

**South East LEP Skills Advisory Group Meeting**

**Tuesday 8th May, 1.30pm**

**The Fitzrovia Room, Park Crescent Conference Centre  
229 Great Portland Street | London | W1W 5PN**

**AGENDA**

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| **TIME** | **ITEM / PAPER** | **LEAD** | **DECISION / ACTION** |
| **1.30pm** | **Welcome and introductions** | **ALL** |  |
| **1.35pm** | **Minutes of last meeting (March)** | **Chair** | All to comment & sign off minutes |
| **1.45pm** | **Skills Strategy**  Final draft and next steps | **Louise Aitken** | All to comment / approve |
| **2.15pm** | **SELEP response to DfE**   * Non-levy procurement letter | **Louise Aitken** | Awaiting response |
| **2.25pm** | **ESF**   * Contract outputs and definitions * Forthcoming calls     *(See pages 123-124 and 134-138)* | **Louise Aitken** | For information / future updates |
| **2.45pm** | **Industrial Strategy opportunities update**   * Local Digital Partnerships * National Retraining Scheme / Construction | **Louise Aitken** | Comments and next steps |
| **3.00pm** | **SELEP Sector Support Funding**   * Draft proposal re training and recruiting tutors | **Louise Aitken** | Comments and next steps |
| **3.15pm** | **Local Skills Board Headline Update**   * Main initiatives and areas of need * Identifying areas for joint working | **Caroline Betts**  **Holly Aquilina**  **Allan Baillie** |  |
| **3.45pm** | **AOB** | **ALL** |  |
| **4.00pm** | **Meeting close (date of next meeting – 9th July)** |  |  |

*\* 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 2-5 minute walk of Warren Street (Northern and Victoria Lines) and Regents Park (Bakerloo line). Euston and Kings Cross mainline stations are 10-15 minutes walk away.*