Growth Hub Bi-Annual Report – Supplementary Growth Hub Grant Funding 2020-2021 (1st April 2020 – 30th September 2021)

LEP Accountable Body:	Shropshire Council	
Local Enterprise Partnership:	Marches LEP	
Growth Hub name:	Marches Growth Hub	
Date of Report:	13 th November 2020	
Name of person completing	Yasmin Sulaman	
report:		
Job Title:	Business Support Lead	
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Contact email address:	Yasmin.Sulaman@marches.org.uk	
Deadline for return to BEIS:	to BEIS: Friday 27 th November 2020	

This report is specifically targeted at identifying activity that has resulted from the £10m supplementary funding provided to LEPs for their Growth Hubs as a result of the March 2020 Budget. With LEPs and Growth Hubs now playing an important role with regard engagement with companies and the wider business community, including delivering new schemes and services, working to provide business intelligence and working in partnership with government on Covid-19, EU Exit and transition issues, etc, BEIS is keen to ease the reporting burden on Growth Hubs for this funding year. Also appreciating the delay in getting the necessary Grant Offer Letters (GOLs) out in the summer and the impact this will have had on planned activity, the key aim of the mid-year report is to establish what has been possible in the first six months of the year with the additional funding and potentially identify at this time any possible spend issues.

In line with the conditions of 2020/21 Grant Offer Letters the Supplementary Funding Report template for 2020/2021 consists of five elements:

- 1. Overview of progress against Section 3 of Grant Offer Letter;
- 2. BEIS Grant Spend Data as at 30 September 2020 (Q1 & Q2 2020/21);
- 3. Key Performance Outcomes Q1 & Q2 2020/21:
- 4. Growth Hub Highlights, such as new service offerings, resources, etc, also including if applicable any changes in the nature or scale of the Project including an assessment of any change in the prospects of technical success; If applicable, any change in the ownership of or beneficial interest in any asset provided for the Project; and
- 5. Positive news stories, case studies, testimonials.

BEIS requires this information to ensure consistency and transparency and to help demonstrate the impact to HM Treasury and others that the uplift funding provided by BEIS in 2020-2021 has increased the level of resources, especially advisor resource, available to aid take-up of business support and is helping to drive

business growth in local places. This information is therefore critical in helping to inform the future development of Growth Hubs and in helping to shape future local growth and business support policy thinking.

LEPS are therefore requested to submit their Growth Hub Supplementary Funding Bi-Annual Report to BEIS in word format (**not as a pdf**) to **Growth.Hubs@beis.gov.uk** no later than **Friday 27 November 2020** and copied to your CLGU Local Contact(s).

1. Progress of Growth Hub in 2020-21

High level overview of progress and additional/new activity so far against Section 3 of the Supplementary Funding Grant Offer Letter:

Q2 Additional Business/Specialist Advisers delivering COVID-19 support

Within the Marches Growth Hub partnership, each of the three local authority supported growth hub teams was allocated £21,416.66 to help source new business/specialist adviser support.

Two out of the three growth hubs recruited a total of 7 new business advisers to support COVID 19 activity during Q2. MGH Herefordshire was not in a position to do so as the 1 FTE growth hub resource was busy supporting the local authority deliver the government Discretionary Grant.

As a result of the 7 new business advisers, 61 businesses were engaged, of which 47 businesses were new to the Growth Hub. Spend against this activity will show in Q3.

Additional Business/Specialist Advisers

The three growth hubs have been allocated £30k each specifically to recruit new business/specialist advisers to deliver 121 business growth support during Q3 & Q4.

As of 13th November 2020, 27 new business advisers/specialist have been procured who will deliver 121 support during Q3 and Q4. A further 4 new business/specialist advisers are at local authority procurement stage.

