**Lincolnshire Public Service Apprentice of the Year Awards 2019**

**Planning meeting 24th June – Notes and Actions**

**Present: Chris Donkin, Ian Dickinson, Pat Hodson, Mike Johnson and Pauline Mould**

***Things that the planning group to considered***

**1 Source a venue**

It was agreed to try firstly Bishop Grosseteste University and then (if necessary) the University of Lincoln

*ACTION: Chris Donkin to source the venue as described above (the actual date will probably depend on Karen Lee’s availability - see 7 overleaf)*

**2 Decide how to get the applications in and by when (The suggestion was that we use the same format as last year but don’t use the on-line e-form as there were a few glitches that caused angst – it was suggested we use email)**

The group decided to accept nominations by a Word document attached to an email (as effected by ULHT last year). The word application form to be sent out to key contacts in late July with nominations to be received by the end of October

*ACTION: Chris Donkin to use a version of the Word document that ULHT used last year to collect nominations*

**3 Who will get the prizes and the engraving?**

This was done by Chris Donkin last year

*ACTION: Chris Donkin*

**4 Who will be on the panel to decide the winners (last year it was Chris Donkin, Mike Johnson and Janet Hutchinson)**

It was noted that (although not at the meeting) Janet had volunteered again

*ACTION: Chris Donkin, Mike Johnson and Janet Hutchinson to comprise the judging panel*

**5 Format for the event**

 It was suggested end on to a Compact ‘planning for 2020’ meeting/event in December and invite only those shortlisted.

*ACTION: As discussed above*

**6 Publicity? How do we get a big bang for our buck?**

It was agreed that we should get two press releases produced (one before the event and one after) and that we should try to get the Lincolnshire Echo and Radio Lincolnshire involved

*ACTION: The ‘Apprenticeships Community of Practice’ Group to decide on a marketing campaign for the awards event at their September meeting*

**7 Celebrity presenter?**

It was agreed that Karen Lee was fantastic last year.

*ACTION: Mike Johnson to invite Karen Lee to present the prizes again on either the 6th or 13th December (NOTE: Karen’s availability will probably decide the date for the event). If Karen is unavailable then Mike to approach David Hughes the Chair of the East Midlands Apprenticeship Ambassador Network to see if he would take on the role.*

**8 Costs? We likely to incur some costs and if so how do we fund it? Sponsorship?**

It was noted we already have pledges from EMAAN and the WBLA (both very gratefully received).

*ACTION: Ian Dickinson to explore further sponsorship possibilities with the GLLEP*

***Chris Donkin***

***July 2019***