



South East Business Hub Steering Group

6 February 2020 1.30 – 4.30pm

Mary Sumner House, Westminster, SW1P 3RB

Session 1 – All

Time	Agenda Item	Lead
1.30pm	Welcome and apologies	Iwona
1.35pm	Minutes of the last meeting and matters arising	Iwona
1.40pm	Terms of Reference/Business planner	Iwona
1.50pm	Future of the Growth Hub project	Suzanne
2.00pm	Monitoring and Evaluation <ul style="list-style-type: none"> • Progress against Schedule 3 (2019-20) • Review of Action Plan (top 5 priorities) • Grant Offer Letter 2020-21 – monitoring cycle and KPIs • Monitoring and Evaluation Framework 2020-21 • Annual Evaluation of the SEBH – procurement update 	Iwona
2.45pm	CRM – development progress update	Iwona/Mark
2.55pm	Website – development progress update	Iwona/Ellie
3.05pm	EU Exit support programme <ul style="list-style-type: none"> • Business intelligence – feedback • Update on Ready 2020 campaign • Output monitoring 	Iwona/Mark
3.20pm	Skills update	Iwona/Louise
3.30pm	Break	

Session 2 – Upper Tier/Contracting Authorities

Time	Agenda Item	Lead
3.35pm	Service Level Agreement 2019-20 – amendment	Iwona/Lorna
3.45pm	Growth Hub Expenditure (Q4)- including any underspend	Iwona/Lorna
3.55pm	Grant Offer Letter 2020-21 – update	Iwona/Lorna
4.00pm	Service Level Agreement 2020-21	Iwona/Lorna
4.05pm	ERDF Legacy Funding – update	Jo
4.15pm	EU Exit support funding – Grant Agreement	Iwona/Lorna
4.25pm	AOB	

List of invitees:

- Amy Bernardo
- Billy Masters
- Chris Burr
- Dave Hughes
- Ellie Clow
- Eloisa Whiteman
- Emma Culloch
- Ian Smallwood
- Ioni Sullivan
- Iwona Bainbridge
- Jo Simmons
- Joanne Cable
- Jon Birkett
- Julian Gibbs
- Kaye Crittell
- Lorna Norris
- Louise Aitken
- Mark Jones
- Paul Chapman
- Robert Sharp
- Ryan Jagpal
- Sean Dennis
- Susan Berdo
- Suzanne Bennett
- Tudor Price