

**Moray Economic Strategy
Programme Managers Meeting
Thursday 15th August 2013, HIE Moray (Forres)**

MEETING NOTE

ATTENDEES	Stephen Cooper (SC), Jim Grant (JG), Gordon Holland (GH), Gordon Sutherland (GS), Reni Milburn (RM), David Duncan (DD) – Moray Council; Jacqui Taylor (JT) – UHI; Steven Hutcheon (SH), Andrew Anderson (AA) and Nicole Green (NG) – Highlands and Islands Enterprise.
APOLOGIES	None.

Chair – SC took over as chair for this meeting, due to JG arriving later.

1) Meeting Note - May 16th.

- Accepted as written.
- All actions completed to date.

2) Progress update on preparation of Business Cases and Project Plans.

- AA – Tourism and Culture Group – Business Cases have been completed and submitted, awaiting feedback.
- GH – Transportation Group – have used a spreadsheet template instead, this has been circulated within group for feedback and approval.
- JG – All completed.
- JG introduced the new template for timescales, milestones and steps which was circulated prior to meeting. It was suggested that these are built into the business cases and used internally to help reporting due to status updates being entirely narrative. These milestones can be used to determine whether a project is on schedule or not or highlight any issues there may be. The tasks could include pre-steps or any actions which enable the project to move forward. There was a lot of discussion around whether this would be over-reporting and it was agreed that this template is optional and if group's have their own mechanism for this they are free to keep using it.
- SH – Three written and will seek group's feedback at next group meeting.
- JT – Recently taken over from Tom McGarry. Has met with group and updated project plans. Will start work on business cases. SC will send the spreadsheet used by the Transportation group to JT.

3) Low priority/impact projects – how to move forward or remove from Strategy.

- Discussion on the process for removing projects from the Strategy which are no longer possible. The section in the priority document for each group 'Low Priority/No

Resources' to be used for projects which need to be reviewed. It was decided that a paper detailing the reasoning behind the request for removal from the Strategy be submitted to the MEP Board for review.

4) Update on Buckie Harbour.

- Consultants have been engaged and produced a skeleton report but are still in discussions with the developers. The full report should be available in early September.

5) Tourism and Culture - Strategy development and implementation.

- The Tourism Strategy has been completed and the implementation plan is now in progress. A consultant has been appointed to look into developing the Moray Chamber of Commerce's business plan, incorporating tourism. The group are aiming to launch the Tourism Strategy at the Tourism Conference – 6th of November at the Alexander Graham Bell Centre.
- The group have now set up a steering group for development of a separate Arts and Culture Strategy. A consultation meeting has been held and a brief issued to potential consultants to take this forward. Work should be completed by the beginning of December.
- The group are also working in collaboration with the Skills and Training group to take forward World Host training in Moray, with the ambition of Moray being awarded destination status. This will be implemented by each area school group. Elgin BID has volunteered to take forward the two in Elgin and Forres Area Community Trust will be taking forward Forres. The group are looking to engage with local representatives from the other areas within Moray. If successful in reaching Destination status, Moray would be the first region to achieve this.

6) Identifying Priorities for European Funding Programme 2014 - 2020.

- Briefing notes have been circulated and RM has met with a few individual themed groups to give an overview of the new programme which looks to have a more strategic approach as opposed to challenge funding.
- Strategic Delivery Bodies will be designated funding to be spent over a number of years for specific priorities. These priorities fit neatly with the structure of the Moray Economic Strategy (MES).
- In the new programme all of Moray is covered in the Highlands and Islands.
- Moray Council are currently undertaking a project – Technical Assistance Lessons Learned. This is looking at what has worked and what has not in the previous programme, delivery bodies, engagement with the Government etc.
- There is the potential for numerous local authorities to work together which is the preferred approach from Government.

- RM would like feedback by the end of August which may lead to a larger workshop later in the year. There should be a clearer picture of European funding by October.
 - If you have worked with European funding please fill out the circulated stakeholder questionnaire and return to RM.
- 7) Development of progress monitoring measures including performance indicators and risk analysis.
- Requested by James Johnston that moving forward we need to look at risk over the whole strategy. The majority of this information has already been populated through the Single Outcome Agreement for delivery of the Strategy. This will be further developed and measurements agreed. These measurements must be proportionate to the work involved.
 - It was previously agreed that the MES Leadership Cohort would meet 6 monthly, this could be an opportunity to assess these measures.
- 8) AOB.
- General update from groups to be standard agenda item.
 - The Transportation Group were unsuccessful with their funding application for the Aviemore bus route but are hoping to explore other avenues for this project.
 - The communications framework has been procured and should be populated by the beginning of October. Stakeholders will be contacted by Peter Jones (Moray Council) to help populate.
- 9) Date and chair of next meeting.
- AA to chair next meeting.

Date	Time	Venue
Thursday, 21 st of November 2013	11.00 am	HIE Moray Board Room (Forres)
Thursday, 20 th of February 2014	11.00 am	TBC
Thursday, 15 th of May 2014	11.00 am	TBC

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ACTIONS FROM MEETING

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APOLOGIES	None.

AGENDA ITEM	DECISION	ACTION BY
2	Send spreadsheet used for Business Cases to JT.	SC

Key:

INITIALS	NAME OF PERSON
JT	Jacqui Taylor
SC	Stephen Cooper