

# EMPLOYMENT AND SKILLS BOARD AGENDA PLAN

Updated on 6 December 2021

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
<b>14.12.21</b>	Local Skills Report refresh - Draft	Fliss Miller		<b>03.12.21</b>	<b>06.12.21</b>
	Employment and Skills Strategy - Draft	Fliss Miller			
	Findings from the Apprenticeship Survey	Rachel Hallam			
<b>22.02.22</b>	Economic update	Rachel Hallam			
	AEB – 2020-21 Performance	Parminder Singh Garcha			
	University of Peterborough – update on progress	Mahmood Foroughi			
	Careers Hub and wider work	Laura Guymer			
	Business Growth Service – first year performance	Alan Downtown/Fliss Miller			
<b>19.04.22</b>					

<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>21.06.22</b>					
<b>18.10.22</b>					