

South East LEP Skills Advisory Panel Meeting
Thursday 10th October, 10am-12.30
Mary Sumner House ,24 Tufton Street, London, SW1P 3RB¹

AGENDA

TIME	ITEM / PAPER	LEAD	DECISION / ACTION
10.00am	Introductions	Chair / ALL	
10.05am	Minutes and actions of last meeting (5th September)	Chair / ALL	Sign off as true record
10.15am	Skills Advisory Panel Terms of Reference <ul style="list-style-type: none"> • Link to main LEP Board and Investment Panel 	Chair / Louise Aitken,	Comment and sign off
10.35am	SAP member biographies <ul style="list-style-type: none"> • Example information on SELEP website • Outstanding returns 	Louise Aitken / ALL	Feedback and discussion
10.45am	Sector Awareness raising <ul style="list-style-type: none"> • Careers information for LEP area – videos and infographics 	Holly Aquilina, East Sussex CC, local authority representative	Feedback and discussion
10.55am	Engaging more widely and sharing information <ul style="list-style-type: none"> • Seminars based around analytical toolkit • Annual SAP event to engage more widely 	Chair / Louise Aitken	For discussion and agreement
11.10am	Burning issues aligned to LEP Skills priorities <i>(also to feed into the Local Industrial Strategy – table to be provided in advance of meeting)</i>	Louise Aitken / ALL	Discussion and prioritisation
12.20pm	AOB	ALL	
12.25pm	Proposed Quarterly 2020 dates (10am in London) Thursday 23 rd January, STEM Learning Ltd, London EC2V 5HA Thursday 23 rd April Thursday 10 th September Thursday 10 th December	ALL	
12.30pm	Meeting close		

¹ <https://www.mothersunion.org/conference-rooms>