

**Moray Economic Strategy
Programme Managers Meeting
Thursday 21st of November 2013, Board Room (HIE Moray, Forres)**

MEETING NOTE

ATTENDEES	Stephen Cooper (SC), Jim Grant (JG), Gordon Sutherland (GS) – Moray Council; Jacqui Taylor (JT) – UHI; Steven Hutcheon (SH), Andrew Anderson (AA) and Nicole Green (NG) – Highlands and Islands Enterprise; Dawn McNiven (DM) – dm dot pr; James Johnston (JJ) – Transcend Change.
APOLOGIES	Gordon Holland (GH) – Moray Council.
CHAIR	Andrew Anderson (AA) – Highlands and Islands Enterprise.

The meeting began with an introduction of DM to the group. Her role and communications for the MEP will be discussed at the workshop on the 3rd of December.

1) Review of previous meeting note.

Accepted as written.

2) Feedback on actions from previous meeting.

All actions complete to date.

3) MEP Work Session – 03.12.13.

JJ gave an overview of what he hopes to achieve at the Work Session. Every activity within each group should have a purpose. The need for appropriate Terms of Reference was emphasised, for clarity of purpose, direction and alignment with day to day jobs. There is also need for effective performance measurement and effective use of time and resources. Information will be circulated prior to the event. The purpose of the MEP will be defined through the exercise.

4) Project Status Updates and Project Plans.

The formatting of these documents is not important, but they must include timelines and milestones. Targets may be narrative.

Project Status Updates – these are for stakeholders or anyone who may have an interest. They are useful for communicating what the MEP is delivering. The next status update is due at the end of November.

The Project Plans are for reporting to the MEP Board.

5) Update from Programme Groups.

SH - Inward Investment and Business Growth:

Enterprise Park Forres – Unit 10 is now complete as a shell and core building and HIE are in the final stages of putting in place a Development Agreement with a tenant for Unit 11.

HIE will now be looking to design small, medium and large units to then go into development. The inward investment proposition has been revised with a focus on life science and renewable energy.

Elgin Business Park – Awaiting confirmation from developer that the last outstanding element has been completed before legal agreements are concluded. This should be carried out over the next three months.

Buckie Harbour – A draft report has been received from the consultants.

Seminar with Construction Community to be held in the new year.

SC – Transportation

Improvements to A95 – Transport Scotland meeting to agree brief before contracting consultants.

£20 million has been made available, by the Scottish Government, for local authorities across Scotland to bid for a share to fund cycle improvements. Moray Council are preparing an application for this.

JT – Skills and Training

Staff changes - Frances Webster (SDS) is now MEP Link in place of Anthony Standing who moves to the CPP. Tom McGarry from Moray College has been replaced as Programme Manager by Jacqui Taylor, (Moray College UHI). Councillor Barry Jarvis remains as the Community Champion and the representative from the Employability Action Group is Joe Bodman.

Moray Skills Pipeline – Now complete.

Business to Education workshop was held on the 10th of September – helping build a relationship between schools and business, looking at what skills businesses need.

Modern Apprenticeships – There appears to be significant growth in this area. SDS are currently mapping their provision and Moray College are looking to renew their contract.

Would like to invite Department of Work and Pensions (DWP) onto the group.

World Host – Working in collaboration with the Tourism and Culture Group on this project. The World Host Destination Programme from People 1st provides customer care training and accreditation. The groups are now engaging with Associated Schools Groups (ASGs) area representatives with a view to developing a Moray wide scheme, with Moray becoming a World Host destination.

Employability Action Group – Now a sub group of the Skills and Training group.

AA – Tourism and Culture

Establishing body with strong governance to deliver tourism development for Moray – Business planning for the Moray Chamber of Commerce to incorporate this function is nearing completion.

World Host – See Skills and Training Group.

Culture, Arts & Heritage – Nearing end of development of a Cultural Strategy for Moray. This Strategy will be aligned with national, regional and local strategies.

JG – Development

Lossie Green redevelopment – masterplanning – Brief in development for this project. Initially looking to set up a stakeholder group for scope and financial appraisal.

6) AOB

Discussion on possible locations for a Whisky heritage display, three weeks before the next festival. The preferred location is Elgin, with a suggestion of the Moray Life Science Centre at Moray College. This would be a temporary display which would then be moved to a permanent location.

Forres – Redco Milne – A report will be put to the MEP on this issue. Question as to whether this should be an MEP priority. Similar question for the potential aerospace project at Kinloss.

7) Date and chair of next meeting.

Date	Time	Venue	Chair
Thursday 20 th of February 2014	11.00 am	Board Room, HIE Moray (Forres)	JG
Thursday 15 th of May 2014	11.00 am	Board Room, HIE Moray (Forres)	TBC
August 2014 – Date TBC	TBC	TBC	TBC
November 2014 – Date TBC	TBC	TBC	TBC
February 2015 – Date TBC	TBC	TBC	TBC

**Moray Economic Strategy
 Programme Managers Meeting
 Thursday 21st of November 2013, Board Room (HIE Moray, Forres)**

ACTIONS FROM MEETING

ATTENDEES	Stephen Cooper (SC), Jim Grant (JG), Gordon Sutherland (GS) – Moray Council; Jacqui Taylor (JT) – UHI; Steven Hutcheon (SH), Andrew Anderson (AA) and Nicole Green (NG) – Highlands and Islands Enterprise; Dawn McNiven (DM) – dm dot pr.
APOLOGIES	Gordon Holland (GH) – Moray Council.
CHAIR	Andrew Anderson (AA) – Highlands and Islands Enterprise.

AGENDA ITEM	DECISION	ACTION BY
	No actions recorded.	

Key:

INITIALS	NAME OF PERSON