Moray Economic Partnership

Teams Meeting

Wednesday 7th September 2022

In Attendance	
David Reid	HIE (Chair)
Andrew Anderson	tsiMoray
Chris Muir	Moray Council
Jim Grant	Moray Council
David Patterson	Moray College UHI
Stephen Sheridan	SDS
Sarah Medcraf	Moray Chamber of Commerce

Apologies

Graham Leadbitter (Chair)	Moray Council
Kerry Williams (Minutes)	HIE
Jamie Hogg	NHS Grampian - Dr Gray's Hospital
Rhona Gunn Moray Council	Moray Council
Katherine Mackintosh	Robertsons
Pearl Hamilton	FSB

1.	**Welcome**	
	Apologies from GL. DR HIE stepped into Chair	
2.	**Minutes from last meeting and matters arising**	
	Minutes agreed and progress towards follow-up actions were discussed.	
3.	**Local Employability Delivery Plan**	
	Moray Council presented the supporting paper which detailed channels of funding, how it can be spent and requested MEP approval to proceed to CPP for formal approval.	
	There was discussion around the Employability Partnership and its role within the delivery of relevant MES activities. There are overlaps where further clarity is needed and what role the Employability Partnership would or could be expected to be a governing group that oversees appropriate MES themes. This could be above or out-with the current remit of this group therefore further consideration is needed.	
	Paper Approved	

4.	**Draft Apprenticeship Strategy for Moray** Moray Council presented the supporting paper around the co-ordination and focus for increasing apprenticeship numbers in Moray with targets attached. There was discussion around the role of NHS and the UHI Hub and that apprenticeships could also support upskilling and reskilling in addition to new learners. Caution was advised around targets attached to MEP member organisations and that some partners' organisational structures did not allow them to create apprenticeship posts/opportunities. HIE gave the example of restricted head count and a regional agency approach therefore a local (Moray) target could never be achieved. Action Point TMC, SDS and UHI to take forward a discussion around the proposed apprenticeship strategy and enhance/revise accordingly.
5.	**MES** HIE presented through screen share how the MES is developing into a reader friendly polished version and where further enhancements were still needed specifically around the framework for action. MEP members were asked to forward their suggestions for how a 4th column in the framework section could be added to identify what action themes would fall under which Strategic Group for overall control/responsibility (**discussed further under agenda item 6).** MEP agreed that they were happy with how the document was looking and reiterated that the primary audience of the MES was MEP delivery partners. Final version to go to CPP in for formal approval before uploading to mymoray web portal. Action Point HIE to forward MES doc once the new column has been added and members views of ownership groups for the key themes have been added.
6.	**MEP Structure and Governance Discussion Paper** HIE presented the supporting discussion paper on the structure and governance of MEP moving forward. It was agreed that the following core member organisations would become the main MEP body with additional member organisations invited to attend on an agenda basis or at set time of the year. 1. Chair – Appointed by MEP from Membership 2. The Moray Council (3 representatives to reflect political groupings) 3. The Moray Council Officer representatives 4. Highlands and Islands Enterprise 5. Skills Development Scotland

	6. UHI Moray 7. Moray Chamber of Commerce 8. Federation of Small Business 9. Visit Moray Speyside 10. TSI Moray It was agreed that a 4th column in the action framework section be added to assign the overarching governing group / ownership of each of the key theme areas and that we would use the three existing groups of Local Employability Partnership, Communities and Place Group and Business Support Group as these had already been set up. The Moray Growth Deal priority would continue sit under the MGD Programme Board and would not require to be slotted in under the forementioned groups. It was also agreed that each subgroup should have a chair who is responsible for pulling their respective meetings together, creating the approved action plan (on an agreed template) and reporting to MEP each quarter. The chairs of the subgroups need to be committed to the additional administration, meetings, and reporting requirements. Subgroup members are also required to show commitment to ongoing engagement. Whilst the subgroups can be made up of wider organisations / departments that are not part of MEP, the subgroup chair should be a permanent MEP member. Two out of four MEP quarterly meetings should also be in person. There were two items added to the MEP Draft Terms of Reference under remit (paper attached) Action Points - HIE and TMC to prepare a template for reporting to be circulated in advance of the next MEP. - HIE and TCM to agree and circulate a timetable for reporting and when would be sensible to measure impact - Moray Chamber of Commerce offered to co-chair MEP to balance public and private sectors to be discussed and a decision made at the next MEP in December
7.	**Areas of interest Chair for update/discussion** **UKSPF, MGD, Cost Crisis** There was verbal update and general discussion around UKSPF, The Growth Deal and Cost Crisis. All organisations shared anecdotal information from their respective organisation's point of reference and what and how various responses were starting to develop.
8.	**MEP Comms** Action Point MEP Comms, specifically around White Label contract to be taken offline and a discussion paper to be circulated amongst MEP in advance of the next MEP meeting

9.	AOB
	None
10	Close

	ACTIONS SUMMARY	
	TMC, SDS and UHI to take forward a discussion around the proposed apprenticeship strategy and enhance/revise accordingly.	TMC
	HIE to forward MES doc once the new column has been added and members views of ownership groups for the key themes have been added.	HIE
	HIE and TMC to prepare a template for reporting to be circulated in advance of the next MEP.	HIE
	HIE and TCM to agree and circulate a timetable for reporting and when would be sensible to measure impact	HIE
	Moray Chamber of Commerce offered to co-chair MEP to balance public and private sectors. To be discussed and a decision made at the next MEP in December	ALL
	MEP Comms, specifically around White Label contract to be taken offline and a discussion paper to be circulated amongst MEP in advance of the next MEP meeting	TMC