**South East Social Enterprise Network (SESEN)**

**(Working Group to SELEP)**

**22nd May 2019 1:30PM**

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| Welcome & Apologies | Apologies were received from Suzanne Lowe, Sam Scharf, Petrina Mayson, Graham Marley, Sean Dennis, Mark Kass, Paul Dodson, Ray Laming, Paul Rideout and Joel John (withdrew from the group).  The Chair, Penny Shimmin, welcomed everyone to the meeting and introduced Iwona Bainbridge, Growth Hub Lead, who was standing in for Lucy Spencer-Lawrence. |
| Review of notes from the last meeting | The notes were reviewed by those present and agreed as a true reflection of the discussion that took place at the last meeting. |
| Prospectus – consideration of the final draft | The Chair advised those present that this additional session was organised to give everyone an opportunity to review the final draft of the Prospectus. It was stressed that partners were not to re-write the document but to provide comments and clarifications on the final draft.  Those present went through the document, page by page, and reviewed it against the comments received in advance of the meeting and those received during the meeting.  The Growth Hub Lead annotated the draft copy for the purpose of updating it at a later stage.  **Action:**   * To provide a case study – **Neil Woodbridge** * To review the final draft of the Prospectus – **Iwona Bainbridge/Penny Shimmin** |
| Engagement Plan – discussion | The Growth Hub Lead advised that Alex Riley, Lucy Spencer-Lawrence’s maternity cover, would be in post from 3 June 2019.  Due to a number of additions made to the draft Prospectus at the meeting it was decided that the engagement plan would have to be redesigned.  **Action:**   * To redesign the engagement plan – **Alex Riley** |
| AOB | There was no AOB to discuss. |
| Dates of future meetings | 18September 2019 – 1.30pm  4December 2019 – 1.30pm  All meeting would take place at Mary Sumner House, Westminster. |