**Business Growth Committee**

**Agenda**

**Tuesday 7th January 2020, 10am**

**Venue:**

**The Base, Warrington**

**Attendees:**

Jane Gaston

Debbie Baker

Becky Stuttard

Stephen Kinsey

Denise Proctor

Iain Paton

Stephen Fitzsimons

Phillip Cox

Andy Devaney

**Apologies:**

John Downes

Anne Boyd

1. Welcome and Introduction – Chair introduced the meeting and we were welcomed to the Base by Stephen Fitzsimons.
2. Actions from previous meeting:

***Action****: Pledge Presentation to be circulated to committee -* ***Complete***

***Action****: Committee to be kept informed on progress on Pledge progress -* ***Ongoing***

***Action****: Revised Terms of Reference to be circulated for next meeting in January -* ***Complete***

***Action****: Andy to circulate latest BEIS monitoring return - Complete*

1. Presentation on Digital Skills Partnership from Sarah Williams – Sarah gave an in-depth presentation on the digital skills partnership on how it will support businesses but also link closely with the Growth Hub and other support offers, notably The Pledge and Accelerate. The discussion that followed focussed on the need for improved digital skills particularly in key sectors and the impact this support could have. Also strong links to how the data

collected and a better understanding of it across the different programmes would give a wider perspective to strategy and delivery.

***Action****: Presentation to be circulated to committee*

1. Growth Hub update - Andy gave an update on Growth Hub progress since the last meeting. Strong focus has remained on business resilience with an emphasis on businesses being prepared for BREXIT. This includes intelligence gathering and weekly returns to Government. Much progress has also been made on the Accelerate Programme with a contract with Government now signed and an SLA with the University who are the accountable body almost complete. Recruitment has commenced for the 3 skills brokers who will sit as part of the Growth Hub team and help to drive demand and ensure the programme is delivered in line with LEP priorities and focussed on impact. Recruitment is also underway for an additional Growth Broker to join the team which will enhance the ability of the Growth Hub to be more proactive in delivery and set more ambitious KPIs in the delivery plan.

***Action****: Further update on Accelerate at the next meeting*

1. Discussion on Terms of Reference – At the last meeting it was requested that a more thorough terms of reference was presented. This was to include more specific KPis and targets. Andy presented a revised version which links directly to the LEP delivery plan setting out how the work of the Growth Hub impacts the wider work of the LEP. The discussion that followed approved the KPIs on the basis that some of the KPIs contained are not suitable for the delivery plan but should still be included in the terms of reference. Clarification was sought that the targets were suitable and achievable and further information required on how the Growth Hub interventions with businesses would directly contribute to these targets

***Action:*** *A demonstration of the customer journey and how this directly contributes to the agreed KPIs*

1. Future Meetings – Agreed that meetings will take place on the first Tuesday of every month taking place at premises of businesses who have been supported by the Growth Hub wherever possible.

***Action:*** *Meeting dates to be forwarded to committee members*

1. AOB – None

Next Meeting

Tuesday 4th February