

**South East LEP Skills Advisory Panel Meeting**

**Thursday 23rd April, 10am-12.30**

**Online meeting -** [Join Microsoft Teams Meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWVkMDMxY2YtMTdmZS00Yzk4LWI2MjMtYWUwM2JlODdiYWRj%40thread.v2/0?context=%7b%22Tid%22%3a%22a8b4324f-155c-4215-a0f1-7ed8cc9a992f%22%2c%22Oid%22%3a%226c6133e0-6d34-41e0-be54-170f3dfa71c4%22%7d)

**AGENDA**

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| --- | --- | --- | --- |
| **TIME** | **ITEM / PAPER** | **LEAD** | **DECISION / ACTION** |
| **10.00am** | **Rules of engagement for online meeting**   * Stay on mute when not speaking * Post questions or discussion points via chat function | **Chair / Louise Aitken** |  |
| **10.05am** | **Welcome and introductions** | **Chair / ALL** |  |
| **10.10am** | **Minutes and actions of last meeting - attached** | **Chair / ALL** | Sign off as true record |
| **10.20am** | **SELEP’s Covid-19 response**   * Daily business briefings and business survey * Ministers and MPs engagement * Apprenticeships - **letter attached** | **Suzanne Bennett / Louise Aitken** | Update |
| **10.35am** | **Digital Skills Partnership update -** response to Covid-19 | **Jim Wilkinson, SELEP** |  |
| **10.50am** | **SAP Analytical Toolkit and letter to government**   * Refocusing the analytical toolkit – Covid-19 impact * Refocusing the letter to government – Covid-19 * Department for Education (SAP team) update | **Louise Aitken**  **Vimbai Foroma** | Feedback and discussion |
| **11.15am** | **Feedback from members on Covid-19 and impact**   * Current challenges and approaches * Areas of feedback for government | **ALL** | Feedback and discussion |
| **12.20pm** | **AOB** | **ALL** |  |
|  | **Next meeting**  Thursday 10th September |  |  |
| **12.30pm** | **Meeting close** |  |  |