

**Moray Economic Strategy
Programme Managers Meeting
Friday 21st December 2012, HIE Moray (Forres)**

MEETING NOTE

Attendees	Stephen Cooper (SC) – Moray Council; Tom McGarry (TM) – UHI; Steven Hutcheon (SH), Andrew Anderson (AA) and Nicole Green (NG) – Highlands and Islands Enterprise.
Apologies	Gordon Holland (GH) and Jim Grant (JG) – Moray Council.

1) Regular meeting slot.

- Purpose of regular meetings discussed – keeping each other up to date, working with other groups on specific projects where there is potential overlap. There was also a general opinion that the groups shouldn't move too far forward without the involvement of the Business Advocate, which will be decided early in the New Year.
- The decision was made that quarterly meetings would be the best option, with the first being in late February. Each group should have a rough idea of their prioritisations by this point, as collaborative working between groups will be discussed at this meeting. It would also be a good idea for the groups to share their prioritised lists with each other. While prioritising, each group should be thinking about how each project may affect other groups. These lists can be sent to NG who will then circulate before the meeting in February.
- The next stage would be to begin determining the status of each project.

2) Methods of working together.

- Discussing issues via email or telephone dialogue. Email address for all five Project Managers and GH were circulated for ease of use.
- Discussion of Communications resource and how it will be used. It was decided that when appointed they should be invited to the Programme Manager meetings which would be a good opportunity to feed information to them. The importance of getting the correct message to the correct Communications resources was stressed.
- The possibility of using each organisation's other projects to fit the needs of the Strategy was discussed, using the MES heading. It is also very important to use the MES heading in reports etc.
- Communicating to the public via the Councillors was discussed.
- In addition to sharing the prioritised lists amongst groups, it is also important that they are shared with each communications team, ie each organisation's own communications team as well as the MES communications resource, when appointed.

3) How to involve businesses and third parties.

- This is something to be discussed when the Business Advocates have been appointed.

4) Tourism Summit, 8th January 2013.

- AA gave an overview of the scheduled Tourism Summit. There will be between 25-30 attendees from a wide-ranging cross section of the Tourism sector. The event will be facilitated by Dr Roger Carter. This has been scheduled due to a general awareness within the sector that it is underperforming and needs a point of focus.
- The decision was made to use this as a pilot event which other groups may wish to follow on from. The idea of having an event like this for a range of people who may be affected by issues being dealt with by numerous groups of the MES, either multiple events with a different theme each time or one event with an agenda covering all groups.

5) AOB.

- Reporting – Clarity is required over the reporting mechanism for the Strategy. If the project is in the Strategy, is that enough to determine its approval? The MEP link will be used to report back to the MEP on what has been accomplished.
- Removing projects – There is currently no mechanism to remove projects from the Strategy if deemed no longer fit for purpose, etc.

6) Date of next meeting.

TBC – Late February.

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ACTIONS FROM MEETING

Who	Action
All groups	Prioritise projects at next individual meeting, also looking at how they may affect other groups and identifying which projects will need a collaborative approach.