

Moray Economic Partnership – Draft Meeting Note 12th August 2011, RAF Kinloss

Attendees	Jim Royan (JR) – Chair; George McNeil (GMcN) – Moray Chamber of Commerce; Shane Rankin (SR) - Scottish Government; Danny Logue (DL) – Skills Development Scotland; Mike Devenney (MD) – Moray College; Carroll Buxton (CB) & Lesley Gallagher (LG) - Highlands and Islands Enterprise; George McIntrye (GMcI), Roddy Burns (RB), Gordon Sutherland (GS) & Peter Jones (PJ) – Moray Council; Audrey Sheal (AS) – Moray Chamber of Commerce.
Apologies	Alastair Merrill (AM)

Wing Commander Gordon Bruce gave the Board a tour of the site, and a briefing on the current status of plans for the drawdown and the army move to the site. The target date for final drawdown is March 2013, with the plan working to a target of December 2012, allowing three months contingency.

The 18th July announcement has not altered plans, as the RAF had already agreed to leave the site in marketable quality, and this will remain the plan for handover to the DIO. Initial impressions from the army are that they can fill the domestic quarters, but perhaps not the technical quarters. However, they would not want areas of the site to be unused for long, to avoid them falling into disrepair. There may well be a multi-stage solution for the army move to Kinloss. Clearly this has major implications for potential inward investors.

Meeting Note 14th July 2011 – Approved

(i) UPDATE FROM THE CHAIR

For subsequent meetings, the update from the Chair will be circulated with the Board Papers in advance of the meeting.

During the week of the announcement of the 18th July, JR was involved in a variety of meetings, details and content of which were updated to the Board in the email issued by GS on 27th July. JR noted that the meeting between Moray Task Force and the MEP was a watershed in many ways, with the MTF stepping back with great dignity and passing the baton to the MEP. It is essential that ways are found of harnessing the great local energy that exists.

Since then, JR has taken permission to put certain things in place. He has held the following one to one meetings since then:

- Lossiemouth Business Association;
- NHS Grampian;
- Moray Tourism Development Group;
- Tom Smith, Chair, Aberdeen City and Shire Economic Forum (ACSEF);
- George McNeill, Moray Chamber;
- Ian Urquhart, Chairman, Johnstons of Elgin;
- Lesley Parker, Moray Chamber;
- Carroll Buxton and Alex Paterson, HIE;
- John McClelland, Chairman, SDS;
- Grenville Johnston, Lord Lieutenant of Moray.

Roddy Burns highlighted a letter he had received from Alastair Merrill of the Scottish Government, commending the tone of the response to the announcement on 18th July.

(ii) HOT TOPICS

Communities:

a) Community Confidence

DL presented the Community Confidence paper (circulated with Board papers) prepared by SDS. From here SDS have agreed to lead a piece of work on Confidence and Capacity. DL, Susan Chalmers and Anthony Standing, with GS's support will agree the composition of a short-life working group to take this item forward. DL to give MEP progress update at each meeting, with output to be taken back to the October MEP meeting.

b) Community Consultation

MES will be available online from 19th August. Seven community consultation meetings are to be held in different locations. JR will be invited to all meetings, and will be in attendance at all, except for the meeting in Keith, which GMcN is able to attend. JR suggested that it would be appropriate if two Board members were to be in attendance at all meetings. AS to circulate timetable for Board members to select which meetings they will be able to attend.

JR also suggested that MEP partner organisation should look for opportunities to involve their staff in the meetings.

The meetings will aim to engage the community in the broadest sense. There is also the opportunity to deliver specific meetings for existing groupings, such as the Chamber. GMcN will put the MES Consultation on the agenda for the Tourism Development Group and the Moray Chamber of Commerce meetings w/c 15th August.

Moray Council are currently setting up a directory which will identify a consistent, strategic and operational model of how to communicate with the local community. There is an opportunity to grasp the energy and Moray Council have recognised the need know who to communicate with.

Business:

a) Moray Tourism Development

The Tourism Development Group Board are meeting next week. As per the July Meeting, activity is ongoing, and much has been achieved, but there is little recognition of this. It is recognised that factual information identifying progress will be necessary for the Cabinet Meeting.

b) Business Engagement

GMcN presented a discussion paper on Business Engagement which outlined four areas for business engagement:

1. Charter for Business (discussed later in meeting);
2. Winning Friends and Influencing People. Consider Globalscot model;
3. Lunch and Learn;

4. Focused Forums to engage with Key Sectors. Board members were asked to forward suggestions for speakers. JR to discuss with Chamber the opportunity to be managing agents for the Forums.

TMC and HIE would be very keen to participate in these plans, and SDS are looking to localise their engagement.

JR, GMcN and GS are to continue developing this work and take it back to the next meeting.

Infrastructure:

a) Enterprise Zone (EZ) and Tax Incremental Finance (TIF)

Ernst and Young are pulling together high level proposal for an application on TIF which will be submitted by next Friday. MEP has been asked to endorse the proposal and individuals have been asked for to document their personal support. If initial application is successful, a full business case will be developed over six months and MEP Support will be needed to get the resources required to do this. JR to prepare letter of support from MEP. The letter will indicate continued interest in EZ for Moray

Skills:

a) Moray Offer

DL circulated the figures of a £1.8 million SDS programme spend in Moray . It is Modern Apprenticeship week from 5th to 9th September, and SDS are looking for host regions, it was agreed that Moray could provide an appropriate venue for an event. GMcN suggested that the Chamber would identify an appropriate host and co-ordinate event.

