

**DORSET LEP SKILLS ADVISORY PANEL & BOARD**  
**11<sup>th</sup> February 2020, 10.00am - 12.00am**

Bournemouth University, Wallisdown Campus, Fusion Building F306  
 (<https://www.bournemouth.ac.uk/about/contact-us/directions-maps/talbot-campus-interactive-map>)

**AGENDA**

#	Item	Time	Lead	Purpose	Annex
1	Welcome, introductions and apologies	10.00 (10 min)	Emma Hunt Chair	<b>ACTION</b> Introduce and welcome new members, Note apologies	
2	Approval of minutes of last meeting November 7 <sup>th</sup> 2019	10.10 (5 min)	Emma Hunt Chair	<b>ACTION</b> To approve	1
<b>Standing items</b>					
3	EAN and Careers Hub Update		Helen Stevenson	For information	2
4	Careers Hub Steering Group Minutes	10:15 (15 min)	Careers Hub Lead	For information	3
5	SERCO employers survey	10:30 (15 min)	Mira Koseva LEP Skills Analyst	For comment	4
<b>Items For discussion</b>					
6	Skills Analysis Summary Document and feedback from DfE	10:45 (20 min)	Kavita Hayton Skills Contracts Manager	<b>ACTION</b> Members to recommend further action and/or approve the Skills Analysis	5
7	Dorset People and Skills Plan January 2020	11:05 (55 min)	Emma Hunt Chair	<b>ACTION</b> Members to recommend further action and/or commend the Skills Plan to the Local Industrial Strategy Steering Group for consideration.	6
8	Date of next meetings			15.00hrs 7 <sup>th</sup> May 2020 - West Dorset TBC  Proposed 10.00hrs 15 <sup>th</sup> July 2020 – AECC TBC	