

Minutes of Marches Growth Hub Steering Group 27.06.2019

Present		
Paul Hinkins	PH	LEP Board Member and Chair of Telford Business Board
Frank Myers	FM	LEP Board Member and Chair of Herefordshire Business Board
Paul O'Neill	PO	Director - Marches Skills Provider Network
Johnny Themans	JT	Telford Business Board Representative – Director, Good 2 Great Ltd
Amy Bould	AB	Marches LEP, PR & Marketing Consultant, Be Bold Media Ltd
Paul Burrow	PB	University of Wolverhampton, Deputy Manager, Business Solutions Centres and Outreach
Maisy Owen	MO	Chamber Member - Chair of Members Committee, Director of MO Management Consultancy Ltd
Lindsay Barton	LB	FSB Branch leader (Shropshire) and Shropshire Business Board Representative - Managing Director of Golden Kite Solutions Ltd
Matt Potts	MP	Shropshire Council – Business Growth & Investment Manager
Nick Webster	NW	Herefordshire Council – Economic Development Manager
Steve Havins	SH	Department for International Trade, Head of Business Development & Partnerships
Yasmin Sulaman	YS	Marches LEP Business Support Officer
Kathryn Jones	LP	Marches LEP Partnership Manager

Apologies:

Gareth Wilson - Area Lead – Cities and Local Growth Unit
 Marc Fleetham – University of Wolverhampton – Director Business Solutions. Regional Knowledge Transfer Partnership Director, Chair KTP National Forum
 Kathy Mulholland - Telford & Wrekin Council - Inward Investment & Business Support Service Delivery Manager

Not Present:

ITEM		ACTION
1.	Welcome and Introductions The Chair welcomed Steering Group (SG) Members to the meeting. Roundtable introductions were followed by YS confirming apologies.	
2.	Declarations of Member Interest No declarations of interest were noted in relation to any agenda item.	
3.	Guest Speaker – Paul Kalinauckas (PK), Marches LEP Access to Finance (A2F) Group Update PK provided an informative update on A2F activity to date. Following a number of questions from Members, a discussion took place around possible support required by the three physical hubs to help understand the sophisticated alternative finance options available to businesses and how messaging could be simplified via the MGH website. AB touched on the MGH £10m Growth Challenge Campaign and the plan for a landing page on the MGH website. PK's contacts details and presentation to be circulated to Members.	YS

4.	<p>Attendance update Members noted and agreed the attendance report.</p>	
5.	<p>Minutes of the last meeting and actions Members approved the draft minutes and agreed to retain the PR and Marketing benchmarking information request from BEIS until the action was complete.</p>	YS
6.	<p>LEP Update KJ provided an update on the Marches LEP in the following areas: -</p> <p>Board recruitment Two new female board members will be formally announced at the July 2019 LEP Board Meeting.</p> <p>LEP Chair Recruitment Penna has been appointed to support open recruitment of a new Chair. A panel comprising LEP partners will be meeting Penna on Friday 28 June 2019 to confirm the process and open advertising of the post will follow. Feedback on the person specification has already been received from the business boards, the Chambers, FSB and other partners. SG Members' help in promoting the opportunity throughout their networks would be very helpful.</p> <p>Staffing Tim Yair has joined the Marches LEP team as an Energy Officer. Tim will be taking forward the Energy Strategy actions, including arranging a launch event in Ludlow on 25 July 2019. Tim's contact details to be circulated to Members.</p> <p>LIS development Metro Dynamics is undertaking additional research and has facilitated 3 business workshops to understand business challenges and opportunities. A review meeting is being held in August to understand potential LIS opportunities, including collaboration with other LEP areas. JT asked if the Steering Group could help with LIS development. KJ to put this forward to Metro Dynamics.</p> <p>Skills Advisory Panel (SAP) As part of LIS development, the LEP are required to form a SAP to formally advise the LEP Board on skills issues and opportunities. The current Skills Board's membership and Terms of Reference are being reviewed and the SAP will be supported by research and evidence to highlight skills priorities. Department for Education is monitoring progress with this and SAP development will form part of the Marches LEP formal annual performance review with government.</p> <p>A group discussion took place around the role of the SAP and best representation/membership. Suggestions were made by Members including membership to include 3 providers, businesses to host meetings and virtual meetings. KJ noted feedback.</p> <p>Funding Further guidance on the Stronger Towns fund is due soon and this will hopefully set out what areas can benefit and how it will be delivered. Information on the UK Shared Prosperity Fund (UKSPF) consultation is still awaited.</p>	<p>All</p> <p>YS</p> <p>KJ</p>

7.	<p>MGH Update YS updated the group on the following areas: -</p> <p>2018/19 Contract</p> <ul style="list-style-type: none"> • Growth Hub year-end report has been submitted to BEIS with a clear audit report. The group will be informed of BEIS feedback once received. • As income cannot be shown, a higher spend figure was reported to BEIS. Actual overspend totalled £3357.73. • 2018/19 KPI data report was provided for information purposes as requested by MP's at the last meeting. <p>2019/20 Contract</p> <ul style="list-style-type: none"> • Schedule 1 and 3 have been approved by BEIS. • Spend – a new finance system is in place which has caused a delay in payments. To date, spend in quarter 1 is showing as £34,371.51 against £65,599.73 forecast. The three hubs have all submitted their quarter 1 claim. • The narrative provided from the three hubs was shared to explain April – May light touch KPI data. • MGH Herefordshire - NW confirmed that a plan was being worked to ensure growth hub cover when the growth hub lead was out of the office/on leave. PB commented that previously not all interactions were reported by the hub and that interaction figures should improve moving forward. • PH's asked how the MGH use the KPI data. YS confirmed that data is shared and discussed in detail at MGH Operations Group and Campaign meetings. Best practice is also shared to help make continuous improvements. • JT asked about unique business interactions with the growth hubs. YS confirmed that this data is captured against medium and high intensity interactions and the figures can be found in the BEIS Growth Hub Bi-Annual and Year-end report. 	YS
8.	<p>Steering Group Review Update YS confirmed the following: -</p> <ul style="list-style-type: none"> • Draft Data Sharing Agreement (DSA) and Memorandum of Understanding (MOU) between BEIS, NBSH and the Marches LEP is still in progress with the legal teams. • Local Partner Service Level Agreement/DSA is still in progress with Shropshire Council legal team. 	
9.	<p>Marketing and Social Media / Google Analytics AB provided an update on March – May stats and took Members through the planned MGH £10m Growth Challenge Campaign Plan.</p> <p>There was a group discussion around match funding and outputs/outcomes being linked to the plan. Members agreed that this was not appropriate. There was a further discussion around PR/Marketing benchmarking information and value for money.</p>	
10	<p>Reflections & Improvements The combined agenda and papers were well received by Members.</p>	
11	<p>AOB PO asked if Members were aware of Dimensions Training Solutions who have been awarded an ESF contract to work with partners. KJ agreed to take this away as an action.</p> <p>Members agreed to inviting Tim Yair, Energy Projects Officer to the next meeting as the guest speaker.</p>	KJ YS
	<p>Future Meeting Dates (quarterly 4.30 – 6.30) Thursday 26th September 2019 Thursday 12th December 2019</p>	

