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Worklessness		Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13
Getting the team in place	_			_													
Advertise and recruit Engagement Officer																	
Advertise and recruit Children in Care Engagement Officer Appoint Engagement Officer																	<u> </u>
Appoint Children in Care Engagement Officer																	
Worklessness Placement Programme																	
Develop placement opportunities Develop placement policy/objectives/background paper																	-
Prepare a 'business case' for why intervene?																	
Prepare PR of our offer and promote to key influencers Launch and continue placement programme																	
Evaluation and Review Programme																	
Healthy Steps to Employment Pilot																	
Design Healthy Steps to Employment Programme Agreement and Sign off																	<u> </u>
Launch																	
Monitor and Evaluate																	
Project Design for Mentoring and Small Business Apprenticeship Scheme "Man, Van and Apprentice" Project design																	
Promotion and secure funding																	
Project programme, PI's, timeframe etc. Launch and Implement																	
Worklessness Budget and Workplan																	
Scope workplan for 13/14 including budget																	
MTSRP input Service Plan input																	
·																	
Benefits and Working Tax Credit Information Procure Benefit and Work Tax Credit advice to help promote why work pays																	
																	<u> </u>
Skills																	<u> </u>
Commissioning Develop Council wide commissioning and purchasing policy																	
Adopt policy																	<u> </u>
Section 106 Site Specific Negotiation/Contracts																	
BWR Secured BWR Unsecured																	
Keynsham Town Hall																	
Casino																	<u> </u>
The Council as an Employer Audit' current position of Apprenticeships across the Council																	
Develop Council Policy and Procedures for Apprenticeships																	
Develop Council Policy and Procedures for Internships Develop Council Policy and Procedures for Vounteering																	-
Develop Council Policy and Procedures for Work Experience																	
Secure Adpotion of Policies Develop Managerial Buddy Opportunities for University Students																	
Develop an offer of public sector reskilling courses (with CoB College and HR)																	
Data and Knowledge																	
Labour Market Assessment and Future Skills Requirements Study brief Commission Study and Action Plan																	-
Complete Action Plan																	
Build into Service Plan and Budget Proposals																	
Schools (with TP and Economic Development) Develop Project Plan for increasing business participation in schools																	
Build into workplan and budget for 13/14																	
Develop an approach to IAG in schools based upon future labour market needs																	-
Skills for Business (with Economic Development)																	
Put together Project Proposal (incl via Initiative for B&NES) PR strategy based on pilot/good practice scheme (e.g. Polamco and college)																	<u> </u>
Target business sectors with growth/new skills requirements																	
Radstock and Westfield																	
Negotiate Action Plan Consider resource implications																	
Agree Action Plan																	
Events																	
Skills Fair																	
Others TBC (e.g. Apprenticeship week, Have a go week etc.)																	
Business Development																	<u> </u>
Communications Strategy Scope and Plan																	
Commission PR advisor																	
Commission Internship Group Develop agreed objectives																	
Agree audiences and key influencers and frequency of messages Agree key messages																	<u> </u>
Prepare General PR Presentation Portfolio																	
Prepare Key Influencer Specific Presentation Portfolio Funding Bid specific information (e.g. to attract CSR Cash and RGF etc)																	
Member engagement stragety and presentation material																	
Media outlet and formats agreed Communication Strategy Timeline																	
Success Stories and Promotion																	
Partnership Development																	
Learning Partnership development - agree our agenda for the LP (TP.AA.DP) LEP - developing our plan for the LEP																	
Develop relationship with Sector Skills Councils																	
Develop and maintain relationship with Work Programme Providers																	
Scrutiny Inquiry Day - Graduate Retention Preparation and ensuring the scope is appropriate																	
Data and information gathering																	
Attendance Action Plan																	<u> </u>
Proposal for workplan in 13/14 and budget assessment																	
Business Planning																	
Develop business model demonstrating COBA of Division (to include social capital assessment) Develop Budget and Workplan Proposals for 13/14, 14/15 and 15/16																	
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Develop Budget and Workplan 1 Toposus for 13/14, 14/15 and 13/10																	Ļ