

MINUTE OF SKILLS AND TRAINING GROUP (STG)

TUESDAY 11th AUGUST 2015 AT MORAY COLLEGE UHI

Attendees:

Frances Webster (Chair)	FW	Skills Development Scotland (SDS)
Graham Jarvis	GJ	The Moray Council (TMC)
Jane Munro	JM	Jobcentre Plus
Jacqui Taylor	JT	Moray College UHI
Dawn Mylchreest (Secretariat)	DM	Moray College UHI

Apologies:

Derek Cairns	DC	Skills Development Scotland (SDS)
David Reid	DR	Highlands and Islands Enterprise (HIE)

AGENDA ITEM	UPDATE / ANY ACTIONS	RESPONSIBILITY	DEADLINE
1 Welcome and Introductions	FW opened the meeting and welcomed GJ to his first meeting, apologies noted from DC and DR.	N/A	N/A
2 Action Points from last meeting	Action plan – on agenda (item 3) Update MES – on agenda (item 4)	N/A	N/A
3 Action plan – final actions and updates	Action plan revision ongoing. Action points from discussions: FW to contact Laurence Durden about the current position with the Moray Shared Apprentice Scheme. JT to update this group on developments made by the Talent Action Group. JM updated the group on the establishment of a Moray “Care Centre of Excellence”. It was noted that due to small applicant numbers in the sector it may be difficult to establish this. It was however noted that work needs to be done to improve the image of the sector and recruitment practises. This will be picked up at a future meeting. .	All FW JT Noted	Ongoing 09/09/2015 09/09/2015 N/A
4 Moray Employability Strategy – discussion	Discussed the need to update the MES. All members to send DM reviews, amendments, comments and updates of the MES which will be the main focus of the September’s meeting.	All	07/09/2015
5	Upcoming meeting MLLF on Tuesday	JM	09/09/2015

DYW / Invest in Youth Group update	25 th August where an update will be provided.		
6 Moray Business Week (2 nd -6 th Nov) / Learning through Work Week (w/c 16 th Nov)	Also Careers Fayres by TMC (10 th & 12 th Nov). JT suggested branding as "Moray Skills Month". GJ – speak to Laurence re the title and possible branding. JT – Speak to Dawn McNiven re promotion.	GJ JT	09/09/2015 09/09/2015
7 Group Membership – Community Champion	JT to contact Sonia Warren and officially invite to attend the group.	JT	09/09/2015
8 Future Skills Planning	Discussion focussed on Network Rail and the Cabrach Wind Farm but no updates as yet. JT to chase an update on the Cabrach Wind Farm.	JT	09/09/2015
9 Feedback from EAG	EAG doesn't meet until 02/09/2015, JM to update at next meeting.	JM	09/09/2015
10 AOCB	JT advised the group of the joint bid between Moray College UHI & TMC for Equalities Challenge Fund. Discussion around the Johnstons National Case Study event on 20 th August and Education Scotland's Skills Conversation day on 3 rd Sept. Minutes to be made available earlier than previously. It was decided an action note summary would be sufficient for all future meetings. Change of date for September meeting from Tuesday 15 th September to Wednesday 9 th September.	N/A N/A DM DM ALL	N/A N/A Ongoing Ongoing N/A

Date of Future Meetings:

Wednesday 9 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