

Gloucestershire Employment and Skills Board

Action Log – updated April 2018

No.	Topic	Action	Responsibility	Progress
1	Priorities and Work Plan: Industrial Strategy	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	Discussed with GFirst LEP CEO and DCEO but postponed until clear guidance issued by Government on the contents of local industrial strategies.
2	Priorities and Work Plan: Business Survey	Headline results to be reported to the 11 April 2018 meeting	Pete Carr Kathryn Wagstaff	Andrew Engeli and Oliver Allies from Wavehill will attend meeting on 11 April 2018 to present headline results of the Business Skills survey
3	Priorities and Work Plan: Skills Budget Devolution	Pete Carr to talk to Mike Dawson, Tewkesbury Borough Council CEO about recruitment of cross-authority planning lead. Pete to keep Board updated on devolution of skills budget in other devolution areas via the LEP Skills Leads meetings and network.	Pete Carr	Local authority planning lead being recruited. Pete to confirm start date when confirmed. No further update from previous meeting.
4	Priorities and Work Plan: Data	Kathryn Wagstaff to circulate link to Inform which enables users to access, compare and analyse local authority data	Kathryn Wagstaff	Link to Inform circulated with notes of meeting of 17 January 2018

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5	Priorities and Work Plan	All members to feed back to Pete Carr by Monday 19 February 2018 any additional actions or amendments to actions for the priorities and work plan	All board members	Feedback received and incorporated. Updated version circulated with papers for April 2018 meeting.
6	Priorities and Work Plan: dashboard	Kathryn Wagstaff to circulate dashboard template for comment with a view to sign off at meeting on 11 April 2018	Kathryn Wagstaff	Kathryn to discuss at the March board meeting.
7	Priorities and Work Plan: Actions	Pete Carr to coordinate actions shown in the work plan and report on progress at future meetings	Pete Carr	Pete to report on actions from July 2018 meeting.
8	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	Likely to be September 2018 meeting
9	Careers Strategy	Anne Stokes to attend Heads' meeting and invite representatives of the GESB to meet with secondary school heads to progress the Careers Strategy	Anne Stokes	Pete hoped to attend March GASH meeting but unable to attend because of family illness. Pete and Clare to attend future meeting/s as invited by Anne.

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10	Careers Strategy: research	Kathryn Wagstaff to research – via school websites and EDGE project report/feedback – what range/level of careers guidance is provided by academies/independent school.	Kathryn Wagstaff	Statutory obligation has only just been issued to schools. Kathryn will follow up before the July meeting and do a complete audit of which are providing a careers strategy, identified careers lead and working with Enterprise Advisers and Governors links with businesses.
11	Careers Strategy: Local Enterprise Adviser Networks Recruitment	GESB members to contact Pete Carr about support/resource options for the coordination of the Gloucestershire Enterprise Adviser Network	Board Members	No contact from Board members by end of March 2018. New staff recruited as Enterprise Co-Ordinators and regular update/good practice sharing meetings with Enterprise Advisers taking place.