

# EMPLOYMENT AND SKILLS BOARD AGENDA PLAN

Updated on 10 October 2022

Agenda Item: 2.5

## Notes

Reports and Presentations are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting. The agenda dispatch date is five clear working days before the meeting.

The following are standing agenda items which are considered at every Board meeting:

- Minutes of previous meeting and Action Log
- Agenda Plan

Meeting date	Agenda item	Lead	Form of Update	Deadline for Reports/presentations	Agenda despatch date
18.10.22	Employment and Skills Strategy Implementation plan and business plan	Fliss Miller	Paper	07.10.22	10.10.22
	Local Skills Improvement Plan	Vic Annells	Paper		
	Growth Works with Skills update on performance and the year ahead	Gareth Preece	Paper		
	Procurement outcomes	Parminder Singh Garcha and Melissa Gresswell	Verbal		
06.12.22				25.11.22	28.11.22

<b>Meeting date</b>	<b>Agenda item</b>	<b>Lead</b>	<b>Form of Update</b>	<b>Deadline for Reports/presentations</b>	<b>Agenda despatch date</b>
<b>21.02.23</b>				<b>10.02.23</b>	<b>13.02.23</b>
<b>16.05.23</b>				<b>05.05.23</b>	<b>08.05.23</b>
<b>11.07.23</b>				<b>30.06.23</b>	<b>03.07.23</b>
<b>10.10.23</b>				<b>29.09.23</b>	<b>02.10.23</b>