Sponsored Social Media

£1750.00 has been ringfenced towards boosted social media campaigns to help promote 121 business advice. A social media campaign promoting the new business adviser support started on the 11th November. The campaign will run across the Marches on 3 social platforms (Facebook, Twitter and LinkedIn) and will include a series of adverts being shown to target audiences. Planned PR activity will further promote the support on offer. Social messaging is as below:

- The Marches Growth Hub is the gateway to support which can help your business
- Through your local hub, you can book a free 1-2-1 session with an independent business advisor
- We can also help you find grants, loans and other funding sources to help your business recover and grow.

https://fb.watch/1K9QtjELRn/

https://www.facebook.com/1649795915306630/posts/2977668245852717/



Screen shots of Twitter and LinkedIn:

Additional Resource for the 3 Growth Hubs or delivery of additional events

The three growth hubs have each been allocated £7k ringfenced specifically to: -

- Source additional resource to help support/strengthen business engagement, account management, aftercare and the collection and reporting of data and intelligence to inform future support needs **and/or**;
- Fund additional/new business events/workshops/seminars not funded through the core growth hub budget.

During Quarter 2, the following activity was delivered using the ringfenced funding: -

- 3 non Covid-19 related on-line events with a total of **76** attendees.
 - 1) How to create a digital marketing plan https://www.eventbrite.co.uk/e/marketing-basics-how-to-create-a-marketing-plan-tickets-117738754785#
 - 2) What you need to know about social media https://www.eventbrite.co.uk/e/deep-dive-workshops-for-business-digital-marketing-and-social-media-tickets-126251673153
 - 3) Websites 101: how to get online https://www.eventbrite.co.uk/e/deep-dive-workshops-for-business-digital-marketing-and-social-media-tickets-126251673153
- **5 Covid-19** related on-line events with a total of **136** attendees.
 - (1) Grants for Growth
 - https://www.marchesgrowthhub.co.uk/calendar/view/2960 WEBINAR Grants for Growth
 - (2) The Friday Hub Lite
 https://www.marchesgrowthhub.co.uk/calendar/view/2872_Friday_Hub_-
 Shropshire_Business_Zoom_Room
 - (3) How to Get your Message Across (2 separate sessions delivered) https://www.eventbrite.co.uk/e/how-to-get-your-message-across-tickets-117679108381#
 - (4) Podcast with Radio Active https://www.eventbrite.co.uk/e/how-to-get-your-message-across-tickets-117679108381#

Costs towards strengthening the Marches LEP central team supporting the MGH

 The Marches LEP have successfully recruited a temporary full time LEP administrator to support the Marches LEP Business Support Lead. The new member of the team started on the 12th October.

Strengthening Marches Growth Hub Model

- The evaluation of the Growth Hub Business Lead position is in progress with the outcome to be confirmed in November.
- West Midland Cluster intelligence gathering activity progress to date includes: -
 - The completion of the cluster telemarketing survey with the first draft of the report being issued for feedback. Individual LEP data is yet to be included. A copy can be found here:



WM GHUB Telemarketing Analysi West Midlands Business Trends Survey (Q2) report. Individual LEP data is yet to be complied.





Business Trends Q2.p

Following two product demonstrations of the Beauhurst platform, the MGH team and partners have agreed to move forward with the purchase of the licence with access commencing on 1 December. https://www.beauhurst.com/. Training is scheduled before access at the end of November. Access to this platform will allow the LEP and growth hub teams to access Marches company data (and the ecosystem around them) that will help support both recovery planning and outreach activity.

2. BEIS Growth Hub 2020-2021 Grant Spend Position

Please confirm details of the financial position in respect of your 2020-2021 BEIS **Supplementary Growth Hub grant.**

Total BEIS supplementary grant for 2020-2021	£257,000
awarded	

Referring to the breakdown of activities on the S1 form, please state how much of your 2020-2021 grant has been spent by end of quarter 2 for COVID-19 specific related activities and other activities

Funding spent in Q1 and Q2 for COVID-19 specific activities	
Q1 – 1 April to 30 June 2020	£Nil
Q2 – 1 July to 30 September 2020	£5,378.40
Total funding spent as of 30 th September 2020	£5,378.40
Funding spent in Q1 and Q2 for other activities	
Q1 – 1 April to 30 June 2020	£Nil
Q2 – 1 July to 30 September 2020	£Nil
Total funding spent as of 30 th September	£Nil
2020	

Breakdown of monies spent to 30th September 2020 per activity

Note that this only relates to this BEIS Growth Hub funding and not any other locally accessed funding streams e.g. ERDF:

Activity as shown on your Schedule 1 form	Q1 and Q2 Spend
(e.g. marketing, advisor salaries etc)	£
Telemarketing exercise in WM Cluster including	£5,378.40
production of report	
	£
Total	£5,378.40

Review of all activities in S1 form and the individual spend amount given the current COVID-19 working environment

It would be helpful to understand any changes to activities such as staff costs, T&S spend, accommodation costs, Council flat fee charges, etc, given the current COVID-19 working environment. Therefore please detail any significant variations to your originally agreed S1 spend profile and the reasons for these.

