

Appendix C

SKILLS AND EMPLOYMENT ACTION PLAN

Key Dates	Milestones	Deliverables
Sept/Oct 09	Steering Group in place	<ul style="list-style-type: none"> ● Draft Skills and Employability propositions ● Draft ESB Terms of Reference and membership
Oct/Nov 09	ESB Secretariat/officers working group in place	<ul style="list-style-type: none"> ● Capacity to drive work and skills plan and review evidence base ● local engagement
Nov/Dec 09	CX (Nov)/Leaders approvals (Dec)	<ul style="list-style-type: none"> ● Shadow Board and Interim Chair (derived from Steering Group and BLG) ● 2010/11 budget approvals ● Commissioning of Plan
Jan/Feb 2010	Pre-assessment by UKCES and endorsement of full Board arrangements by Leaders Board	<ul style="list-style-type: none"> ● Shadow Board convened ● Membership of full Board and terms of reference agreed ● Draft priorities (work and skills plan)
Jan to March 2010	Board and chair recruitment	Recruitment process for full board: <ul style="list-style-type: none"> ● LA reps ● Public sector employer rep ● Agencies, eg YF, JCP, LSC/SFA ● Private sector reps ● Chair in place
April 2010	Final endorsement/assessment	<ul style="list-style-type: none"> ● Full Board in place/ratified ● Plan adopted ● UKCES assessment
May/June 2010	Granting of "Section 4" powers	<ul style="list-style-type: none"> ● Delivery of LCR Priorities for investment in adult skills ● Alignment with IRS/National strategy