

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 12 December 2023					
Item	Report Title	Lead Officer/Member	Action	Response	Status
3.	Work Programme (Forward Agenda Plan)	Jo Morley	1. New ESB members to be added to the circulation list for Skills and Employment Committee agenda papers.	New members Charlotte Horobin and Michael Moriarty added to the distribution list on 12.12.23.	Closed
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
5.	DWP Update	Julia Nix	1. Julia Nix and Janet Warren to liaise with City College Peterborough, a provider of adult social care courses, and link them with adult social care employers to facilitate work experience placements. 2. Mark Robertson to facilitate an introduction for Claire Paul with Cambridge Community Arts		Open Open
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

			2. The Governance Manager to write and circulate the minutes in a timely fashion so that actions could be worked on immediately and the momentum on this process was kept up.	Minutes circulated and published on 12 January 2024 (delay due to Xmas break)	Closed
--	--	--	---	---	--------

Minutes of the meeting 10 October 2023					
Item	Report Title	Lead Officer/Member	Action	Response	Status
6.	UK SPF – Skills Projects and Succession Planning for Skills Brokerage Service	Claire Paul	1. Claire Paul, Assistant Director for Skills and Nathan Wilkins from the CITB to organise a meeting to further discuss the role of apprenticeships		Open