

Employment and Skills Board Action Log

The action log records actions recorded in the minutes of Employment and Skills Board meetings and provides an update on officer/member response.

Minutes of the meeting 20 February 2024					
Item	Report Title	Lead Officer/Member	Action	Response	Status
3.	Minutes of the Employment and Skills Board meeting on 12 December 2023 and Action Log	Callum Boddington	1. Callum to circulate the Work Programme of the Skills Committee to members of the Board.	To be sent to members with the Minutes	CLOSED
4.	Governance and Membership Review	Melissa Gresswell	1. Governance and Membership Review to be included in the next agenda	To be included in the next Employment and Skills Board Agenda	On-going
5.	DWP - Update	Laura Guymer (1) Julia Nix (2)	1. Dates of the NHS Careers/ Jobs event to be shared with members. 2. Clarity to be provided over the figures on slide 2 as a proportion of local population rather than proportion of the regions. (What is the relative employment levels in each district).		On-going
6.	Delivering on the Local Skills Improvement Plan	Adeline Winshaw	1. Create a forward focused narrative. Adeline to connect with CPCA and others. 2. Adeline to provide a summary on the work being done to help providers to work more closely, so CPCA can share with providers. 3. A List of projects and providers delivering in the region through	Point 3 has been provided and sent to members of the Board Point 1 and 2 ongoing.	On-going

			LSIP to be provided to board members		
7.	Good Work Charter	Laura Guymmer/ Claire Paul	1. Research Document to be shared by Tim Britt on the work place culture, wellbeing and the value of diversity.	Sent out to members of the Board	CLOSED

Minutes of the meeting 12 December 2023					
Item	Report Title	Lead Officer/Member	Action	Response	Status
4.	Governance and Membership Review	Melissa Gresswell	1. Officers to review membership and approach underrepresented sectors. Any suggestions for new members would be welcomed.		On-going
6.	Sector Focus and Strategy	Claire Paul	1. Julia Nix to liaise with Sarah Worsley to further discuss employing people with neuro diverse disabilities and to get in touch with an engineering and manufacturing business in Thetford that has had particular success with this.		Open