**CHESHIRE AND WARRINGTON - EMPLOYERS SKILLS AND EDUCATION BOARD MEETING ON 13 NOVEMBER**

**Meeting to be held in United Utilities Board Room, Haweswater House, Lingley Mere Business Park, Warrington WA5 3LP between 13.30 and 15.30 hrs.**

Current list of attendees and apologies at **Annex A.**

**AGENDA**

**13.30 hrs Welcome, introductions and declarations of interest.**

**13.40 hrs Note of last meeting on 16 October 2019** (Chair - 5 minutes)

**13.45 hrs Action list and any matters arising that are not on agenda –** (Chair - 5 minutes)

**13.50 hrs Apprenticeship Ambassador Network – proposals to link with Employers’ Skills and Education Board and Pledge Management Board** (Julia Teale - 10 minutes)

**14.00 hrs Progress Report on Accelerate Cheshire and Warrington (**Charlie Woodcock - 50 minutes)

* **Conditions of DWP Approval and Next Steps**
* **Governance (terms of reference of Governing Board and Operational Board)**
* **Programme of meeting dates** including meeting of the Shadow Governing Board
* **Timetable for delivery and breakdown of key tasks and rate determining inputs** for full implementation
* **Members’ access to dynamic procurement framework** **portal**
* **Overall ambition and key performance indicators** to be developed by Management Board

**14.50 hrs Data and Labour Market Intelligence to Inform the Curriculum/Training Offers** (David Brennan - 20 minutes)

* Draft terms of reference of Data and Labour Market Steering Group
* Feedback from meeting of Data and Labour Market Steering Group on 5 November 2019 and initial plan of work

**15. 10 hrs Local Growth Fund Progress Report** (Pat Jackson – 5 minutes)

**15.15 hrs Stakeholder Map, Branding and Communications Strategy** (Chair – 5 minutes)

**15.20 hrs Any Other Business –** Clare Hayward

* **Items for future meetings (Risks, Branding and Communications Strategy)**
* **Date and venue of next meeting** (11 December – any volunteers to host?)

**15.30 hrs Close meeting**

**CHESHIRE AND WARRINGTON LEP Annex A**

**EMPLOYERS SKILLS AND EDUCATION BOARD MEETING ON 13 NOVEMBER 2019**

The following members of the Employers’ Skills and Education Board are expected to attend the meeting:

* \*Clare Hayward (Chair)
* \*Nicola Dunbar (Deputy Chair)
* \*Julia Teale (Bentley Motors)
* Paul Colman (South Cheshire Chamber)
* \*Phil Atkinson (Daresbury)
* \*Paul Taylor (Taylor Business Park)
* Jasbir Dhesi (Cheshire College South and West – representing the FE Colleges)
* James Richards (Network Rail)
* \*Bill Carr (Carpe Diem)
* Louise Higgins (United Utilities)
* Nicola Merriman (National Skills Academy Nuclear)
* \*Cllr David Jefferay (Cheshire East Council)
* \*Stephen Fitzsimons (Warrington Borough Council)
* \*Chloe Taylor (Cheshire West and Chester Council)
* Philip Cox
* Pat Jackson (LEP)

**Apologies**

* Martin Wood (Department for Business, Energy and Industrial Strategy) – observer

No Contact - Faye Van Flute (Lloyds Banking Group)

Also attending, Charlie Woodcock, Maud Duthie, David Brennan

\*With voting rights