

EMPLOYMENT AND SKILLS BOARD AGENDA PLAN

Agenda Item: 1.3

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
06.12.22				25.11.22	28.11.22
21.02.23				10.02.23	13.02.23
16.05.23				05.05.23	08.05.23

