


## MEETING OF THE FORUM – AGENDA AND GUIDANCE NOTES

**TIME & DATE:** 0830-11.00, FRIDAY 22 JANUARY 2016

**LOCATION:** [STRATUS, GREEN PARK CONFERENCE CENTRE, 100 LONGWATER AVENUE, GREEN PARK, READING RG2 6GP](#)

**PARKING:** There is plenty of parking available, however please park on the top floor of the car park in a non-reserved space.

Agenda Item No.	Time	Item and action	Owner
1.	08.30 - 08.40	<p><b><u>Standing Items of Business</u></b></p> <p><u>Record</u> any:</p> <ol style="list-style-type: none"> <li>1. Apologies &amp; introductions.</li> <li>2. Changes to the minutes of the <i>November</i> Forum meeting.</li> <li>3. Interests or changes to the company's statutory books.</li> </ol>	Peter Read
2.	08.40 – 09.15	<p><b><u>Implementing the Strategic Economic Plan - Programme and Activity Outputs</u></b></p> <p><u>Note</u> the activity report provided. This is not intended to be an exhaustive list of LEP activities but more a summary of the key outputs in order to provide the Forum with a general update and background to Board decisions. The Programme, Project or Staff Leads are shown in the body of the report for the purposes of <u>Q&amp;A</u>.</p>	Tim Smith

3.	09.15 – 09.30	<p><b><u>LEP Appointments</u></b></p> <p><u>Note</u> the completion of a period of significant change in membership of the Forum and Executive Board, and <u>consider</u> the recommendations of the Executive Board for:</p> <ol style="list-style-type: none"> <li>1. Katharine Horler to be Deputy Chairman.</li> <li>2. Campbell Christie to be Chairman of the Skills, Education &amp; Employment Programme Group.</li> <li>3. David Knowles-Leak to be Deputy Chairman of the Skills, Education &amp; Employment Programme Group.</li> <li>4. Dr Philippa Roles to be a member of the Nominations &amp; Governance Committee.</li> <li>5. Graham Wadsworth (Chairman of the SME Steering Group) to be a member of the Business Growth Hub Steering Group.</li> </ol>	Peter Read Emma Gibson		 <p>3. 45% Churn - Who, When &amp; How.</p>
4.	09.30 - 09.45	<b>COMFORT BREAK</b>	All		
5.	09.45 – 11.00	<p><b><u>Overview Briefing</u></b></p> <p>In light of the change in membership of the Forum and Executive Board, <u>receive and contribute</u> to an overview briefing.</p>	All		