



AGENDA

Invitees: Amy Bernardo, Brian Smith, Ellie Clow, Emma Lindsell, Emma McCulloch, Ian Smallwood, Ioni Sullivan, James Wilkinson, Jo Simmons, Julian Gibbs, Kane Tudor, Louise Aitken, Lorna Norris, Mark Jones, Paul Chapman, Rachel Evans, Ryan Jagpal, Susan Berdo, Suzanne Bennet, Tudor Price, Zoe Gordon

	Agenda item	Lead	Discussion/Info	Time
1.	Welcome and apologies To receive apologies for the meeting.	Iwona	Standing item	5 min
2.	Approval of the minutes and matters arising To approve the minutes of 7 June 2021 and clear any outstanding action points.	Iwona	Standing item	5 min
3.	Terms of Reference To review and approve the terms of reference for the steering group.	Iwona	Discussion item	5 min
4.	Communications To discuss Growth Hub related communications.	Zoe/Ellie	Standing item	15 min
5.	Annual Evaluation of the Growth Hub To discuss the recommendations arising from the annual report and agree a plan of action.	Iwona	Discussion item	20 min
6.	CRM and Intelligence gathering To receive an update on the CRM research and discuss the new intelligence reporting criteria.	Mark/Iwona	Discussion item	10 min
7.	Funding update To receive an update on the following: a) FY2021-22 Core Growth Hub Funding b) Peer Networks Programme 2.0	Iwona/Amy	Standing item	10 min
8.	SELEP COVID-19 Business Support Fund To receive an update on the Business Support Fund.	Jo	Information item	10 min
9.	Growth Hub Delivery Model To receive a progress update on the Growth Hub delivery model.	Jo	Information item	5 min
10.	Growth Hub Website Optimisation To receive an update on website optimisation procurement.	Jo	Information item	5 min

11.	Cluster and BEIS Working Groups Update To receive an update on the work undertaken by South East Cluster and BEIS Working Groups.	Iwona	Information item	10 min
12.	Skills Update To receive an update on developments in Skills sector including the SELEP Digital Skills Partnership.	Louise/Jim	Information item	10 min
13.	Future Meetings To note the future meetings' dates: <ul style="list-style-type: none"> • 6 December 2021 10am • 7 March 2022 10am 	Iwona	Information item	5 min
14.	Any Other Business	All	Standing item	5 min

Issued by Iwona Bainbridge-Dyer, Growth Hub Lead