

Growth Hub Governance Meeting AGENDA

Date: Tuesday, 2 March 2021
Time: 3pm – 4pm
Venue: via video / telephone conference

Membership:	Paddy Bradley (PB)	✓
	Claire Alexander (CA)	Apologies
	Charlotte Boole (CB)	
	Alison Edgar (AE)	Apologies
	Rachel Finlay (RF)	✓
	Ruth Lambert (RL)	Tentative
	Alison North (AN)	✓
	Chris Parsons (CP)	✓
	Jane Purdy (JP)	
	Chris Stevens (CS)	✓
	Mirabelle Stobbs (MS)	✓
	Julia Stuckey (JS)	Apologies
	Christopher Thompson (CT)	✓
Guests:	Tim Burghes (TB) ✓	
Chair:	Alison North (AN)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.0	3pm	Welcome / introductions / apologies		AN
2.1	3.00pm	Review of the minutes of 13 October 2020	Paper 2.1	AN
2.2		Matters arising: <ul style="list-style-type: none"> CS to provide summary of information on ERDF grants programme completion. TO ADD TO FUTURE AGENDA For further assurance, the Growth Hub team to issue additional comms via social media for applicants to get in touch if they were not sure if their applications had been received. COMPLETED If attendees knew of businesses which could offer placements in the Kickstart scheme, to put them in touch with Growth Hub. ONGOING 	Verbal	AN
2.3		Declaration of any 'Conflicts of Interest'	Verbal	AN

Item	Timing	Topic	Paper	Lead
3.1	3.05pm	Growth Hub Update to include: <ul style="list-style-type: none"> • update on extension to programmes and success of Peer Networks • update on Impact Report • Financials • Marketing update 	Paper 3.1	CS
3.2			Paper 3.2 Presentation	CS
3.3				TB
4.0	3.25pm	Update on Joint Scrutiny Panel review of Growth Hub	Verbal	PB
5.0	3.35pm	Update on Growth Hub strategic focus 2021/22	Verbal	CS
6.0	3.45pm	SWLEP Governance Arrangements	Paper 6.0	DS/PB
7.0	3.55pm	AOB		AN
	4pm	Close of Meeting		