

Moray Economic Strategy

World Host Meeting

Wednesday 6th of November 2013, Board Room (HIE Moray, Forres)

MEETING NOTE

ATTENDEES	Andrew Anderson (AA) – Highlands and Islands Enterprise; Gill Neill (GN) – Elgin BID; Frances Webster (FW) – Skills Development Scotland; Lindsay Robertson (LR) – Tomintoul and Glenlivet Development Trust; Alistair Farquhar (AF) – Buckie Area Forum; Margery McLennan (MM) – Moray Chamber of Commerce; Zillah Jamieson (ZJ) - Banffshire Coast Tourism Partnership; Kate Tetley (KT) – People 1 st ; Cameron Taylor (CT) – Forres Area Community Trust; Peter Fitch (PF) – Federation of Small Businesses.
APOLOGIES	Nicole Green (NG) – Highlands and Islands Enterprise; Craig Robertson (CR) – Business Gateway; Bernard Annikin (BA) – Lossiemouth Business Association; Gordon McDonald (GM) – Buckie Area Forum; David Allen (DA) – People 1 st ; Laura Cruickshank (LC) – Moray Chamber of Commerce; Cllr Gary Coull (GC) – Moray Council.

1) Review of previous meeting note.

Accepted as written.

2) Feedback on actions from previous meeting.

All actions completed.

3) Keith, Milnes and Speyside engagement.

Stewart Harris, from Just Art, was identified as a potential World Host steering group member. Contact details to be provided by MM.

Other suggestions for membership were: representation from Whale and Dolphin Conservation Scotland at Spey Bay and Diana Baxter from Baxters.

LR to approach potential representatives from Keith.

Information to be circulated to AF for the Buckie area.

The implementation group for Forres should be ready by the end of November 2013.

Elgin BID introduced the World Host proposal to potential businesses at their Annual General Meeting. Information will also be circulated through their bulletin.

4) Training needs assessment.

Businesses should be encouraged.

Potential businesses for pilot training –

Johnstons, Moray Chamber of Commerce (Staff), AF (2 representatives), Gordon & MacPhail, Bijou. Need to approach business in Lossiemouth and the Whale & Dolphin Conservation Scotland Centre, Spey Bay.

Dates for pilot training – TBC – looking at second week in January 2014 – Principles of Customer Service course.

Report on Elgin businesses by Dave Stewart close to completion.

5) Update on possible resource for business engagement – AA & FW.

Employability partnership funding – Scottish Government – Maximum of £25,000 to support greater partnership working in employability action. This could fund a potential graduate placement to help with business engagement and other aspects of the World Host project among other activities within the Moray Economic Strategy.

<http://www.employabilityinscotland.com/>

6) Destination implementation plan.

7) AOB.

Launch event – Platform, who are now appointed as communications team for the MEP, will work on a briefing with consistent messaging and an information pack.

Funding - Flexible Training Opportunities – Skills Development Scotland (SDS). As mentioned in previous notes, this funding is available for up to 10 employees per business. The money is not a loan so there's no need to pay it back. SDS will refund up to 50% of each episode of employee training up to a maximum of £500 for each employee. For example, if an episode of training costs £1,200 excluding VAT, SDS will refund £500.

<http://www.skillsdevelopmentscotland.co.uk/our-services/flexible-training-opportunities/>

- Individual Learning Accounts (ILAs) – SDS. Also detailed in previous notes. ILAs are for people who are 16 or over and living in Scotland. People can apply for an ILA if they: are not undertaking any secondary, further or higher education; do not have a degree or above; are not training through the Employability Fund or Modern Apprenticeships, or participating in the Community Jobs Scotland programme; and have an income of £22,000 a year or less or are on benefits. These accounts are owned by the individual, not the organisation they may work for.

<http://www.skillsdevelopmentscotland.co.uk/our-services/individual-learning-accounts/>

- Visit Scotland are keen to support marketing.

- Highland Retail Academy will only provide for those businesses in the retail sector.

8) Date of next meeting.

TBC – 4th of December 2013 – 2.00 pm – Board Room (HIE Moray, Forres).
Buckie consultation meeting postponed until mid January 2014.

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AGENDA ITEM	DECISION	ACTION BY
3	Circulate contact details for Stewart Harris (Just Art).	MM
3	Approach potential representatives from Keith re membership to steering group.	LR
3	Circulate information re World Host to AF.	AA
4	Talk to BA re potential businesses in Lossiemouth for pilot training.	AA
4	Send Cullen businesses info to NG.	ZJ
7	Talk to Platform re launch event and information pack.	AA
7	Circulate information from Orkney's launch/marketing material.	KT
7	Find guidance on use of Flexible Training Opportunities.	FW
7	Talk to Marina Huggett re costs and discounts through Highland Retail Academy.	AA

Key:

INITIALS	NAME OF PERSON	INITIALS	NAME OF PERSON
MM	Margery McLennan	BA	Bernard Annikin
LR	Lindsay Robertson	ZJ	Zillah Jamieson
AF	Alistair Farquhar	NG	Nicole Green
AA	Andrew Anderson		
KT	Kate Tetley		
FW	Frances Webster		