There are no anticipated changes to activities and therefore no variation is required at this stage.

Given any changes noted above, at this time are you	£0
estimating any underspend in your 2020-2021	
supplementary funding award?	

ADDITIONAL NON-BEIS GRANT FUNDING SOURCES

Please confirm what sources of additional funding and/or resources have been leveraged in by the LEP and/or Growth Hub in 2020-2021 to add further value to your Growth Hub service where in particular this relates to the supplementary funding? Where possible please provide top line detail on how this funding and/or resource is being used. What are the benefits of this to the Growth Hub and its customers?

Funding: N/A

Other resources: N/A

3. Overview of Key Performance Outcomes

Key Performance Outcomes. Provide information on the key outcomes of your Growth Hub Supplementary Funding in relation to the S1 and S3 forms in your Grant Offer Letters.

Indicator	Local KPIs/Targets	Six Month Total
	as appropriate	(1 April 2020 – 30 September 2020)

	(where set by the LEP and if referenced in Condition 2 of S3)	
Number of new specialist/sectoral advisers or resources (or FTE equivalents) – add any supporting/explanatory text as necessary		7 new business advisers
Number of new account managers (or FTE equivalents) - add any		N/A
supporting/explanatory text as necessary Number of businesses engaged directly by the new specialist/sectoral advisory resources		61
Number of businesses new to the Growth Hub engaged directly as a result of new specialist/sectoral advisory resources		49
Number of additional/new events, webinars, etc, funded by supplementary grant, non Covid-19 related		How to create a digital marketing plan – 39 attendees What you need to know about social media – 22 attendees Websites 101: how to get online – 15 attendees
Number of additional/new events, webinars, etc, funded by supplementary grant Covid-19 related		5 new events Grants for Growth – 54 attendees How to Get Your Message Across – 23 attendees Podcasting with Radio Active – 23 attendees How to Get Your Message Across – 21 attendees The Friday Hub Lite – 15 attendees
The number of companies directly supported/assisted in Q1 & Q2 as result of additional Covid-19 funding		197 (61 engaged via new business advisers

and 136 attendees at
Covid 19 related
webinar events)

4. Growth Hub Supplementary Funding Highlights

Summary of Growth Hub Highlights;

Please include details of any governance changes; any changes to delivery mechanisms that supplementary funding has brought; new activities and/or services offered/supported; details of additional specialist and sectoral advice resources added, any new engagements/partnerships:

2020/21 MGH Governance

The Marches LEP can confirm that governance arrangements remain the same since the submission of the 2020/21 Supplementary Funding Schedule 3 and that all appropriate LEP governance, transparency and accountability arrangements are in place and compliant with the national LEP Local Growth Assurance Framework.

The Marches LEP have appointed Ilia Bowles as the new Director of Corporate Services for the LEP. Ilia started in October 2020 and will lead on corporate governance, including the role of the LEP's subgroups, accountability and assurance framework and meeting government requirements on transparency.

The MLEP Board oversees the setting of the strategic direction for the MGH and Shropshire Council acts as the Accountable Body. The LEP Board receive a progress update at each LEP Board meeting, the last of which was on 29th September 2020.

The MGH Steering Group is a sub-group of the LEP Board and meets quarterly. All scheduled meetings this finance year have taken place despite workload pressures. On joining the MGH Steering Group, each member (excluding local authority partners) are asked to complete the Ministry of Housing, Communities and Local Government template of the Register of Members' Interest Form and this is reviewed on an annual basis by the LEP Chief Executive Officer (CEO) in line with the LEP Conflicts of Interest Policy. In addition to this, members are asked to declare any interests at the start of all meetings for any relevant agenda items. The group has a very important role to play with regards to governance and provides guidance on key issues such as policy, objectives, budgetary control, marketing strategy and resource allocation.

The MGH governance is outlined in the Accountability & Assurance Framework https://www.marcheslep.org.uk/download/transparency/Accountability-and-Assurance-Framework-<u>2019-final.pdf</u> including the Terms of Reference (TOR) for the group.

