

1.00pm – 3:00pm via Microsoft Teams

Approx. times		Agenda item	Lead
1:00pm	1.	Welcome and introductions	Chair
1:10pm	2.	Actions from previous meeting (Discuss Actions / Minutes from last meeting with RS on 9 th October)	Chair
1:20pm	3.	Election of New Chair:	HEY LEP Chris Howell
1:30pm	4.	Partnership Action Plan and Implementation Tracker: <ul style="list-style-type: none"> Review all Recommendations. <p style="text-align: right;">Discussion/Feedback</p>	HEY LEP Chris Howell
2:00pm	5.	Youth Futures: <p style="text-align: right;">Project Update</p>	The Warren Youth Project JJ Tatten
2:15pm	6.	Case Study Development: <p>Collaboration of Providers Ongoing - Collate case studies of learners progressing into Apprenticeship and T levels and the impact they have had personally and the steps they took to secure the opportunities building a young apprenticeship ambassador network.</p> <p style="text-align: right;">Discussion</p>	HEY LEP Carl Southcoat
2:20pm	7.	HTQ Mapping and Gap Analysis at HE level: <p>HE HTQ provision available and whether access to HE training is limited in any areas.</p> <p>Working group to explore further? Complete a project that investigates and assesses the gaps in HE Apprenticeships.</p> <p style="text-align: right;">Discussion</p>	All
2:40pm	8.	Levy Transfer - Developing a strategic approach to engage with levy paying businesses: <ul style="list-style-type: none"> Support from Business and Apprenticeship leads. <p style="text-align: right;">Discussion</p>	HEY LEP Chris Howell

2:50pm	9.	Any other business: 1. Promote the AI for SME's 'A Mini Conference'	All
	10.	Date / time and venue for future meeting <ul style="list-style-type: none"> Date of Next Meeting: 15th April 2024 - 13:00 -15:00 Future Meeting Dates: <ul style="list-style-type: none"> 22nd July 20024 - 13:00 – 15:00 	Chair