



AGENDA

Invitees: Amy Bernardo, Billy Masters, Chris Burr, Ellie Clow, Emma Culloch, 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

Part 1

	Agenda item	Lead	Discussion/Info
1.	Welcome and apologies To receive apologies for the meeting.	Iwona	Standing item
2.	Approval of the minutes and matters arising To approve the minutes of 21 May 2020 and clear the outstanding action points.	Iwona	Standing item
3.	Uplift funding To bring to the steering group attention the activities planned within the Growth Hub uplift funding and to discuss the proposed approach.	Jo/Iwona	Discussion item
4.	Monitoring and Evaluation To discuss the proposed points for on-going monitoring and evaluation against Schedule 3.	Iwona	Discussion item
5.	Communications and Marketing To discuss an approach to communications strategy (SELEP and cluster wide).	Jo/Iwona	Discussion item
6.	SME Business Support Fund To inform the steering group on the design of fund and to receive feedback.	Jo	Information item
7.	Annual Report returns 2019-20 To provide an update on the annual returns made.	Iwona	Information item
8.	Skills Update To receive an update on developments in skills sector including the SELEP Digital Skills Partnership.	Louise	Information item
9.	Structure of Steering Group meetings going forward	Iwona/Jo	Discussion item

	To discuss the structure of the steering group meetings and any changes required.		
10.	Any Other Business	All	Standing item

Part 2

	Agenda item	Lead	Discussion/Info
1.	Reporting 2019-20 To discuss the reporting made in 2019-20 and any actions arising from it (at both local and cluster level).	Amy/Iwona	Discussion item
2.	Reporting 2020-21 To bring to the Lead Authorities attention the requirements for 2020-21 reporting.	Amy	Information item
3.	Any Other Business	All	Standing item

Issued by Iwona Bainbridge-Dyer, Growth Hub Lead