

# SELEP Growth Hub Steering Group Minutes

Date: 16 January 2019

## Part 1

**Attendees:** Iwona Bainbridge, Suzanne Bennett, Chris Burr, Jo Simmons, Ioni Sullivan, Rosie Powley, Jacqui Ward, Joel John, Billy Masters, Lorna Norris

**Apologies:** Wayne Sounders, Stephen Taylor

### 1. Welcome and apologies

- 1.1 Attendees were welcomed by Suzanne Bennett and Iwona Bainbridge who chaired the meeting.
- 1.2 Apologies were received from Wayne Sounders and Stephen Taylor for the first part of the meeting and Ian Smallwood and Sean Dennis for the second part of the meeting.

### 2. Minutes of the last meeting

- 2.1 The minutes of the last meeting were confirmed as a true record.
- 2.2 The action points arising from the last meeting were cleared as appropriate.
- 2.3 It was noted that the dates for the Strategic Board meetings were shared with the group and confirmed as 22 March 2019, 28 June 2019, 4 October 2019 and 6 December 2019 at High House Production Park 10am – 12pm.
- 2.4 Feedback was received regarding KPIs/management information from each of the Growth Hub Lead Authority. It was noted that all three Growth Hubs were concentrating on impact of their services on SMEs rather than just counting figures.
- 2.5 KPIs/management information would be re-visited by the Growth Hub Lead. Proposed KPIs for 2019-20, aligned to the new Monitoring and Evaluation Framework 2019-20 would be shared with the Growth Hubs in March 2019. **ACTION – Iwona Bainbridge**
- 2.6 Dates for future SELEP Growth Hub Steering Group meetings were also shared with the attendees. New attendees would be added to the existing mailing group. **ACTION – Iwona Bainbridge**

### **3. Future state of Growth Hubs (including LEP review, SEP and LIS update)**

- 3.1** Suzanne Bennet informed the steering group that Brexit agenda continued to delay work on the future development of business support for SMEs.
- 3.2** She stated that business support would form part of the SELEP Local Industrial Strategy (LIS). The timescales for production of the LIS were confirmed as March 2020.
- 3.3** Jacqui Ward mentioned that Johanna Howarth would be presenting on Enterprise & Productivity Strategy at the forthcoming Kent & Medway Growth Hub Steering Group meeting on 28 January 2019, which a representative of the SELEP Secretariat was most welcomed to attend. **ACTION – Suzanne Bennett**
- 3.4** Suzanne Bennet advised that the meeting between the SELEP Chair and Jake Berry, Minister for Northern Powerhouse and Local Growth, took place on 14 January 2019. The meeting concentrated on SELEP non-compliance as to the Board composition. The outcome of the meeting would be shared once received. **ACTION – Iwona Bainbridge**
- 3.5** The attendees were advised that the Strategic Economic Plan called Economic Strategy Statement (ESS) has been agreed by the Board in December 2018. The plan was a key part of SELEP's approach to support long-term growth ensuring the area continued to play a pivotal role in the future growth of the wider South East and the UK as a whole.

### **4. Review of this year's spent and grant application for next year**

- 4.1** Suzanne Bennett thanked the Lead Authorities for returning their Q1 and Q2 submissions. She advised that Q3 and Q4 submissions would have to be made shortly in order for the funding to be distributed in a timely manner.
- 4.2** She further advised that no grant offer letter had been received from BEIS as yet however she wasn't expecting any major changes in funding for 2019-20.
- 4.3** The Lead Authorities were advised to prepare budget in the same way as in the previous year. Suzanne Bennett would email the schedule for completion following the meeting. **ACTION – Suzanne Bennett**

### **5. Growth Hubs' end of year evaluation**

- 5.1** The attendees were advised that the SELEP Secretariat was engaging with Alan Elder, BEIS and What Works Centre on developing a new evaluation framework for Growth Hubs.

- 5.2** Alan Elder had provided the SELEP Secretariat with an initial proposal for the development of the evaluation framework. Suzanne Bennett and Iwona Bainbridge would be having a further discussion with Alan Elder in order to take the project forward. **ACTION – Suzanne Bennett and Iwona Bainbridge**
- 5.3** It was also discussed that the Growth Hubs would need to undertake an evaluation process in a similar way they did it last year. The Growth Hub Lead suggested that the SELEP Secretariat would co-ordinate the process this year. Those present agreed with the suggestion. **ACTION – Iwona Bainbridge**

**Break**

**Part 2**

**Attendees:** Iwona Bainbridge, Suzanne Bennett, Chris Burr, Jo Simmons, Ioni Sullivan, Rosie Powley, Jacqui Ward, Joel John, Billy Masters, Lorna Norris, Georgia Searle, Kaye Crittall

**Apologies:** Ian Smallwood and Sean Dennis

**6. Optimising Data for Impact - presentation**

**6.1** Optimising Data for Impact – presentation by Laura Brookes

**6.2** A copy of the presentation and follow up notes would be shared with the attendees.  
**ACTION – Laura Brookes and Iwona Bainbridge**

**7. Advice Finder**

**7.1** It was noted that the original purpose of the paper written by Chris Burr had changed. The financial sustainability of Growth Hubs presented less of a challenge recently.