SDS are keen to package all that can provide in the area as "the Moray Offer". There is a need to identify opportunities to align SDS activity with all that is going on locally. Susan Chalmers will lead on this and will take to the working group.

b) Review adult needs for higher, further and tertiary education

MD suggested that there is already considerable work underway in this area, and the challenge for the MEP is that outlined in the strategy, namely "*the labour market is relatively tight: the availability of labour and appropriate skills are critical issues to businesses wishing to expand or locate in an area*". MD is to shape this question and then work out how to take this forward and will take a paper on this to the September meeting.

(iii) EMERGING ISSUES

Cabinet Visit

PJ outlined plans for Visit and will circulate information on the recent Dumfries and Galloway visit to give a flavour of their experience.

JR will write to John Swinney proposing a follow up to his suggestion of a meeting with MEP during the Cabinet Visit. GMcN and RB to take the opportunities to mention MEP.

Army engagement

Letters to the First Minister, MOD and DIO are ready to go today, and a press release is ready to go out.

SR suggested that JR should have a conversation with Brigadier G.E. Lowder MBE Commander 51 (Scottish) Regiment, and Lt. Col. Nigel Cribb.

It would be an appropriate juncture at which to start thinking about personalising the message to whichever army units are going to relocate to Kinloss. GS and RB to action.

Charter

The concept of an MEP Charter which sets the commitment and direction of travel was endorsed, and the draft Charter circulated was agreed.

Signing of the Charter will take place around the time of the Cabinet visit, with appropriate photo opportunities and press activity.

Governance

GS and RB will take a paper to the MEP once this is finalised.

(iv) COMMUNICATION UPDATE

The main audience for communications currently is the stakeholders. Activity underway at present is as follows:

- Draft logos been developed. MEP supported the selection made by LG.
- GS and LG met to identify distribution contacts for MEP Communication. Information will be cascaded after each meeting. Distribution list thus far contains MEP, MTF and the Bulletin mailing list. MEP members were asked to advise LG as to who else should go on distribution list.
- The Comms calendar is being populated and was distributed to the MEP.
- LG will take a press release to each meeting, and will develop a release after each meeting.
- MEP website is being developed.

(v) AOCB

- HIE have been asked to lead a piece of work on diversifying the economy of Moray. CB advised that they are basing this on the MES and doing a shorter, tactical working plan on diversification. This will be brought back to the October meeting. A brief resume to be brought to next meeting.
- Moray Chamber has been invited to meet the Secretary of State for Scotland in Edinburgh on 5th September, GS to attend as Chamber member. Suggested items for the agenda were the DIO response and plan.
- GMcI and JR to speak with Sandy Park regarding the status of a Highland Economic Forum.
- GS to make contact with Rita Stephen. Suggest joint meeting with ACSEF, six months hence.

(vi) FUTURE MEETINGS

Current meeting schedule is as follows:

Tuesday 13th September – 13:30 to 15:30 – Crown Estate Board Room, Tomintoul

Thursday 6th October – 10:00 to 12:00 – venue Macallan

Friday 4th November – 10:00 to 12:00 – venue Buckie

Wednesday 7th December – 10:00 to 12:00 – venue Forres

(vii) ACTION POINTS

- JR to circulate update with Board Papers for subsequent meetings.
- DL to give MEP progress update on Capacity Building and Community Confidence at each meeting, with output to be taken back to the October MEP meeting.
- AS to circulate timetable for Board members to select which MES Community Consultation meetings they will be able to attend.
- MEP partner organisation should look for opportunities to involve their staff in the MES Community Consultation meetings.
- GMcN to put the MES Consultation on the agenda for the Tourism Development Group and the Moray Chamber of Commerce meetings w/c 15th August.
- Board members were asked to forward suggestions to GS for speakers at the Business Engagement Sector Forum events.
- JR to discuss with Chamber the opportunity to be managing agents for the Forums.
- JR, GMcN and GS are to continue developing the Business Engagement framework and take it back to the next meeting.
- JR to prepare letter of support for EZ and TIF from MEP.
- GMcN to work with Chamber to identify an appropriate host for the MA week event and co-ordinate event.
- MD is to take a paper on the skills availability by sector question to the September meeting.
- JR will write to John Swinney proposing a follow up to his suggestion of a meeting with MEP during the Cabinet Visit.
- SR suggested that JR should have a conversation with Brigadier G.E. Lowder MBE, Commander 51 (Scottish) Regiment, and Lt. Col. Nigel Cribb.
- GS and RB to action the personalising the message to whichever army units are going to relocate to Kinloss.
- MEP members were asked to advise LG as to who else should go on distribution list.
- HIE to take paper on diversification to the October meeting. A brief resume to be brought to September meeting.
- GMcI and JR to speak with Sandy Park regarding the status of a Highland Economic Forum.
- GS to make contact with Rita Stephen. Suggest joint meeting with ACSEF, six months hence.