

**Moray Economic Strategy
 Programme Managers Meeting
 Thursday 15th of May 2014, 11.00 am
 Board Room, HIE Moray, Forres**

MEETING NOTE

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

1) Review of previous meeting note.

Amendment: Alexander Graham Bell Centre opening is in June.

2) Feedback on actions from previous meeting.

Send reminders for status updates – GS – No reminders required, each update to be sent to Shelley Lawson, Moray Council, at the end of each quarter.

All other actions completed to date.

3) 10 Year Plan Targets.

All partnerships under the Community Planning Board have been asked to look at the targets for the 10 Year Plan and provide feedback.

Each target was discussed.

General consensus that more local data could be used for measurement in addition to national statistics, also potential use of the project pipeline and planning application data suggested.

Moray College UHI's Research Unit to produce local data reports, potentially on a six monthly basis. Discussion on whether six monthly is too frequent. It would be useful to have commentary alongside the data. AA to find out if Steve Westbrook is still producing these reports for HIE annually.

The MEP Board are to complete this document and enter confidence levels. This will be reported back to the Community Planning Board on the 21st of June.

4) Communications/Engagement.

DM has been working with newly appointed Cameron Taylor, Tourism Operations Manager, Moray Chamber of Commerce to develop a PR plan. As part of the promotion of the Chamber event 'Seafest', DM is looking for statistics on fish exports etc for Moray. JT to send contact details for Abertay University's Outreach Hub to DM.

The MEP has a monthly column in the Northern Scot, this month will feature the Alexander Graham Bell Centre.

DM aims to promote World Host from August to September with courses beginning in October. Costs need to be confirmed before promotion begins.

5) Update from Programme Groups.

Skills and Training Group – JT

The Employability Action Group is working as a subgroup of the Skills and Training Group. Terms of Reference and protocols have been agreed. Updates are provided to the Skills and Training Group through a standing item on the meeting agenda. The groups meet twice a year, or as required.

The group work from an Action Plan which is updated at each meeting. This will be refreshed once details of the Regional Skills investment Plan are confirmed. GS to find out date for publication of this and circulate to JT.

A Modern Apprenticeship event organised by the group for Monday the 19th of May has unfortunately been cancelled due to insufficient numbers. This may be something the Business Forum can help with. Discussion on whether this event could be broadened out to include other schemes.

JT is looking to arrange a meeting with the Moray Chamber of Commerce and Federation of Small Businesses to discuss the needs of the businesses in the area.

Moray College UHI will be attending the annual Adult Learners Day at RAF Lossiemouth. Discussion on whether the Kinloss Barracks could hold a similar event. AA to discuss with contact at the Kinloss Barracks. JT to forward flyer from RAF Lossiemouth to AA. It would also be beneficial if the Kinloss Barracks could share leaver numbers and skill sets annually. AA to discuss this.

Development – JG

As mentioned previously, JG is representing Moray Council on the Energy North Oil and Gas Taskforce. They are looking to set up a skills group in each area, JG has suggested using the existing MES Skills and Training group. Now supply chain meetings will be scheduled, with Moray likely to be in September/October. A meeting is also to be scheduled between Moray Council and HIE's core Energy team.

Moray Council will be attending the Offshore Europe event.

A draft report from the Lossie Green Charrette is to be reviewed by the Economic, Development and Infrastructure committee. A full Charrette will be held in September 2014.

Consultants have been appointed to investigate the financial options and risks involved in the proposed Bogton Road development in Forres. These options will be reported to the Moray Council in September.

The Area Based Review Group met and discussed what they see as priorities for economic development. A workshop will be scheduled with the elected members regarding these priorities, feedback from which will be given to the MEP. HIE happy to attend this event.

Inward Investment and Business Growth – SH

The first stage of the Enterprise Park Forres masterplanning exercise complete. An appraisal paper for the next stages will go to the HIE Leadership Team this month.

HIE are currently managing a pipeline of 11 enquiries for 3 buildings, Head of Terms for 1 verbally agreed. Horizon Scotland welcomes a new tenant.

Buckie Harbour – Working together with Moray Council on this, there is a need for a programme of activity or masterplanning exercise.

The next part of the proposition material for Moray will look at the lifestyle within Moray and the opportunities presented from proximity to Aberdeen.

A bespoke event with Energy North in the local area is being planned for later this year. A shortlist of 10 or 12 companies to be created for this.

Kinloss Barracks are currently happy to lease units on a short term basis. It would be useful if they could produce particulars for these. It may be useful to have representation from both the Kinloss Barracks and RAF Lossiemouth at the Energy North event. SH to send a scope of the event to GS who will look into this.

Tourism and Culture – AA

The group welcomes two new members, Cameron Taylor, who has been appointed as the Tourism Operations Manager for Moray Chamber of Commerce and Sam Dowdall, General Manager at Christies of Fochabers.

A sub group approach for specific projects has been taken to date. The Arts and Culture sub group will remain in place, now focusing on devising an implementation plan. This will sit alongside the Arts and Culture Strategy which will be going to the MEP, for approval, in September. Feedback on the Strategy suggests that the culture of Moray is not captured effectively. A cultural audit of Moray is to be undertaken by the consultant.

World Host – Awaiting cost confirmation before further action can be taken.

The Laich of Moray – A new project originally created and promoted by Jim Royan. aims to formulate an approach towards a long term ambition of seeking the designation by UNESCO as a World Heritage cultural landscape. An initial meeting of stakeholders was held at Gordonstoun on the 30th of April. It was agreed that this group should be formalised into a steering group for the project, sitting under the Tourism and Culture group. An application for academics to develop authenticity of the project has been submitted to Interface. This project has a strong connection to the Castle to Cashmere project.

6) AOB.

The Queen's Baton Relay will be entering the Forres Enterprise Park in July.

7) Date and chair of next meeting.

Date	Time	Venue	Chair
Thursday 21 st of August 2014	11.00 am	TBC	TBC
Thursday 20 th of November 2014	11.00 am	TBC	TBC
Thursday 21 st of May 2015	11.00 am	TBC	TBC

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ACTION NUMBER	AGENDA ITEM	DECISION	ACTION BY
4	3	Find out if Steve Westbrook is still producing local reports for HIE annually.	AA
5	4	Send contact details for Abertay University's Research Hub to DM.	JT
1	5	Find out date for publication of the RSIP and circulate to JT.	GS
2	5	Send AA RAF Lossiemouth Adult Learners Day flier.	JT
3	5	Discuss with Kinloss Barracks contact, the potential for holding a similar event to the RAF Lossiemouth Adult Learners Day. Also, discuss if it would be possible to share leaver numbers and skill sets annually.	AA
6	5	Send a scope of Energy North local event to GS who will discuss possibility of attendance with RAF Lossiemouth and Kinloss Barracks.	SH/GS