

SKILLS AND TRAINING GROUP (STG)

MINUTES OF MEETING HELD ON TUESDAY 14th April 2015 AT 10AM AT MORAY COLLEGE UHI

Attendees:

Frances Webster (Chair)	Skills Development Scotland
Jim Morris	Moray Council
Jacqui Taylor	Moray College UHI
Jane Munro	Jobcentre Plus
David Reid	HIE
Dawn Mylchreest (secretariat)	Moray College UHI

Apologies :

Derek Cairns	Skills Development Scotland
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Agenda Item 1 : Welcome and Introductions

Frances opened the meeting and welcomed everyone including Jim Morris who is a new addition to the group in place of Joe Bodman. Apologies were noted.

Agenda Item 2 : Action Points from last meeting

The minutes from the last meeting (10/03/2015) were confirmed as an accurate account. The action points from this meeting:

- Joe to advise on the circulation group for STG to make contact with – this was regarding the EU Funding, **see agenda item 4.**
- Partners to follow up on meetings – **see agenda item 4.**
- Jane to draft press release and send it for comments to partners (Moray Jobs and You) **Completed.**
- Jacqui to speak to NS and P and J about running the press release. **Completed.**
- Jacqui to speak to NS about advertising costs. **Completed.**
- Jacqui and David to send out reminders (Food and Drink Event) **Completed.**

Agenda Item 3 : Update on group remit and activity

Frances and Jacqui updated the key priorities for the STG action plan in an attempt to ensure that the actions mapped with those of the RSIP and SYW. Agreement was reached that the members review the suggested changes against those in the new document to ensure nothing important had been omitted.

AP - Members to review the original action plan against the new one and come back to the next meeting with comments.

Agenda Item 4 ESF Funding (Skills Pipeline)

Moray Council put out an invitation for ‘**expressions of interest**’ for ideas for the ESF Skills Pipeline funding. The information they were asking for was extensive with a short turnaround over the Easter holidays. Following discussion it was agreed that a meeting be held with Gordon Sutherland initially to discuss how this could have been progressed in a better way. Jacqui advised Moray College UHI had submitted 2 project applications.

AP : Jacqui to provide the partners with a summary of the 2 college projects.

AP: Frances and Jacqui to meet with Gordon Sutherland.

Agenda Item 5 : MEP update for information (Frances):

Frances circulated the minutes to the group.

Agenda Item 6: DYW update

Jim updated the group on 3 national groups he attends related to the work of the DYW. (SCHEME, World of Work Network and Internal Authority Skills for Work Group), he also handed out a summary of the National Lead Person Learning Event which took place on the 26th March.

A lot of work being undertaken in relation to the development of the DYW in Moray. Currently this lies with the existing Lifelong learning Forum.

Discussion in relation to the project currently operating with Johnston with 2 Moray Schools. He advised the group of a “strategic intervention” on 3rd September 2015 in the Town Hall, the next national skills for work discussion day with local pupils and those from Aberdeen Inverness etc. The purpose of this event is to gauge opinion from young people about skills in the area. Discussions then focussed around the importance of teachers and parents in helping the young people identify the skills required / skills gaps in the Moray area.

Jim mentioned the “**my world of work**” being trialled in 2 local primary schools due to the previous suggestion of careers fayres for P6 & P7 pupils and their parents.

Agenda Item 7 : Moray Jobs and You Update (Jane)

The event is scheduled for Saturday 18th April. Jane updated the group on the event. There will be approximately 25 employers / partners attending across a large number of sectors.

Agenda item 8: H and I SIP programme board (Frances for information)

Frances provided a hand out (RSIP for COHI). Membership of this group includes representatives from HIE, SDS and Scottish Funding Council. Moray was mentioned throughout the document and this provides us with a useful source of information for example SDS commissioning consultations to review the MA programme (Page 5). It was agreed to forward relevant information to Gordon Sutherland to take to the Programme Board meetings.

Agenda item 9: MA Week (All)

Frances noted that there will be a recruitment event at Hendry Hydraulics who are looking for a number of apprentices. A number of case studies have been submitted to contribute to literature surrounding and promoting MA week. Frances suggested the literature for this week should be

aimed at employers who don't use or have never had a MA before. Moray College UHI have submitted a case study to SDS.

Agenda item 10 : EAG

No update.

Agenda item 11 : AOCB

Jane advised her role will be changing in the near future, although no date yet.

Frances thanked everyone for attending and closed the meeting.

Date of Future Meetings:

Tuesday 12th May	10am – 12noon	Boardroom at Moray College UHI
Tuesday 16 th June	10am – 12noon	Boardroom at Moray College UHI
Tuesday 14 th July	10am – 12noon	Boardroom at Moray College UHI
Tuesday 11 th August	10am – 12noon	Boardroom at Moray College UHI
Tuesday 15 th September	10am – 12noon	Boardroom at Moray College UHI
Tuesday 13 th October	10am – 12noon	Boardroom at Moray College UHI
Tuesday 10 th November	10am – 12noon	Boardroom at Moray College UHI
Tuesday 15 th December	10am – 12noon	Boardroom at Moray College UHI