Appendix 1: Steps/Action Plan:

Objectives	Activities	Outcomes	Who	Date
Set up the board – identify key players, senior council member.	Identify those who were positive about joining the board from the Nascent Rae research. Ensure there is representation from across different businesses, public sectors, education providers etc. and if not, approach others. Identify key council member to represent the council on the board.	• Board established which is representative of the borough. • C.12 members on the board • Chairperson appointed	AU, MJ	July 2024 with the first meeting taking place same time
Membership and MOU agreed and signed.	Terms of Reference, membership and MOU established and signed.	• Marketing of singing of the MOU.	MJ + Chair	July 2024
Appoint leads for each workstream- to cover each of the strategic objectives.	Leads of each stream determined by position/experience. Leads to form their own sub-group to support delivery of KPIs	• Leads communicated to the board.	Chair	July 2024 July/Aug 2024
Agree benchmarking in order to establish KPIs	Establish what the KPIs should be. Agree data sources. Produce benchmark data Share with the board	• Understanding of starting points and targets set.	Workstream leads	July /Aug 2024
To produce detailed action plan for each workstream – agreed KPIs	Use benchmarking data to set priorities and establish targets for each workstream. Agree KPis with the board	• Quarterly reporting on progress to the board.	Workstream leads Chair	Aug/Sept 2024

Promotion of skills strategy - glossy brochure - sign and launch	Involvement of Comms. Council representative Lead member To agree and finalise comms plan Hard and soft launch	• stakeholders and public awareness of the strategy though publication, news article, social media • engagement in education and training • development of workforce	Chair, workstream leads Comms Members	Soft Launch – July Hard launch Aug 2024
Quarterly monitoring of performance	Ongoing performance monitoring at quarterly board meetings.	• Impact on skills and work force development	Chair and Board members	Quarterly
Governance	The monitoring of the work of the Skills board is to be reported to Corporate Director for Communities and Regeneration on a quarterly basis and then Lead member Lead Member for Regeneration, Planning and Growth			