The TOR are reviewed annually, and the election of the Chair takes place every two years. Steering Group agendas and minutes are prepared in line with the TOR. To note, the MGH Chair resigned from his position with immediate effect on the 26th June 2020. The Marches LEP Business Support Lead has acted as an interim Chair. An advert for a new private-sector Steering Group Chair is currently being promoted through open advertisement. This (non-remunerated) role will help increase capacity to champion entrepreneurship, new ways of doing business and new approaches to business support in line with additional funding received from BEIS. A link to the advert can be found here:

https://www.marcheslep.org.uk/about/tenders-vacancies/

The previous MGH Steering Group Chair is still acting as the Small Business Champion on the MLEP Board.

The MGH Operations Group is an officer level working group which meets every two months to ensure that activities are co-ordinated effectively across the Marches LEP managed virtual hub and the partner-led three physical hubs in Shrewsbury, Telford & Wrekin and Hereford. The Marches LEP Business Support Lead has acted as Chair since the MGH Steering Group Chair stepped down in June 2020 and will act as Chair moving forward. The group reviews business support services from all partners in order to manage referrals, monitor outputs and share information. All scheduled meetings this financial year have taken place.

The Marches LEP team meets with the Accountable Body (finance team) monthly to review spend against profile and to discuss any concerns. The information from this meeting is used to update the Performance Risk and Monitoring Committee (PRMC) which meet every 2 months and is a sub-group of the LEP Board comprising 3 LEP Board members, three Section 151 Officers and the LEP CEO.

BEIS quarterly claim deadline dates are noted at the beginning of the financial year. Internal deadline dates are agreed with the finance team to ensure that quarterly claims are checked and submitted on time with the appropriate evidence.

The MGH Audit report is carried out by Shropshire Council and the audit team are given sufficient notice to carry out the work required. This helps ensure the year-end reporting deadline is met. The audit service provided by Shropshire Council is a chargeable service.

The Marches LEP continue to work with the contracted PR & Marketing consultants to ensure that the MGH meets the minimum requirements as laid out in the Growth Hub Network Branding/Communications Guidelines and Media Toolkit.

The MGH website will continue to be reviewed at the LEP/MGH monthly website review meetings. At present, the website is being upgraded and re-designed with a completion date of December 2020.

MGH Delivery Update

Quarter one was a very difficult time for Marches businesses in particular those that were impacted by flooding in February and then COVID 19. The increased demand for the growth hub service during this period was reported to BEIS in May (Covid19 Impact Survey).

During Q1 and Q2, growth hub teams have been extremely busy in continuing to deliver the growth hub service (from home until further notice), supporting businesses to access COVID 19 business support information as well as supporting their wider economic development teams/business rates teams with the delivery of government funding in response to COVID 19 and Marches LEP funding in response to both flooding and COVID 19.

All face to face events were cancelled and where possible moved on-line including Business Advisor 121 sessions, seminars and workshops, all of which have and are continuing to be very well received.

All planned outreach activity (Growth Hub on the Move and Let's do Business in ...), drop-in sessions in public places such as libraries, pop in shop initiatives have been put on hold and will be picked-up when it is safe to do so.

The MGH teams have been delivering suites of events rather than one off events and have created hubs with various themes/sectors in response to business demands and trends (start-up and business recovery/resilience). The teams have been very mindful of webinar fatigue and have and are

continuing to carefully plan themes/topics and timings of events to ensure events are not being duplicated and remain interesting/relevant with good attendance.

In addition to the above, the growth hub teams have been very busy planning and procuring additional business/specialist advisor resource and helping shape the ERDF COVID 19 Kick Start Programme (launched 14 October) and Marches Step Up Programme (mentoring scheme and due to be launched in November) by Telford & Wrekin Council.

Additional Business/Specialist Advisers

Marches Growth Hub Shropshire

The growth hub have contracted with 12 business specialist advisers all of which have previously supported the growth hub. The number of advisers may grow depending on the specialist needs identified by the business community. The team have also developed new relationships with the wider local authority teams and external organisations all of which have either supported on-line training events and/or provided general support with the activity delivered with the support of the additional funding.

