

MINUTE OF SKILLS AND TRAINING GROUP (STG)

Tuesday 13th October 2015 at MORAY COLLEGE UHI – Conference Room

Attendees:

Graham Jarvis	GJ	The Moray Council (TMC)
Gordon Sutherland	GS	The Moray Council (TMC)
Frances Webster (Chair)	FW	Skills Development Scotland (SDS)
David Reid	DR	Highlands and Islands Enterprise (HIE)
Alison Kearney	AK	Highlands and Islands Enterprise (HIE)
Jacqui Taylor	JT	Moray College UHI
Dawn Mylchreest (Secretariat)	DM	Moray College UHI

Apologies:

Jane Munro	JM	Jobcentre Plus
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Guest

Seonag Campbell	SC	Regional Lead for Skills Planning for SDS
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AGENDA ITEM	UPDATE / ANY ACTIONS	RESPONSIBILITY	DEADLINE
1 Welcome and Introductions	FW opened the meeting, apologies noted from JM and introduce SC. Members were asked to explain their roles . SC advise the group of her role and remit and what support she could give to the skills agenda in Moray. SC invited members to keep in contact. SC replacement is Dave McCallum. To be invited to the next meeting.	N/A FW	N/A
2 Action Points from last meeting	Shared Apprenticeship Scheme – SC has confirmed that it still operational however the information on progress seems very out of date. More information is required. JT contact Kate Tetley Moray Skills Month branding - JT spoke to Dawn McNiven, very positive re branding, however due to time constraints this has not be possible to implement this year. <i>Look at for next year.</i> JT to contact Sonia Warren and officially	JT All	

	<p>invite to attend the group. Complete</p> <p>JT to chase an update on the Cabrach Wind Farm. GS provided an update revised planning has been approved. 59 turbines Work will progress expect to be skills demand.</p>	n/a ongoing agenda item under 'Future Skills Planning'	
3 Employability Strategy	Draft document not complete to be e mailed to the group prior to the next meeting.	JT & DM	
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>No progress on the Employability Moray Feedback to Rhone Gunn. Group agreed this needs to be done to gain more clarity over the new structure.</p>	JT/FW to draft	ASAP
5 Moray Business Week (2 nd -6 th Nov) / Learning through Work Week (w/c 16 th Nov)	Progressing. GS to send programme to SC for information.	GS	ASAP
6 Future Skills Planning	JT meeting with reps from the company who won the contract for the new rail network. Will feed back to the group. Looking for 330 positions over 2 -3 years across Moray, Highland and Aberdeenshire.	JT	10/11/15
7 Feedback for EAG	Next EAG is 29 th October 2015 – update at November's meeting.	JM/GJ	10/11/15
8 AOCB	RSIP programme board attendance was discussed. Whether it should be council or another partner		

Date of Future Meetings:

Tuesday 10th November
Tuesday 15th December

10am – 12noon
10am – 12noon

Boardroom at Moray College UHI
Boardroom at Moray College UHI