



Serpentine Court Steering Group

Spotlight

Tuesday 5th February 2019

6.30pm – 8.00pm

1.	Welcome and Introductions	DS
2.	Ground Rules and Chair's opening remarks	DS
3.	Minutes of 8 th January 2019 and actions (10 mins)	DS
4.	SCSG Priorities Exercise – Lizzie Brown, MKC (30 mins)	LB
5.	Phil Chandler – Neighbourhood Employment Programme Operational Manager (20 mins) <ul style="list-style-type: none"> • Digital Inclusion course – March 2019 • Career Workout Session with Worktree 	PC
7.30pm	Break (10 mins)	
6.	Report from Project Board – 29 January 2019 (5 mins)	SJ
7.	Project Update (10 mins) <ul style="list-style-type: none"> • The Lakes from above event - information - volunteers • Community Coffee morning 	AB
8.	Tpas - Independent Advisor report (5 mins)	KF
9.	Any other business (5 mins) <ul style="list-style-type: none"> • Question Time • Meeting dates for 2019 	All
10.	Date and time of next meeting – Tuesday 5 th March, 6.30 – 8.00pm, Spotlight	DS



SCSG Ground Rules

- Appreciate people's opinions
- One person only speaking at a time
- Honesty
- There is no such thing as a silly question
- Give the correct answer and if you don't know, say so
- Please raise your hand during discussions