

SKILLS AND TRAINING GROUP (STG)

MINUTES OF MEETING HELD ON TUESDAY 10th FEBRUARY 2015 AT 10AM AT MORAY COLLEGE UHI

Attending:

Frances Webster (Chair) Skills Development Scotland

Joe Bodman The Moray Council

Jacqui Taylor Moray College UHI

Jane Munro Jobcentre Plus

David Reid HIE

Dawn Mylchreest (secretariat) Moray College UHI

Agenda Item 1 : Welcome and Introductions

Frances opened the meeting and welcomed everyone to the first meeting of 2015.

Agenda Item 2 : Action Points from last meeting

The minutes from the last meeting (11/11/2014) were confirmed an accurate account. The action points from this meeting were updated as :

1. Jacqui Taylor to contact Gordon Sutherland regarding group membership – no further forward, ongoing.
2. Dawn Mylchreest to email the ESF Document as requested by Joe Bodman at the previous meeting – Completed
3. Jane Munro to email out the full details of the Aberdeen Bypass project to all. - Completed
4. Joe to advise on the process for working out how the monies will be allocated re EU Funding – Joe will update the group through this meeting.

AP – JT to speak to Frank Hughes to see what discussions the board have had around this.

Agenda Item 3 : Local Response to the Highlands and Islands SIP

Group decided a plan was needed. A comparison of individual SIPs in relation to the regional SIPs. A brief should be drawn up to identify what we, as group are doing, by whom and why. Frances suggested to keep this to the 5 themes in HISIP as well as refreshing our own key priorities in relation to this.

AP – JT and FW to arrange a separate meeting to discuss this and distribute accordingly around the partners.

Agenda Item 4: EU Funding (skills pipeline) Update by Joe

Joe discussed the ESR 2014-2020 Strategic Intervention Application document which was distributed amongst the group. He said it was a generic document and provides us a context and purpose of

funding. Our challenge is how can we use it to our advantage? An ally with Highland has developed of which there is a meeting on 20/02/2015 to look at logistics.

The local authorities will only be holding the funds and there are still unanswered questions – match funding is not clear, what can be used? We also need to identify the gaps, what would add value by identifying gaps and needs. As well as identifying our role – could we help with the coordination – the overall responsibility would be Moray Council's.

Joe suggested EAG and STG to hold a joint meeting to discuss this, the group agreed and Tuesday 10th March 2015 was favoured by the group. The meeting will be held in the boardroom of Moray College UHI between 9am – 1pm. It was agreed a strong facilitator would be required at this meeting who would be briefed accordingly.

AP – JT to speak to Marjorie McLennan re facilitating this meeting

AP – JB to send out invitations to this meeting

AP – DM to organise catering for the above meeting

Agenda Item 5: Moray Jobs and You update by Jane

The Jobs Fayre will be held on Saturday 18th April and there are a number of employers signed up to attend e.g. Walkers, Johnston's, Care firms, Capita, A&J Engineering to name a few.

Moray Chamber of Commerce are developing a Twitter page once they have received the logo which was designed by a student at Moray College UHI.

AP – JT to send the logo to JM

Jane is waiting to see if the funding is through to cover the catering costs and then this can be organised.

David suggested using this event to approach the businesses in attendance about STEM. We could issue the employers with the STEM packs and speak to them to raise awareness and discuss the protocol to being a STEM ambassador.

AP – DR to see if he can arrange for a STEM presence to be at the event.

Agenda Item 6: EAG update by Jane and Joe

Graham Chalmers was not at the last meeting so Joe's items were moved to the next meeting. He will update us at the March meeting.

Joe briefed the group on the changing membership of the EAG as the membership needs to be addressed to ensure full representation.

Agenda Item 7: Group Membership

With no replacement for Barry Jarvis and Joe's imminent retirement, we must endeavour to have the representation from The Moray Council on this group.

Agenda item 8: AOCB

None

Frances closed the meeting.

Date of Future Meetings:

Tuesday 10 th March	9am – 1pm *Now the EU Pipeline Meeting
Tuesday 14 th April	10am – 12noon
Tuesday 12 th May	10am – 12noon
Tuesday 16 th June	10am – 12noon
Tuesday 14 th July	10am – 12noon
Tuesday 11 th August	10am – 12noon
Tuesday 15 th September	10am – 12noon
Tuesday 13 th October	10am – 12noon
Tuesday 10 th November	10am – 12noon
Tuesday 15 th December	10am – 12noon