



WHEN Times/Dates/ Locations	DESIGNATED LEAD Member/ Officer	WHO Key Witness	WHAT Evidence/Information	HOW Meeting/Visit/ Correspondence/ Briefing Paper/ Research	OUTCOMES	WHY
10.00AM 2 November, 2011. Committee Room 2.	Diane Close	Linda Bailey  Sue white  Diane Close	Various schemes/work undertaken within the County to enhance employment opportunities for young people <ul style="list-style-type: none"> <li>• Work of the 14-19 Partnership.</li> <li>• Business Enterprise Partnership.</li> <li>• Briefing for members on the work of various Area Action Partnerships in relation to Young people and employment</li> </ul>	Presentations and /or reports by officers.  Report	<ul style="list-style-type: none"> <li>• Members will be given information of various schemes delivered within the County to help increase young people's (18 – 24) employment opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Members will have a knowledge of various schemes delivered within the County to increase young peoples job opportunities...</li> </ul>
10.00AM 11 November, 2011. Committee Room 2.	Diane Close	Graham.Wood   Graham Wood	<ul style="list-style-type: none"> <li>• Development of a follow up programme to the FJF, role of Derwentside training, Duke of Edinburgh Scheme and East Durham Business Service Apprenticeship Brokerage Service.</li> <li>• A mapping exercise identifying all the various Partners within the County who engage with employers in relation to the 18 -24 age group.</li> </ul>	Presentation and/or report.  Information from officer - chart.	As above  <ul style="list-style-type: none"> <li>• Members will receive information on the Partners within the County who engage with employers in relation to the 18-24 age group.</li> </ul>	As above  <ul style="list-style-type: none"> <li>• Members will be aware of all the Partners within the County who engage with employers in relation to the 18-24 age group.</li> </ul>
10.00AM 15 November, 2011. Committee Room 1(A).	Diane Close	CDEP  FE Colleges  Graham wood/ JCP	Examples of how Partners and the Authority engage with employers including: <ul style="list-style-type: none"> <li>• Work undertaken by the CDEP in relation to Young people and unemployment. Including promoting apprenticeships, assessing employers skills requirements, encouraging employers participation in schemes to support young people.</li> <li>• Work of FE colleges in relation to engagement with employers, ensure that the training on offer to young people meet local employers needs, transport arrangements..</li> <li>• Examples of case studies and best practice involving young people on a local and regional basis focusing on: <ul style="list-style-type: none"> <li>○ Apprenticeships.</li> <li>○ Work experience/work placements.</li> <li>○ Introducing young people to the world of work.</li> <li>○ Volunteering.</li> <li>○ Self employment.</li> </ul> </li> </ul>	Presentations and/or reports.  Presentation and/or information/report.  Briefing note provided for members.	<ul style="list-style-type: none"> <li>• Members will be presented with information detailing the work of the CDEP and FE Colleges in relation to employer engagement within the County..</li> <li>• Members will be provided with case studies of young people who have participated in various interventions and have gained employment.</li> </ul>	<ul style="list-style-type: none"> <li>• Members will be aware of the work of the CDEP and FE Colleges in relation to employer engagement within the County..</li> <li>• Members will be aware of case studies of young people who have participated in various interventions and have gained employment.</li> </ul>

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10.00AM 30 November, 2011.	Diane Close	Visits to various support schemes	To be determined	Visits	<ul style="list-style-type: none"> <li>Will allow members to see first hand the positive work being undertaken within the County.</li> </ul>	<ul style="list-style-type: none"> <li>Will allow members to see first hand the positive work being undertaken within the County.</li> </ul>
10.00AM 22 December, 2011.	Diane Close	JCP	<ul style="list-style-type: none"> <li>Work undertaken by Jobcentre Plus in relation to engagement with employers including development of a strategy to align skills development with local employment needs.</li> </ul>	Presentation and/or report.	<ul style="list-style-type: none"> <li>Members will receive information on the work of JCP in relation to Employer engagement and support..</li> </ul>	<ul style="list-style-type: none"> <li>Members will receive information on the work of JCP in relation to Employer engagement and support.</li> </ul>
10.00am 12 January, 2012.	Diane Close	Graham Wood  Employers	<ul style="list-style-type: none"> <li>The role of the Authority in relation to engaging with employers ie. AAP's, TRT, Business Enterprise Partnership, links established via FJF, Derwentside Training.</li> <li>Discussion with employers on barriers and issues to employing young people</li> </ul>	Presentation and /or report.  Discussion with employers	<ul style="list-style-type: none"> <li>Members will receive information on the work of the Authority in relation to employment engagement.</li> <li>opportunity to speak to employers and identify barriers and issues in relation to employing young people.</li> </ul>	<ul style="list-style-type: none"> <li>Members will receive information on the work of the Authority in relation to employer engagement.</li> <li>Members will have an understanding of the barriers and issues in relation to employing young people.</li> </ul>
10.00am 30 January, 2012.	Diane Close	Visits	<ul style="list-style-type: none"> <li>To be determined.</li> </ul>	Visits	<ul style="list-style-type: none"> <li>Will allow members to see first hand the positive work being undertaken within the County.</li> </ul>	<ul style="list-style-type: none"> <li>Will allow members to see first hand the positive work being undertaken within the County.</li> </ul>