South East Business Hub Steering Group
14 December 2021 1.00pm – 3.00pm
via Microsoft Teams

AGENDA

Invitees: Amy Bernardo, Brian Smith, Chris Seamark, Ellie Clow, Emma Lindsell, Emma McCulloch, Ian Smallwood, Ioni Sullivan, James Wilkinson, Jo Simmons, Julian Gibbs, Kane Tudor, Kazadi Mwamba, Lorna Norris, Louise Aitken, Mark Jones, Rachel Evans, Saliha Cinar, Sean Atkinson-Henry, Susan Berdo, Suzanne Bennett, 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 6 September 2021 and clear any outstanding action points.	Iwona	Standing item	5 min
3.	**LEP Review Update** To receive an update on the LEP Review.	Suzanne	Information item	10 min
4.	**Communications** To discuss Growth Hub communications.	Zoe/Ellie	Standing item	10 min
5.	**Introducing Net Zero** To explore the integration of net zero with the Growth Hub agenda.	Jo	Discussion item	15 min
6.	**CRM Update** To receive an update on the CRM research and agree next steps.	Mark/Iwona	Discussion item	15 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 Website Optimisation** To receive an update on website optimisation project.	Jo	Information item	5 min
10.	**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

11.	**Skills Update** To receive an update on developments in Skills sector including the SELEP Digital Skills Partnership.	Louise/Jim	Information item	10 min
12.	**Future Meetings** To note the future meetings' dates: • 7 March 2022 10am	Iwona	Information item	5 min
13.	**Any Other Business**	All	Standing item	5 min

Issued by Iwona Bainbridge-Dyer, Growth Hub Lead