

## DORSET LEP SKILLS ADVISORY PANEL & BOARD

7th November 2019, 9.00 - 11.00  
 Dorset Council, County Hall, Collifon Park, Dorchester, Dorset, DT1 1XJ

### AGENDA

#	Item	Time	Lead	Purpose	Annex
1	<b>Welcome and introductions</b>	9.00 (5 mins)	Emma Hunt	<b>ACTION:</b>	Verbal
2	<b>September's notes and any actions arising</b>		Emma Hunt	1. To note actions taken and completed from the 19th September 2019 SAPB meeting.	
<b>Items to Update Members</b>					
3	<ul style="list-style-type: none"> <li>• <b>CEC EAN and Careers Hub update.</b></li> <li>• <b>Hub Launch agenda</b></li> </ul>	9.05 (20 mins)	Kavita Hayton for Helen Stevenson	<b>For information</b>	2
4	<ul style="list-style-type: none"> <li>• <b>Careers Hub Steering Group - ToR and membership</b></li> </ul>		Kavita Hayton	<b>ACTION:</b>	4
5	<ul style="list-style-type: none"> <li>• <b>Update on SERCO employers survey</b></li> </ul>		Kavita Hayton	<b>For information</b>	
6	<ul style="list-style-type: none"> <li>• <b>Capital Skills Projects</b></li> </ul>		David Lawrence	<b>For information</b>	Verbal

<b>ITEMS FOR DISCUSSION</b>					
7	<p><b>Skills Analysis update</b></p> <ul style="list-style-type: none"> <li>• <b>Evidence Summary for Skills Advisory Panel</b></li> <li>• <b>Emerging LIS 'People' section</b></li> </ul>	9:25 (60 mins)	<p>Introduced by Shane Vallance</p> <p>Discussion led by Emma Hunt</p>	<p><b>ACTION:</b></p> <p>3. Members to note the progress of the Local Industrial Strategy and Dorset Skills Plan.</p> <p><b>For discussion.</b></p>	5
8	<b>Local/National skills initiatives to consider in the light of Dorset Skills Plan</b>	10.25 (15 mins)	Kavita Hayton	<b>For discussion</b>	6
9	<b>Proposed speakers for 2020 to align with the Skills Plan</b>	10.40 (5 mins)	Emma Hunt	<p><b>ACTION:</b></p> <p>4. Members to propose appropriate national or local speakers to address the content of the emerging Skills Plan.</p>	Verbal
10	<b>Dates of 2020 meetings</b>	10.45	Emma Hunt	<p><b>ACTION:</b></p> <p>5. Members to note the dates for 2020 meetings and agree a July meeting if appropriate.</p>	Verbal