

## SKILLS AND TRAINING GROUP (STG)

### MINUTES OF MEETING HELD ON 11<sup>th</sup> FEBRUARY 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
Wendy MacDonald	Jobcentre Plus

#### Agenda Item 1

Welcome and Introductions: Frances welcomed Wendy to the meeting. JCP will be represented on the group from now on.

Minutes of last meeting – Correction to item 3 – **Career Capable Communities is in fact from New Zealand.**

#### Agenda Item 2

##### C/F Actions from last meeting:

Discussion around the joint meeting between the EAG and the STG. Agreed that it was very successful with agreement on mutual understanding, clear communication and there is a clear remit within the skills agenda for the Employability Strategy. The Employability Strategy will be tabled at a future MEP for information.

**Action: Joe will recirculate the draft terms of reference for comment**

**C/F Action: Jacqui to draft paper for website and circulate**

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

#### Agenda Item 3

##### Skills Investment Plan:

SIP will be tabled at the next MEP. Group agreed to wait until after this to agree responsibilities and review the action plan. Frances suggested that it would be a good idea to invite a representative from the Convention of the Highlands and Islands (COHI) to a future meeting of either the STG or programme managers. There needs to be a link between the actions of the STG/EAG and link with the SIP.

**Action: once the actions of the SIP have been mapped with the STG ask Gordon Sutherland to facilitate a meeting.**

#### **Agenda Item 4**

##### **SLDR**

Frances outlined the most recent SLDR figures which showed increased positive progression from a number of the schools the percentage positive progression being above the national Scottish average. The average of young people UN and not seeking is higher than the national average. This was discussed and Joe advised that Ed Psychology are looking at a piece of work around this comparing figures from 2011/12 and 2012/13.

#### **Agenda Item 5**

MEP May Meeting: Frances is unable to attend the May meeting of the MEP. Jacqui will attend in her place. A general overview of the work of the STG would be required.

**Action - Frances and Jacqui to liaise.**

#### **Agenda Item 6**

##### **Employer Event:**

This will be held sometime in April after the holidays. Wendy has advised that there may be some funding available for catering for an employer event and Frances has advised that SDS may be able to fund a facilitator.

**Action: Jacqui to find out indicative costs for catering and facilitator.**

**Action: Frances to establish if SDS can fund a facilitator.**

**Action: All to discuss at the next STG meeting. Date to be agreed.**

#### **Agenda Item 7**

##### **World Host:**

10 attended the 'training for trainers' course in January. The pilot project will now be rolled out across Moray which will be funded by HIE.

##### **AOB:**

**Date for future meetings: 10am on the following dates at Moray College UHI unless otherwise stated.**

12<sup>th</sup> March AGBC 112

16<sup>th</sup> April (this may move as employer event may take place in April)

14<sup>th</sup> May

11<sup>th</sup> June

16<sup>th</sup> July

13<sup>th</sup> August

17<sup>th</sup> September

15<sup>th</sup> October

12<sup>th</sup> November  
10<sup>th</sup> December .