



## AGENDA

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

	Agenda item	Lead	Discussion/Info	Time
1.	<b>Welcome and apologies</b> To receive apologies for the meeting.	Iwona	Standing item	5 min
2.	<b>Approval of the minutes and matters arising</b> To approve the minutes of 15 December 2020 and clear any outstanding action points.	Iwona	Standing item	10 min
3.	<b>Communications</b> To discuss Growth Hub communications.	Zoe	Standing item	20 min
4.	<b>CRM development</b> To receive a progress update on the CRM development.	Mark/Iwona	Information item	10 min
5.	<b>Funding update</b> To provide the steering group with an update on the following funding streams, including 2021-22 update: a) Core Growth Hub Funding b) Supplementary Growth Hub Funding c) Peer Networks Programme d) EU Transition Business Readiness Growth Hub Funding e) SELEP Business Support Fund	Iwona/Jo	Information item	20 min
6.	<b>Growth Hub Delivery Model Engagement and Appraisal Exercise</b> To provide the steering group with information on the Growth Hub delivery model engagement and appraisal exercise.	Jo	Information item	10 min
7.	<b>Growth Hub Website Optimisation</b> To provide an update on website optimisation procurement.	Jo	Information item	10 min
8.	<b>Annual Evaluation of the Growth Hub</b> To provide an update on the process for the annual evaluation of the Growth Hub.	Iwona	Information item	10 min
9.	<b>Cluster Update</b> To provide the steering group with an update from the Cluster.	Iwona/Jo	Information item	10 min

<b>10.</b>	<b>Skills Update</b> To receive an update on developments in skills sector including the SELEP Digital Skills Partnership.	Louise/Jim	Information item	10 min
<b>11.</b>	<b>Any Other Business</b>	All	Standing item	5 min

Issued by Iwona Bainbridge-Dyer, Growth Hub Lead