

SEBH Steering Group Minutes

Date: 16 October 2019

Part 1

Attendees: Chris Burr, Philip Storey, Emma Culloch, Georgia Searle, Ian Smallwood, Ioni Sullivan, Iwona Bainbridge, Robert Sharp, Lorna Norris, Susan Berdo Tudor Price (joined by phone), Amy Bernardo

Apologies: Alexander Riley, Billy Masters, Dave Hughes, Eloisa Whiteman, Jo Simmons, Kaye Crittall, Paul Chapman, Sean Dennis, Suzanne Bennett, Joanne Cable, Ryan Jagpal

1. Welcome and apologies

1.1 Attendees were welcomed by Iwona Bainbridge who chaired the meeting. All present introduced themselves to the rest of the meeting.

1.2 Apologies were received from Alexander Riley, Billy Masters, Dave Hughes, Eloisa Whiteman, Jo Simmons, Kaye Crittall, Paul Chapman, Sean Dennis, Suzanne Bennett, Joanne Cable and Ryan Jagpal.

2. Presentation from the Growth Company on Mentoring for Growth Programme

2.1 Philip Storey, Business Development Manager, delivered a presentation on [Mentoring for Growth Programme](#).

2.2 He stated that [Be the Business](#) was delivering the programme in collaboration with the Growth Company. The programme's main aim was to bridge the productivity gap which had been identified between the SME and the corporate market.

2.3 The programme originally started in 2018 and was run as a pilot scheme with a full roll out in 2019. Philip Storey explained that the programme was fully funded by BEIS with no extra cost to mentees or mentors.

2.4 Furthermore, the meeting was informed that Mentoring for Growth programme would enable SME leaders to be matched to a corporate senior/executive leader who had an abundance of expertise at a national and global level. The mentors were identified as BAE Systems, GSK, Siemens, Cisco, Amazon, KPMG, E&Y, McKinsey's, BT, Accenture and John Lewis and Partners.

2.4 Following, the presentation Philip Storey agreed to share further promotional material including the recently published brochure. **ACTION – Philip Storey/Iwona Bainbridge**

2.5 The Steering Group members thanked Philip Storey for his presentation.

3. Minutes of the last meeting and matters arising

3.1 The minutes of the last meeting were confirmed as a true record.

3.2 The action points arising from the last meeting were cleared as appropriate.

3.2.1 The Growth Hub Evaluation Framework had not been shared with Karen Leigh at BEIS as yet due to Brexit Readiness Programme and other related activity taking priority.

3.2.2 Alan Elder's presentation had been shared with the Steering Group members.

3.2.3 Sharon Spicer's presentation on LIS and the feedback form had been shared with the Steering Group members.

3.2.4 The Beta link to the test site had been shared with the Growth Hubs.

3.2.5 Iwona Bainbridge contacted the Business Support Helpline regarding webchat. She advised that the facility would be added to the SEBH website.

3.2.6 Iwona Bainbridge confirmed that an update from the Cluster Group meeting was shared with the relevant parties.

4. SEBH Action Plan

4.1 Iwona Bainbridge advised that she shared the DRAFT copy of the SEBH Action Plan with the Steering Group members in advance of the meeting.

4.2 The Steering Group members were asked what approach they wished to take regarding the Action Plan.

4.3 It was decided that the discussion should focus on a small number of main strategic points, leaving the individual Growth Hubs to concentrate on the remaining points locally. Furthermore, it was agreed that a detailed discussion should take place outside of the meeting.

4.4 Iwona Bainbridge agreed to schedule a teleconference in order to finalise the SEBH Action Plan. **ACTION – Iwona Bainbridge**

