

South East Business Hub Steering Group  
 10 September 2020 1.30pm – 3.30pm  
 via Microsoft Teams



## AGENDA

**Invitees:** Amy Bernardo, Billy Masters, Damian Wood, Ellie Clow, Eloisa Whiteman, Emma Culloch, Emma Lindsell, Ian Smallwood, Ioni Sullivan, Jo Simmons, Joanne Cable, Jon Birkett, Julian Gibbs, Lorna Norris, Louise Aitken, Mark Jones, Paul Chapman, Ryan Jagpal, Susan Berdo, Suzanne Bennet, Tudor Price

	Agenda item	Lead	Discussion/Info	Time
1.	<b>Welcome and apologies</b> To receive apologies for the meeting.	Iwona	Standing item	10 min
2.	<b>Approval of the minutes and matters arising</b> To approve the minutes of 16 July 2020 and clear any outstanding action points.	Iwona	Standing item	10 min
3.	<b>Structure of Steering Group meetings</b> To agree on the operation of the Steering Group: a) Frequency of the meetings b) Removal of Part 2 c) Agenda structure	Iwona	Discussion item	15 min
4.	<b>Monitoring and Evaluation</b> To agree the proforma for qualitative quarterly reporting.	Iwona	Discussion item	10 min
5.	<b>CRM development and intelligence gathering</b> To provide a progress update.	Iwona/Mark/Jo	Discussion item	20 min
6.	<b>Funding update</b> To provide to the steering group with an update of the following funding streams: a) Growth Hub Uplift Funding b) Peer Networks Programme c) SELEP Business Support Fund	Iwona/Jo	Information item	15 min
7.	<b>Communications and Marketing</b> To provide an update on the proposed workshop.	Jo/Iwona	Information item	10 min
8.	<b>Cluster Update</b> To provide the steering group with an update from the Cluster.	Iwona/Jo	Information item	15 min
9.	<b>Skills Update (written)</b> To receive an update on developments in skills sector including the SELEP Digital Skills Partnership.	Louise	Information item	5 min
10.	<b>Any Other Business</b>	All	Standing item	10 min

Issued by Iwona Bainbridge-Dyer, Growth Hub Lead