



South East Business Hub Steering Group

21 May 2020 2.00pm – 4.00pm
via Microsoft Teams

Part 1 – All

Time	Agenda Item	Lead
2.00pm	Welcome and apologies	Iwona
2.05pm	Minutes of the last meeting and matters arising	Iwona
2.15pm	COVID-19 support for businesses - update	All
2.45pm	Intelligence gathering	Iwona/Mark
2.55pm	Skills update	Louise
3.05pm	Monitoring and Evaluation <ul style="list-style-type: none">Annual Report 2019-20Progress against Schedule 3 (2020-21)	Iwona/Karl Iwona
3.20pm	CRM – development progress update	Iwona/Mark
3.25pm	Website – development progress update	Iwona/Ellie
3.30pm	End of Part 1	

Part 2 – Upper Tier/Contracting Authorities

Time	Agenda Item	Lead
3.30pm	Growth Hub Audit	Iwona/Amy
3.35pm	Service Level Agreement 2020-21	Iwona/Amy
3.45pm	Growth Hub Expenditure Q1 & Q2 -reminder	Iwona/Amy
3.50pm	EU Exit support funding – outstanding matters	Iwona/Amy
3.55pm	ERDF Legacy Funding – update	Jo
4.00pm	AOB	



List of invitees:

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