

SKILLS AND TRAINING GROUP (STG)

MINUTES OF MEETING HELD ON 26th NOVEMBER 10AM AT THE ALEXANDER GRAHAM BELL CENTRE ROOM 106

Attending

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

Agenda Item 1

Welcome and Introductions: There were no apologies received.

Agenda Item 2

Actions from last meeting:

Joe requested that reference should be made to the fact that discussion on the Skills Investment Plan [SIP] was noted and deferred to this meeting.

Application to fund a graduate placement from the Employability Partnership funding was rejected however the Scottish Government were interested in the idea.

C/F actions:

Template for MEP website information

Action: Jacqui to draft paper and circulate

Action: Jacqui to draft the businesses cases and circulate [note defer till SIP agreed]

Agenda Item 3

Skills Investment Plan:

Discussion on the SIP and it was agreed that the document was primarily an evidence document. Action planning would follow once the document has been agreed. Formal responses are being invited. Following discussion within the group, observations were noted:

- There was little reference to those 10% furthest from the labour market.
- While there was a great deal of focus on the demand evidence, there was very little on the supply side.
- The document does not identify local skills gap.

Frances talked about an initiative in Australia called: **Careers Capable Communities** where the supply and demand are perfectly matched.

AP: Circulate key points around the group for consideration with formal response submitted by Frances as the chair of the group on return from holiday.

Agenda Item 4

Interface between Skills and Training group and Employability Action Group:

Meeting to be arranged between the STG and EAG sometime in January. It was agreed that Terms of Reference need to be drawn up for the STG. Theoretically the STG would be the strategic lead and the EAG would be the operational lead. It is important to recognise that communication would be 2 way. Key documents to influence the actions for both groups would be: the Employability Strategy, the Skills Investment Plan and the Moray Economic Strategy. It is also important that we recognise both the supply and demand side.

AP: Joe will draft a Terms of Reference and circulate. JB

AP: date for a joint meeting to be agreed once accommodation was organised. Proposed dates being the 4th or 12th February.

Agenda Item 5

Key priority Action and link with SIP

It was agreed to defer finalising our key actions until the SIP has been agreed.

Agenda Item 6

Feedback from the programme managers meeting:

Jacqui attended the programme managers meeting on 21st November. JJ [vice chair of the MEP] was in attendance and gave an overview on the forthcoming MEP Work Session to be held in the AGBC in December. Projects status updates and plans were discussed the Gordon emphasised the need for the updates to ensure that people know what the MEP is delivering.

The other groups then gave their updates attached to this minute for information.

Agenda Item 7

World Host:

Work is ongoing trying to establish an agreed date for a trainers training session which will now be held in January 2014. It is hoped to get a group of 10 for this. This will support the roll out of the initial pilot across Moray.

AOB:

Business Advocate: it was agreed that a way forward would be to hold a meeting with all the business bodies in an attempt to capture the business voice across Moray. This would include the Chamber of Commerce, FSB, Moray Business Women's, Business Gateway, TSI Moray, Elgin BID, Forres Area Community Trust and Elgin BID.

AP: Discuss and agree a date at the next meeting. Briefing paper to be developed.

It was agreed to invite Wendy MacDonald from DWP to the next meeting.

AP: Invite Wendy to the next meeting. JT

Next meeting TBC

MEP programme managers group updates:

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.

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.

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 is 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.

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.

Development

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