

**Sector Officer Meeting
Friday 17th December 2010
10.15-12.00 WYLLN office
University of Huddersfield**

Draft Agendas

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|----|---|-----|
| 1. | Minutes from October meeting (enclosed)
Matters arising | JB |
| 2. | Sector business plans and activities <ul style="list-style-type: none"> - Business Plan and Projects - progress towards activities/any issues - Monitoring/spend <p>Please submit an updated copy of the Sector Group Activity/Project Form and the Monitoring Form to Alan by the 15th Dec and bring a copy to the meeting to present. (copies of both forms enclosed)</p> | SOs |
| 3. | WYLLN Employer Offer <ul style="list-style-type: none"> - Consideration of sector officer and sector group role and contribution (diagram enclosed) | ALL |
| 4. | AOB | |
| 5. | Date and time of next | |

**Sector Officer and HLSC Joint Meeting
Friday 17th December 2010
12.30-14.00 WYLLN Office
University of Huddersfield**

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| 6. | WYLLN Employer Offer <ul style="list-style-type: none"> - The vision, strategy, and the component parts - SO/HLSC input to component parts - LMI service <ul style="list-style-type: none"> - Marketing and communications - Brokerage and referral - Learning List - other aspects? | JB
ALL |
| 7. | Staff Development <ul style="list-style-type: none"> - HE STEM | ALL |
| 8. | AOB | |
| 9. | Date and time of next | |

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| 10. | Review of performance - outputs, outcomes and benefits
Please submit a summary of performance achieved as benchmarked against those recorded in the original project document, section titled “outcomes and benefits” | ALL |
| 11. | Working arrangements and priorities Jan-May 2011 | JB/
ALL |
| 12. | Google Docs <ul style="list-style-type: none"> - Usage to date - Usage in future - CRM options WYLLN programme - conference | ALL |
| 13. | AOB | |
| 14. | Date and time of next | |