5. SEBH Website

5.1 Iwona Bainbridge gave a short update on the development of the SEBH website.

6. Business Readiness Programme – progress update

- 6.1** Iwona Bainbridge provided an update on the various streams of Brexit Readiness funding and how it was proposed that the funding should be allocated and/or spent.
- 6.2** She explained that the London Growth Hub was finalising Fact Sheets that could be used at the forthcoming events and be included on the Growth Hubs individual websites. Iwona Bainbridge also mentioned that banners were being produced and should be distributed to the Growth Hubs in time for the forthcoming local events.
ACTION – Iwona Bainbridge
- 6.3** Further discussion ensued around telemarketing and Data Sharing Agreements (DSA). Iwona Bainbridge advised that the telemarketing script had been put together and the DSA had been provided by Exemplars.
- 6.4** It was requested that the telemarketing scrip was shared with the Growth Hubs for comment. Additionally, the Lead Authorities requested that the local Data Sharing protocols were also reviewed in advance of the telemarketing campaign. **ACTION – Iwona Bainbridge**
- 6.5** Additionally, a question was raised around Brexit business intelligence returns and the new questionnaire format. Iwona Bainbridge advised that the business intelligence returns would be collated and submitted centrally supported by local information returned in a form of a spreadsheet. She added that an updated spreadsheet would be provided to the Growth Hubs with a full data requirements explanation. **ACTION – Iwona Bainbridge**
- 6.6** The Growth Hub representatives inquired whether there was a Risk Assessment tool available that could be shared with businesses. Tudor Price advised that the British Chambers of Commerce had a Risk Assessment available that he was happy to share with the rest of the group. **ACTION – Tudor Price**

7. Bi-annual Report

- 7.1** Iwona Bainbridge thanked the Growth Hubs and Lead Authorities for their input in completing the Bi-annual Report. She advised that she let the Steering Group know whether any further clarifications were required following the submission.

Break

Part 2

Attendees: Chris Burr, Ioni Sullivan, Iwona Bainbridge, Lorna Norris, Susan Berdo, Amy Bernardo

Apologies: Suzanne Bennett

8. Service Level Agreement 2019-20 – amendment

8.1 Iwona Bainbridge advised the Lead Authorities that the Funding Agreement between Essex County Council (the 'Accountable Body') and the Lead Authorities would have to be amended before any funding could be drawdown by the Lead Authorities. The amendment was required following confirmation of additional funding. Amended Funding Agreement would be emailed to the Lead Authorities as soon as a copy of the Grant Offer Letter was received. **ACTION – Iwona Bainbridge**

8.2 The Lead Authorities representatives enquired whether there was a further confirmation from the Greater London Authority (GLA) on how the funding was going to be split and when it was going to be received by the Accountable Body.

8.3 Iwona Bainbridge explained the logic for funding allocation and the amount that was due to SELEP.

8.4 The Lead Authorities representatives discussed the funding allocation to SELEP and agreed that the impending funding should be split between the three Growth Hubs using the same ratio as for the core funding.

9. Growth Hub Expenditure (Q3)

9.1 Lorna Norris advised the Lead Authorities that Q3 returns were due. She asked that the Lead Authorities completed the spreadsheet provided, identified any variances for Q2 and included their predicted expenditure for Q3. **ACTION – Lead Authorities**

10. Additional BEIS Funding for Advisory Support

10.1 Iwona Bainbridge advised the Lead Authorities that the additional BEIS funding of 331,578.99 for extra advisory support was due to be received by the Accountable Body. She explained that this particular stream of funding was awarded directly to the Accountable Body on behalf of SELEP.

10.2 Furthermore, the Lead Authorities agreed with the proposed equal split of the funding as previously advised via email.

11. AOB

11.1 There was no AOB to discuss.

Meeting closed at 4:45pm

Summary of Action Points

- 2.4 To share promotional material including the brochure for Mentoring for Growth programme – **Philip Storey/Iwona Bainbridge**
- 4.4 To schedule a teleconference in order to finalise the SEBH Action Plan – **Iwona Bainbridge**
- 6.2 To forward Fact Sheets and banners to the Growth Hubs – **Iwona Bainbridge**
- 6.4 To share a copy of the telemarketing script – **Iwona Bainbridge**
- 6.5 To share a copy of the updated spreadsheet to business intelligence gathering – **Iwona Bainbridge**
- 6.6 To share a copy of the Risk Assessment – **Tudor Price**
- 8.1 To share a copy of the amended Funding Agreement with the Lead Authorities – **Iwona Bainbridge**
- 9.1 To complete the return for Q3 – **Lead Authorities**