Marches Growth Hub Telford & Wrekin

The growth hub have procured 29 consultants who will be called upon as and when required to deliver events and/or provide 121 business advice. Out of the 29 consultants, 16 are new partnerships. As of November, 15 consultants are actively providing 121 business advice.

Marches Growth Hub Herefordshire are currently at procurement stage to secure 4 business advisors.

New Key Partnerships/Engagements

- Enterprise Nation For the past 3 years Enterprise Nation has run a campaign for Facebook called She MeansBusiness which has trained thousands of female founders on how to boost their digital skills. The fourth year of the campaign kicked off at the start of 2020 with Facebook COO, Sheryl Sandberg, and Enterprise Nation recruiting 10 Growth Hub (one of which was the Marches Growth Hub) to be involved in hosting an event for female founders across the UK. The virtual events #SheMeansBusiness Sessions were delivered on the She Means Business Facebook page on Tuesday 15 September 12-3. The event brought together a collection of inspiring, insightful and real stories from women who mean business, following what has been a challenging time for all, including those in business. The event was run in partnership with Facebook, Enterprise Nation, NatWest and the selected Growth Hubs in England. The sessions included some well-known faces and names to include Holly Tucker, MBE, co-founder of Not On The High Street, June Sarpong, OBE and Asma Khan, founder of Darjeeling Express and the first British chef to appear on Netflix's Chef's Table. The Marches Growth Topic was Ads manager, the ultimate time and money saver which was delivered by with accredited #SheMeansBusiness trainer Rhea Freeman. https://www.facebook.com/events/1563917043780509/
- **UoW Cyber Quarter and SOLVD Project** -The project manager was invited to present at the MGH Steering Group meeting (March) and MGH Operations Group meeting (July). The presentation helped the groups understand the support available through the Cyber Quarter and the new SOLVD project. Since the presentations, the project manager and the three growth hubs are working closely to help raise the profile of the projects, encourage referrals (both ways) and explore possible collaborative working/events.
- Department for International Trade Enhanced Export Growth Project New Channel Manager support. The Marches Channel Manager was invited to speak at the MGH Operations Group meeting in July. The Channel Manger role is to work directly with the 3 growth hubs to provide knowledge transfer and support capacity building to enable effective handling of lower level SME export enquiries, ensuring that non-export ready businesses are meaningfully supported through a range of triage activities and businesses are signposted to other relevant business support. To date, a number

of clinics have been delivered in the Marches and programme of webinar events are being shaped. A link to a press release confirming the support can be found here

https://www.marchesgrowthhub.co.uk/news/new-expert-help-on-hand-to-boost-export-sales-for-themarches/ and promotion of 121 support can be found here

https://www.marchesgrowthhub.co.uk/blog/new-1-2-1-export-clinics-for-businesses/

- The Marches Small Business Recovery Grant Scheme funded by ERDF COVID 19 Kickstart Funds The MGH teams have been involved shaping this scheme which is being led by Telford & Wrekin Council. The website www.marches-sbrg.co.uk went live at noon on 6th October. Application to the wider economy have now closed and application to the visitor economy remain open.
- Marches Step-up Programme (ERDF) Telford and Wrekin Council in conjunction with partners at Herefordshire Council & Shropshire Council have worked together to appoint two suppliers to deliver this coaching and mentoring programme across the Marches. The programme will look to support aspiring entrepreneurs, Start Ups (both via Step up to Start) and businesses with growth aspirations (via Step up to Growth). The programme will aim to run from November 2020 to December 2022. This is subject to change depending on contract award dates. The MGH will help promote the programme and the MGH teams will help support referrals.
- Peer Networks Programme This activity will be outsourced by the Marches LEP. Interviews took
 place on 17th November. Additional LEP resource has been sourced to support the procurement, setup and management of this programme.

