

SKILLS AND TRAINING GROUP (STG)

MINUTES OF MEETING HELD ON 13TH AUGUST AT MORAY COLLEGE UHI

Attending

Jo Bodman	Moray Council
Frances Webster (Chair)	Skills Development Scotland
Councillor Barry Jarvis	Community Champion
Jacqui Taylor	Moray College UHI

Apologies

None

Agenda Items

1 Welcome and Introductions

Frances and Jacqui are new to the group. Frances is attending in place of Anthony Standing who moves onto the CPP and Jacqui is attending in place of Tom McGarry who moves onto the MEP.

Frances will chair the group and Jacqui is the programme manager.

2 Group overview and remit

Discussion in relation to the group and its remit. It was agreed that the priorities need to be revised and updated.

Areas of Responsibility include:

Community Champion who for all the MEP groups is a Councillor. Their role is to represent the community views.

Business Advocate – it was noted that it was vital that this be progressed. It was also agreed that one person from the group be nominated to coordinate and communicate with the Business Champion. There were several names discussed and it was also noted that the Chamber of Commerce and/or the Federation of Small Business may be a good contact for business representations.

AP This is to be further discussed and agreed at the next meeting.

Programme manager – is responsible for co-ordinating the groups and progressing activity.

3 Skills and Training Group Priorities

Discussion around the priority plan and it was agreed to close off some actions as they were complete. Take out some actions which were deemed to be unrealistic to achieve and add additional priority headings. It was also agreed that the recommendations of the Rocket Science Report be

taken into consideration when setting new priorities. The STG will also work with the Tourism and Culture group in the development of World Host.

AP – Jacqui to update the priority plan.

4 Link with the Employability Action Group (EAG)

It was agreed, following discussion that the Employability Action Group is in an ideal position to be a sub group of the STG. The STG would provide the strategic direction for the EAG but it is important that there is 2-way collaboration and the work of the EAG would also influence the Strategy setting by the STG.

AP – Joe to discuss with the EAG

5 Employability Strategy

The Moray Employability Strategy has been completed and will be presented to the CPP for approval on the 22nd August. There is an Employability focus group meeting on the 10th September to discuss the Strategy. There is also a meeting on the 6th September with the Schools/Skills Development Scotland/employers and Guidance staff to discuss forging close links between business and education.

It was agreed that the outputs from these meeting and the Employability Strategy should inform the priorities of the STG. In connection with this it was agreed that a representative from Education should be invited to a meeting of the group to ensure that there is communication between the 2.

AP – Frances to invite Lawrence Finlay (Education) to a future meeting of the STG.

6 AOB

Communication

It was agreed that the group needs to consider how to get information out to a wider audience on its activities. The events on the 6th and 10th may support this. The Business Champion similarly could support this.

AP – A mini Communication Strategy to be drafted.

European Funding

Reni Milburn has requested to meet with all the MEP group to discuss idea for the future round of European Funding. **Meeting arranged for Tuesday 3rd September at Moray College UHI Boardroom.**

Programme managers meeting

AP Jacqui to feedback from the programme managers meeting which is taking place on the 15th August.

Dates for future meetings

Meetings will be set to tie in with the CPP and MEP meeting schedules and will be held at 10am.

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| 01.10.13 | Venue TBC |
| 05.11.13 | Moray College Boardroom |
| 26.11.13 | Moray College Boardroom |