

**Moray Economic Strategy
World Host Meeting
Wednesday 4th of December 2013, Board Room, HIE Moray (Forres)**

MEETING NOTE

ATTENDEES	Andrew Anderson (AA) – Highlands and Islands Enterprise; Cameron Taylor (CT) – Forres Area Community Trust; Peter Fitch (PF) – Federation of Small Businesses; Craig Robertson (CR) – Business Gateway; Margery McLennan (MM) – Moray Chamber of Commerce; Frances Webster (FW) – Skills Development Scotland; Kate Tetley (KT) – People 1 st ; Alistair Farquhar (AF) – Buckie Area Forum; Jim Morris (JM) – Moray Council.
APOLOGIES	Nicole Green (NG) – Highlands and Islands Enterprise; Zillah Jamieson (ZJ) - Banffshire Coast Tourism Partnership; Lindsay Robertson (LR) – Tomintoul and Glenlivet Development Trust; Jacqui Taylor (JT) – Moray College UHI; Cllr Gary Coull (GC) – Moray Council; Bernard Annikin (BA) – Lossiemouth Business Association.

1) Review of previous meeting note.

Accepted as written.

2) Feedback on actions from previous meeting.

All actions complete to date.

3) AOB.

Flexible Training Opportunities (FTO) Funding – KT has checked that there will be sufficient funds and that FTO will continue. There could be a risk that there will be a gap at the end of the financial year in the beginning of 2014. FW confirmed that FTO could not be matched by HIE.

If Moray College buy all material in bulk this can reduce costs in the training being advertised.

Through the network of providers, all must be given the opportunity to work in Moray, with seven being required for the pilot.

There is the potential for all Senior Pupils in Moray – approximately 1300 students – to go through World Host training.

One student to be included in each pilot, one from each school, building on employability and entrepreneurship links.

Pilot courses to be run in February/March, organisation of which will need to be shared by partners. Potential for formal launch alongside Moray Chamber of Commerce Tourism launch in March.

There are 5000 online World Host taster places available, link to be circulated.

4) Date of next meeting.

TBC – Mid January 2014.

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AGENDA ITEM	DECISION	ACTION BY
3	Send AF information on World Host for businesses.	KT
3	Send AA Orkney launch information.	KT
3	Pass on a note to Lawrence and David regarding the danger lull period between March and late April in terms of administration of the FTO.	KT
3	Invite a student from each area to be a champion in schools, to attend the pilot groups.	JM
3	Let AA know about Train the Trainer course and how providers sign up for the course.	KT
3	Contact Karen Braithewaite (pharmacist).	AA
3	Check if FTO could be matched by HIE.	FW
3	Circulate area contacts for nominees and venues.	AA
3	Contact Diana Baxter.	AA
3	Circulate link to online taster places.	KT

Key:

INITIALS	NAME OF PERSON
AF	Alistair Farquhar
KT	Kate Tetley
AA	Andrew Anderson
FW	Frances Webster
JM	Jim Morris