**7.2** The partners discussed whether promotions of private sector support had a major role to play and whether the Advice Finder was still required.

**7.3** It was thought that engagement from private sector that had not engaged previously would be welcomed. The attendees also stipulated that the Advice Finder might help with transparency however there was an overall worry that the system might not get used and become out of date very quickly. Jacqui Ward mentioned that K&M Growth Hub had been trying to engage with private sector advisers however the process had been overall very slow.

**7.4** Following a discussion it was agreed that further research should be undertaken by the Secretariat and reported to the next Steering Group Meeting. **ACTION - Secretariat**

**8. Growth Hub CRM – update and next steps**

**8.1** Iwona Bainbridge provided a short update on the Growth Hub CRM.

**8.2** She advised that the aim of the project was to have an updated data entry process up and running by the end of February 2019, with a view to test the system in March 2019 and ‘go live’ on 1 April 2019.

**8.3** It was noted that an online training session for users was going to take place in March 2019. The session would be recorded so that any users who were unable to attend for any reason would still be able to access the training.

**8.4** Iwona Bainbridge also advised that all existing enquiry data within the SELEP Evolutive site would be wiped out in advance of April 2019 so that only accurate data could be stored going forward.

**9. Information Sharing Protocol and Data Sharing Agreement with BEIS/Business Support Helpline – update and next steps**

**9.1** It was reported that following a conversation with BEIS legal adviser it was suggested that DSA and MOU should be between the Lead Authority and BEIS/Business Helpline not the ECC and BEIS/Business Support Helpline.

**9.2** Iwona Bainbridge stated that as soon as confirmation regarding the agreement was received she would share the documentation with the Lead Authorities. **ACTION – Iwona Bainbridge**

**9.3** Furthermore, it was noted that the ISP were shared with the Lead Authorities and remained unsigned. Iwona Bainbridge requested that any outstanding comments were forwarded to her as soon as possible. **ACTION – Lead Authorities representatives**

**10. Annual Scale Up Review 2018 – how we can inform future delivery**

**10.1** A discussion was held amongst the partners around scale-up interventions.

**10.2** Georgia Searle advised that BEST Growth Hub was working together with the Anglia Ruskin University (ARU) on a possibility of putting a programme together.

**10.3** Other partners spoke about various initiatives in their area and the importance of scaled scale-up support.

## **11. ERDF - update**

- 11.1** Jo Simmons provided a short update on ERDF. She advised that SELEP was progressing well with drawdown of ERDF allocation; c.95% allocated or committed in principle, although a further c.£10m had been made available following the change to the interest rate for ESIF funding last summer.
- 11.2** She advised that an Open Call was expected in March/April 2019 for Priority Axes 1 and 3. Existing projects could apply for an extension through this call. Conversations had also been taking place to gauge appetite across SELEP stakeholders for a new business support for innovation project, under PA1, in response to the next open call, which could effectively focus on scale ups.

## **12. Webchat**

- 12.1** Iwona Bainbridge advised that SELEP was looking into integrating a webchat into the Growth Hub website which could be an additional facility available to all three Growth Hubs.

## **13. AOB**

- 13.1** There was no any other business to discuss.

**Meeting closed at 4:30pm.**

## **Summary of Action Points**

- 2.5 To update and share 2019-20 KPIs – **Iwona Bainbridge**
- 2.6 To add the new attendees to the Growth Hub Steering Group invitation list – **Iwona Bainbridge**
- 3.3 To attend the K&M Growth Hub Steering Group meeting – **Suzanne Bennett**
- 3.4 To share the outcome of the conversation between the SELEP Chair and Minister for Northern Powerhouse and Local Growth – **Iwona Bainbridge**
- 4.3 To email a schedule to enable budget setting – **Suzanne Bennett**
- 5.2 To arrange a conversation with Alan Elder with regard to a new evaluation of Growth Hubs – **Suzanne Bennett and Iwona Bainbridge**
- 5.3 To procure a centrally co-ordinated evaluation of all three Growth Hubs – **Iwona Bainbridge**
- 6.2 To ensure that all attendees received a copy of Laura Brookes' presentation – **Iwona Bainbridge**
- 7.4 To undertake a research into Advice Finder and report back to the next steering group meeting – **Secretariat**
- 9.2 To share the DSA and MOU documents with the Lead Authorities – **Iwona Bainbridge**
- 9.3 To forward all outstanding comments with regard to ISP to Iwona Bainbridge – **Lead Authorities representatives**