

SEBH Steering Group Minutes

Date: 26 September 2019

Attendees: Emma Culloch, Georgia Searle, Ian Smallwood, Ioni Sullivan, Iwona Bainbridge, Alan Elder, Tudor Price, Sharon Spicer, Ryan Jagpal

Apologies: Alexander Riley, Billy Masters, Chris Burr, Dave Hughes, Eloisa Whiteman, Jo Simmons, Kaye Crittall, Lorna Norris, Paul Chapman, Susan Berdo, Suzanne Bennett, Joanne Cable

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, Chris Burr, Dave Hughes, Eloisa Whiteman, Jo Simmons, Kaye Crittall, Lorna Norris, Paula Chapman, Susan Berdo, Suzanne Bennett and Joanne Cable.

2. Growth Hub Evaluation Framework

2.1 Alan Elder, EBS Consulting, presented the proposed Growth Hub Evaluation Framework to the Steering Group.

2.2 He outlined the process for developing the Framework and how the process-based evaluation approach would work. He also talked through the key model considerations and changes to the evaluation process over the last few years.

2.3 Questions asked were centred around timescales for the evaluation cycle and the frequency of evaluation activities. The Steering Group agreed that considerably more time was required to collate responses to various evaluation activities especially were these had to be fed into the Growth Hub Annual Report.

2.4 The Steering Group agreed for the Evaluation Framework to be shared with Karen Leigh at BEIS before being fully implemented. **ACTION – Iwona Bainbridge**

2.5 Iwona Bainbridge thanked Alan Elder for attending the meeting and advised that a copy of the presentation will be shared with the Steering Group after the meeting. **ACTION – Iwona Bainbridge**

3. South East Local Industrial Strategy

3.1 Sharon Spicer, SELEP Strategy and Intelligence Manager, gave a presentation on development of the South East Local Industrial Strategy.

3.2 She covered the following main points:

- Five foundations and grand challenges
- Timelines
- Routes to engagement
- Evidence base findings so far

3.3 Discussion with the Steering Group members was around the following questions:

- What do you perceive to be the main opportunities and challenges ahead for businesses in your area?
- What are the main business opportunities and challenges ahead? How could these opportunities, or the removal of barriers, improve productivity and business growth?
- What actions could businesses take to adapt and take up those opportunities? How can the public sector help?

3.4 Iwona Bainbridge advised that a copy of the presentation will be made available to the Steering Group together with the feedback form. **ACTION – Iwona Bainbridge**

4. South East Business Hub website

4.1 Iwona Bainbridge explained that the new SEBH beta link was live and will be shared with the Steering Group following the meeting. **ACTION – Iwona Bainbridge**

4.2 The Steering Group members were made aware that some content has been already populated however there were still blank pages that required new material.

4.3 The discussion focussed mainly on diagnostic tool, webchat and functionality of the website.

4.4 Iwona Bainbridge agreed to contact the national Business Support Helpline to seek confirmation that their webchat service could be imbedded into the SEBH website without a need for an additional webchat services across all three areas. **ACTION – Iwona Bainbridge**

5. Social Enterprise Prospectus

- 5.1 Iwona Bainbridge gave a short presentation on the Social Enterprise Prospectus.
- 5.2 She outlined the timescales for partner engagement and implementation of the Prospectus.
- 5.3 The Steering Group noted that even though the presentation identified between 4500 to 6300 social enterprises trading in the SELEP area the actual figure was very difficult to establish. They thought that it would be worth establishing the percentage of social enterprises out of the total number of businesses in the SELEP area as this could support the call to action and provide the hard evidence that was required.
- 5.4 The Steering Group members were interested in the type of businesses that were hard to reach i.e. social enterprises that were not engaging with business support services at all.
- 5.5 In conclusion, the Steering Group was very supportive of the initiative and keen to work closely with the Social Enterprise Group as the idea moves forward.

6. Business Readiness Programme

- 6.1 The Steering Group discussed the Business Readiness fund for Growth Hubs and the intelligence gathering including the funding associated with it.
- 6.2 The discussion also focused around the availability of £1.2 m of additional funding to increase the number of face-to-face business advisers and navigators across all English regions to maximise support to businesses to prepare for EU exit. It was noted that this funding will be defrayed directly to all 38 LEPS as opposed to the Cluster Leads however the exact numbers were not known as yet.
- 6.3 The Steering Group members agreed items for discussion with the Cluster Group on Tuesday 1st October and Iwona Bainbridge agreed to provide an update from the meeting to those unable to attend on Wednesday 2nd October. **ACTION – Iwona Bainbridge**

7. AOB

- 7.1 There was no AOB to discuss.

Meeting closed at 4:55pm

Summary of Action Points

- 2.4 To share the Growth Hub Evaluation Framework with Karen Leigh – **Iwona Bainbridge**
- 2.5 To share Alan Elder’s presentation with the Steering Group – **Iwona Bainbridge**
- 3.4 To share a copy of Sharon Spicer’s presentation and the feedback form – **Iwona Bainbridge**
- 4.1 To share the Beta link with the Steering Group – **Iwona Bainbridge**
- 4.4 To contact the Business Support Helpline with regards to their webchat – **Iwona Bainbridge**
- 6.3 To provide an update from Cluster Group meeting to the Steering Group – **Iwona Bainbridge**