted to:
 - Existing Space or Space industry supplying companies
 - Research Institutions
 - Skills development bodies
 - Government, to include:
 - Cornwall Council
 - Cornwall Development Company
 - Industry supporting government sponsored agencies
 - The Assistant Director, Cities and Local Growth
 - A Communications Lead for the Group
- Members of the Panel are encouraged to attend each meeting. If members cannot attend they will be encouraged to submit their views in writing.

4. Secretary

- A member of the Cornwall and Isles of Scilly Local Enterprise Partnership Executive Team shall act as the secretary of the Group.

5. Frequency of Meetings

- In its first year the Group (beginning June 2018) the group will meet on a bi monthly basis with meetings at the midway point between LEP Board meetings – June, August, October, December, February and April.

6. Notice of Meetings

- Meetings of the Panel shall be arranged by the secretary of the Panel.

- Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Group, and other person required to attend, no later than 5 working days before the date of the meeting.

7. Minutes of the Meetings

- The Secretary shall minute the proceedings and recommended actions of meetings, including recording the names of those present and in attendance.
- The Secretary shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.
- Minutes of the Panel, once approved by the Chair, shall be circulated promptly to all members of the Panel.