Appendix A

**London Skills and Adult Education Strategy**

**Timetable**

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| W/c 2 Oct | * **LEAP meeting** (4 October) & presentation slides sent to SfL Taskforce & SRPs |
| W/c 9 Oct | * Draft (following LEAP & SfL input) |
| W/c 16 Oct | * To DM Jules Pipe and Director DEE (plus E&Y/D&I) 19 October * Presentation slides sent to SRPs and Task & Finish Group |
| W/c 23 Oct | * **Business Advisory Board meeting** (25 October) * D&I and E&Y internal meetings * Draft (following JP/FFS, SfL, T&FG and BAB input) * Format with marketing (and to Director for External Affairs) |
| W/c 30 Oct | * To Mayors Office, NB (with Engagement and Opinion Research plans) * CIB Cover Paper (2 November)/ presentation slides (3 November) |
| W/c 6 Nov | * **Presentation to CIB** (6 November) * **SfL Taskforce meeting** (9 November) |
| W/c 13 Nov | * Final drafting (following NB, CIB and SfL input) * Full draft to SfL Taskforce and Task & Finish Group (including SRPs) |
| W/c 20 Nov | Consultation: (1 Month- Friday 24 November - Friday 22 December)   * Written draft to public * Opinion research (Londoners) * Stakeholder events * Assembly Lunchtime session (14 December) |
| W/c 27 Nov |
| W/c 4 Dec |
| W/c 11 Dec |
| W/c 18 Dec |
| W/c 25 Dec | CHRISTMAS HOLIDAYS |
| W/c 1 Jan | Draft |
| W/c 8 Jan | Draft |
| W/c 15 Jan | * Consultation reporting to SfLT and T&FG |
| W/c 22 Jan | Draft |
| W/c 29 Jan | * **Task & Finish Group meeting** (29 January)/ * **SfL Taskforce meeting** (30 January) – consultation responses |
| W/c 5 Feb | Draft |
| W/c 12 Feb | Draft |
| W/c 19 Feb | Draft |
| W/c 26 Feb | Draft (input from internal teams) |
| W/c 5 March | Draft and Consultation Report to SfLT and T&FG |
| W/c 12 March | * **LEAP meeting** (15 March) - Consultation Report presentation * **CIB meeting** (TBC) - Consultation Report |
| W/c 19 March | Draft |
| W/c 26 March | * Final draft to SfL Taskforce and T&FG (with evidence base) |
| W/c 2 April | * Media & comm.s planning |
| W/c 9 April | * **Final Task & Finish Group meeting** (11 April) – Final draft and forward look |
| W/c 16 April | * **SfL taskforce meeting** (TBC) – Endorsement of final draft |
| W/c 23 April | * To Director DEE/ Deputy Mayor |
| W/c 30 April | * To Mayor’s Office, NB with MD request |
| W/c 7 May | Draft |
| W/c 14 May | * To Mayor’s Office, NB |
| W/c 21 May | * **CIB meeting** – Final strategy and MD |
| W/c 28 May | * Launch (TBC) |