


**South East LEP Skills Advisory Group Meeting**  
**20<sup>th</sup> June, 10.30am**  
**The Club Room, Park Crescent Conference Centre**  
**at International Students House\***  
**229 Great Portland Street | London | W1W 5PN**

# AGENDA

TIME	ITEM / PAPER	LEAD	DECISION / ACTION
10.30am	Welcome and introductions	ALL	
10.35am	Minutes of last meeting (April)	Chair	All to comment & sign off minutes
10.40am	SELEP Skills Strategy, Evidence Base and consultation <ul style="list-style-type: none"> <li>Draft information for comment</li> <li>In depth construction report (CITB)</li> </ul>	Louise Aitken	
11.05am	Opportunities through the National Skills Academy for Food and Drink Training, research	Justine Fosh (CEO) Lee Reddington, (UK Manager)	
11.30am	Pilot online portal demo <i>Update on Thurrock pilot and potential for roll out</i>	Tiffany Bright, Louise Aitken	Comments and next steps
11.50am	LEP Skills Event, 7 <sup>th</sup> July <i>Update and draft brochure</i>	Louise Aitken	
12.10pm	Apprenticeship Levy Letter to ESFA and Skills Minister	Louise Aitken	All to feedback whether they would like to send a letter
12.15pm	Highlight update from members – round table	ALL	
12.25pm	AOB – BBO / ESF remaining allocation	ALL	
12.30pm	Meeting close (date of next meeting, 20 <sup>th</sup> June, 10.30am)		
12.30-13.30pm	<b>OPTIONAL ITEM</b> Evaluating Skills Awards nominations <i>Members are invited to stay on if they would like to input to evaluations for Skills Awards for 7<sup>th</sup> July, as attached.</i>		 SELEP Skills Awards - Nomination Form.doc

\* Park Crescent Conference Centre is located inside International Students House directly opposite Portland Street tube next to Pizza Express (Circle, Hammersmith, Metropolitan lines). It is also a two to five minute walk from Warren Street (Northern and Victoria Lines) and Regents Park tube (Bakerloo line). Euston and Kings Cross mainline stations are 10-15 minutes walk away.