

**MINUTE OF SKILLS AND TRAINING GROUP (STG)**

**Wednesday 9<sup>th</sup> September 2015 AT MORAY COLLEGE UHI – Conference Room**

**Attendees:**

Graham Jarvis	GJ	The Moray Council (TMC)
Jane Munro	JM	Jobcentre Plus
David Reid	DR	Highlands and Islands Enterprise (HIE)
Jacqui Taylor	JT	Moray College UHI
Dawn Mylchreest (Secretariat)	DM	Moray College UHI

**Apologies:**

Frances Webster (Chair)	FW	Skills Development Scotland (SDS)
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AGENDA ITEM	UPDATE / ANY ACTIONS	RESPONSIBILITY	DEADLINE
1 Welcome and Introductions	JT opened the meeting, apologies noted from FW.	N/A	N/A
2 Action Points from last meeting	<p>FW to contact Laurence Durden about the current position with the Moray Shared Apprentice Scheme. <b>Carry forward to next meeting.</b></p> <p>JT to update this group on developments made by the Talent Action Group. <b>Complete.</b></p> <p>GJ – speak to Laurence re the title and possible branding of Moray Business Week / Learning through Work Week. JT – Speak to Dawn McNiven re promotion (Moray Business Week etc.) <b>Update : JT spoke to Dawn McNiven, very positive re branding.</b></p> <p>JT to contact Sonia Warren and officially invite to attend the group. <b>Carry forward</b></p> <p>JT to chase an update on the Cabrach Wind Farm. <b>Carry Forward</b></p>	FW / JT	13/10/15
		JT	13/10/15

		JT	13/10/15
3 Employability Strategy	<p>Main focus of this meeting.</p> <p>Discussion focused on the Aberdeenshire MES – simplistic &amp; short. Could work with ours perhaps with appendix section to refer to.</p> <p>JT &amp; DM to bring back a draft document to the next meeting.</p>	JT & DM	13/10/15
4 DYW / Invest in Youth Group Update	<p>BID to be submitted December 2015, led by Moray Chamber.</p> <p>2 roles: admin and development officer.</p> <p>JT to email Rona Gunn with STG remit and outcomes.</p>	JT	ASAP
5 Moray Business Week (2 <sup>nd</sup> -6 <sup>th</sup> Nov) / Learning through Work Week (w/c 16 <sup>th</sup> Nov)	<p>JT updated the group on the events on Moray Business Week and went through the range of events taken place.</p> <p>Learning through work week is SDS led. Update at next meeting.</p>	FW	13/10/15
6 Future Skills Planning	<p>JM updated the group on the Rail developments.</p> <p>JT advised the group of the MA case studies she has.</p>		
7 Feedback for EAG	Next EAG is 29 <sup>th</sup> October 2015 – update at November’s meeting.	JM	10/11/15
8 AOCB	<p>JM advised the group of the Scottish Government project, Community Broadband Scotland, link to all details : <a href="http://www.hie.co.uk/community-support/community-broadband-scotland/">http://www.hie.co.uk/community-support/community-broadband-scotland/</a></p>		

**Date of Future Meetings:**

Tuesday 13 <sup>th</sup> October	10am – 12noon	Boardroom at Moray College UHI
Tuesday 10 <sup>th</sup> November	10am – 12noon	Boardroom at Moray College UHI
Tuesday 15 <sup>th</sup> December	10am – 12noon	Boardroom at Moray College UHI