5. Positive news stories, case studies, testimonials.

- Please provide any case studies, news stories, testimonials or innovative approaches that showcase the Growth Hub that have resulted from any newly funded service/activity. When choosing case studies in particular please ensure that the 'Case Study' is for the period in question 1 April-30 September 2020.
- Creativity Bootcamp https://www.innovationbeehive.co.uk/creativity-bootcamp-registration/
- The Business Health and Vitality Hub https://www.eventbrite.co.uk/e/the-business-health-vitality-hub-tickets-105400297126?aff=ebapi#
- 21 Days to Start-Up
 https://www.marchesgrowthhub.co.uk/calendar/view/2801 21 Days To Business Start-up Success
- Returning to Work Safely and securely https://www.eventbrite.co.uk/e/returning-to-work-securely-safely-compliantly-tickets-111149354712?aff=ebapi#
- Marketing Your Business during COVID 19
- Buy From https://www.eventbrite.co.uk/e/the-buy-from-marketing-surgery-tickets-110679802268?aff=ebapi#
- The Bitesize Digital Academy (Digital Marketing Strategy)
 https://www.marchesgrowthhub.co.uk/calendar/view/2893 WEBINAR Bitesize Digital Academy
- Boost your business in Hereford in partnership with NatWest -https://www.eventbrite.co.uk/e/business-support-clinic-hereford-natwestboost-tickets-89040240757?aff=ebapi#
- Funding Business Growth in partnership with Business Growth Programme 2 -https://www.eventbrite.co.uk/e/business-growth-programme-2-funding-business-growth-tickets-96972091135?aff=ebapi#

- Telford Women's Networking Meeting https://www.eventbrite.co.uk/e/april-2020-telford-womens-networking-meeting-tickets-100420384072?aff=ebapi#
- Business Survival Workshop, Ideas and Government Response
 https://www.eventbrite.co.uk/e/business-survival-workshop-ideas-and-government-response-tickets-101704316348?aff=ebapi#
- Herefordshire Economic Development Forum Talk Community Business https://www.eventbrite.co.uk/e/herefordshire-economic-development-forum-talk-community-business-wellbeing-and-future-developments-tickets-103504883894?aff=ebapi
- Financial Hot topics during COVID 19 https://www.marchesgrowthhub.co.uk/calendar/view/2774 Financial Hot Topics during Covid19
- Building Strengths that Build Resilience https://www.eventbrite.co.uk/e/building-strengths-that-build-resilience-tickets-114243826360
- Grants for Growth in partnership https://www.marchesgrowthhub.co.uk/calendar/view/2960 WEBINAR Grants for Growth
- Launch of the Business Health & Vitality Hub as part of Mental Health Week
 https://www.marchesgrowthhub.co.uk/blog/free-events-will-boost-wellbeing-at-work/
- Shropshire Newsroom Coronavirus: Further support to local businesses with GRANTfinderhttps://newsroom.shropshire.gov.uk/2020/05/coronavirus-business-grants-2/
- https://www.shropshirestar.com/news/business/2020/05/05/expert-online-events-to-help-businesses-recover-from-covid-19-lockdown/
- Sarah from Salopian Health and Safety was interviewed by BBC Radio Shropshire regarding the MGH workshop we were delivering. Great mention of the Growth Hub.
- https://www.bbc.co.uk/sounds/play/p08bs836 Sarah can be heard at 1:07:00 and 2:04:03 hours in.
- https://www.shropshirebiz.com/news/Expert-online-events-to-help-businesses-recover
- https://www.shropshirestar.com/news/business/2020/06/29/marketing-expertise-on-offer-atfree-webinars/
- https://www.shropshirestar.com/news/business/2020/07/09/marketing-expert-returns-forshropshire-digital-skills-workshops/
- The Friday Hub (every Friday)
 https://www.marchesgrowthhub.co.uk/calendar/view/2872 Friday Hub Shropshire Business Zoom Room

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the secrets of English wine, and showcases local produce in its café and kitchen.

local produce in its café and kitchen. Owner Janet Cooke said: "There is no greater seal of approval than being recognised by one's customers."

Join a weekly hub



Heather Crowe of Calluna Graphix attends the Friday Hub

A weekly networking event which enables people to support each other, whilst exchanging ideas and information, is to continue into the new year.

Bridgnorth-based consultancy Good2Great is working with The Marches Growth Hub to host the online Friday Hub, from 9.15am on Zoom, with the events set to continue until January 21.

It is open to all businesses across Shropshire, and graphic designer Heather Crowe of Shrewsbury-based Calluna Graphix is a regular attendant.

a regular attendant.

She said: "I have made lots of new contacts, friends and business partnerships. It's more relaxed than some networking groups, giving more of an emphasis on helping each other rather than just learning new skills.

Find the Friday Hub at www.marchesgrowthhub.co.uk for more details.