

# Gloucestershire Employment and Skills Board

## ACTION LOG

<b>No.</b>	<b>Topic</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress as at 10.1.2018</b>
1	Priorities and Proposed Actions paper	Update priorities and data/research requirements and circulate to Board members	Pete Carr	Paper prepared for review and discussion at 17 January 2018 meeting
2	Priorities and Work Plan	Board members to confirm to Pauline which data/data sources they have available to them in their area/sector/networks that could be used to inform further research or analysis of the Board priorities	Board members	Kathryn Wagstaff met with Catherine Coughlan in November 2017. Verbal update at the meeting on 17 January 2018. No other responses from GESB members.
3	Priorities and Work Plan	Pete to invite GFirst LEP lead for the Industrial Strategy to attend the next appropriate Board meeting to explain the approach to be taken.	Pete Carr	Update on Industrial Strategy included in Priorities and Proposed Actions paper for 17 January 2018 meeting. Pete has also discussed proposed approach by GFirst LEP with David Owen.
4	Priorities and Work Plan: Brexit	Pete and Kathryn to include Brexit-related questions in to the Business Survey scheduled for Winter 2017 and Spring 2018. Pauline to include headlines/latest position on Brexit in the agenda for each meeting	Pete Carr Kathryn Wagstaff Pauline Hartree	Business Survey currently being undertaken. Consultants have been appointed on behalf of Gloucestershire County Council. Headline results available over the summer months.

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5	Priorities and Work Plan: Lobbying	Pete to invite Gloucestershire MPs to meet with the Board once priorities and work plan are further developed and the Board is clear about its key messages to MPs	Pete Carr	Pete to progress this once GESB members have clarified key messages/asks to MPs
6	Priorities and Work Plan: Lobbying	Sara-Jane to ensure the Board is updated on progress on skills budget devolution in West of England.	Sara-Jane Watkins	Verbal update at 17 January 2018 meeting
7	Priorities and Work Plan: Lobbying	Pete to keep Board updated on devolution of skills budget in other devolution areas via the LEP Skills Leads meetings and network.	Pete Carr	Verbal update at 17 January 2018 meeting
8	Priorities and Work Plan: Institutes of Technology	Pete will report back to LEP Board that some members of the GESB expressed reluctance to make recommendations to support specific bids without more guidance from Government and from the LEP Board. He will find out more detail on the decision making process/criteria	Pete Carr	Update on IoTs included in Priorities and Proposed Actions paper for 17 January 2018 meeting. LEP Board made aware of GESB members' views on making recommendations for IoTs
9	Terms of Reference	Board members will feed back any suggested amendments to the Terms of Reference individually to Pauline who will circulate an updated version prior to the next meeting	Board members Pauline Hartree	Final ToR circulated w/c 8 January 2018
10	Topics for next meeting: Industrial Strategy	Kathryn to circulate a summary of the National Industrial Strategy	Kathryn Wagstaff	Summary circulated to Board members on 3 November 2017 and with papers for 17 January 2018 meeting

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11	Topics for next meeting: Review of Careers Strategy	Pete to circulate (link to) Careers Strategy and confirm what is required of the Board. Arrange for relevant person to talk to the Board about the Careers Strategy	Pete Carr	On agenda for meeting on 17 January 2018. Andrew Lloyd to attend for this item.
12	Topics for next meeting: Dashboard	Kathryn to pull together data and give the Board an idea of what can be monitored ie. what real time data is available.	Kathryn Wagstaff	Kathryn to update at the meeting.