



South East Business Hub Steering Group

2 April 2020 2.30 – 4.30pm

Online

Session 1 – All

Time	Agenda Item	Lead
2.30pm	Welcome and apologies	Iwona
2.35pm	Minutes of the last meeting and matters arising	Iwona
2.40pm	Update on SELEP actions since start of Social Distancing	Adam/Suzanne
2.50pm	Communication with Government – co-ordinated two-way messaging and intelligence	Adam/Suzanne
3.00pm	COVID-19 – support for businesses	All
3.30pm	Monitoring and Evaluation <ul style="list-style-type: none">Progress against Schedule 3 (2019-20) – BEIS end of year reviewAnnual Evaluation of the SEBH – update	Iwona/Suzanne
3.40pm	CRM – progress update	Iwona
3.45pm	Website – progress update	Iwona/Ellie
3.55pm	EU Exit support programme - evaluation	Iwona
4.00pm	Close of Session 1	

Session 2 – Upper Tier/Contracting Authorities

Time	Agenda Item	Lead
4.00pm	Grant Offer Letter 2020-21- update	Amy/Lorna
4.10pm	EU Exit support funding – update	Iwona/Amy
4.25pm	AOB	



List of invitees:

- Adam Bryan
- Amy Bernardo
- Billy Masters
- Chris Burr
- Ellie Clow
- Eloisa Whiteman
- Emma Culloch
- Ian Smallwood
- Ioni Sullivan
- Iwona Bainbridge
- Jo Simmons
- Joanne Cable
- Jon Birkett
- Julian Gibbs/Sarah Bell
- Lorna Norris
- Louise Aitken
- Mark Jones
- Paul Chapman
- Ryan Jagpal
- Susan Berdo
- Suzanne Bennett
- Tudor Price