

## **SKILLS AND TRAINING GROUP (STG)**

### **MINUTES OF MEETING HELD ON WEDNESDAY 16<sup>TH</sup> APRIL AT 10AM AT MORAY COLLEGE**

#### **Attending**

<b>Joe Bodman</b>	<b>Moray Council</b>
<b>Frances Webster (Chair)</b>	<b>Skills Development Scotland</b>
<b>Jacqui Taylor</b>	<b>Moray College UHI</b>
<b>Wendy MacDonald</b>	<b>Jobcentre Plus</b>
<b>Dawn Mylchreest</b>	<b>Moray College UHI (minutes)</b>

#### **Apologies**

<b>Councillor Barry Jarvis</b>	<b>Community Champion</b>
--------------------------------	---------------------------

#### **Agenda Item 1**

Welcome and apologies from Councillor Barry Jarvis.

#### **Agenda Item 2**

Minutes were approved and seconded by Joe and Wendy with one amendment. Under AOB Joe noted that all 32 CPP's have been asked to submit ideas for social inclusion projects under the new EU funding.

It was decided as this meeting was so close to the MA Event to be held in May, this meeting would concentrate on planning the event.

#### **Action points closed from last meeting :**

- 1. Jacqui will be attending a meeting on the 28<sup>th</sup> March with People 1<sup>st</sup>, SDS & HIE to discuss the Shared Apprenticeship pilot (SAP) and will feedback.**
- 2. Jacqui to check availability for the AGCB for the 24<sup>th</sup> June for the employer engagement event.**
- 3. All to suggest invite list and format for the further discussion on the 16<sup>th</sup> April**

#### **C/F actions from last meeting**

- 1. Jacqui will draft paper for the website and business case once the SIP has been agreed.**
- 2. Arrange to meet with Gordon Sutherland to discuss an update on the SIP**

## **Agenda Item 3/4/5**

### **Scottish Apprenticeship Week Event**

The meeting from the SAP had decided to hold an event to promote the pilot as part of Scottish Apprenticeship Week. Following discussion the STG decided that it would be an opportunity to extend the event to promote Modern Apprenticeships.

A draft programme was discussed and agreed: In the market place stalls – SDS, Jobcentre plus, TMC, EF Providers, Moray College. The focus being on MA's plus other extra support.

#### **Presentations from:**

- Skills Development Scotland
- Shared Apprenticeship Scheme
- Jobcentre plus
- A local Employer and Apprentice.

The evening would include a buffet.

Jacqui showed the group examples of fliers from a similar event in Lomond & Trossachs. Initial Invitee List – Capita, Walkers, Baxters, ATOS, Chamber, FSB, BID

**It was agreed that as this event was similar to the proposed employer event which was to be held in June that the June event would not take place.**

**It was also agreed to take agenda item 3 and 5 together under this section as they are linked.**

**ACTION: Jacqui to discuss with Kate from People 1<sup>st</sup> when they meet on Tuesday 22<sup>nd</sup> April about the proposed additions to the event.**

**ACTION : Dawn to create a similar flier and email draft to all.**

**ACTION : All to email Dawn logos for the flier.**

**ACTION : Wendy to check for funding for the event with a view to promote on MFR.**

### **AOCB**

Frances mentioned a previous Jobs Fair led by the DWP led, and the group agreed to look at incorporating this as part on an annual programme later in the year – possibly October.

Feedback from EAG meetings will be added to each agenda going forward.

**ACTION : Frances suggested we try to forge better relationships with the NHS. Jacqui to feedback on her meeting with Elizabeth Gibbs who has been appointed by the NHS to look at employability on 02/05/2014**

**Date of Future Meetings :**

Wednesday 14 <sup>th</sup> May	10am – 12noon	Room C009
Thursday 26 <sup>th</sup> June	2.30pm – 4.30pm	
Tuesday 15 <sup>th</sup> July	10am – 12noon	
Tuesday 19 <sup>th</sup> August	10am – 12noon	
Tuesday 9 <sup>th</sup> September	10am – 12noon	
Wednesday 15 <sup>th</sup> October	Meeting TBC (waiting until job fair date confirmed)	
Tuesday 11 <sup>th</sup> November	10am – 12noon	
Tuesday 9 <sup>th</sup> December	10am – 12noon	