

**Moray Economic Strategy
World Host Meeting
Friday 17th of January 2014, Board Room, HIE Moray (Forres)**

MEETING NOTE

ATTENDEES	Andrew Anderson (AA) – Highlands and Islands Enterprise; Peter Fitch (PF) – Federation of Small Businesses; Margery McLennan (MM) – Moray Chamber of Commerce; Gill Neill (GN) – Elgin BID; Lindsay Robertson (LR) – Tomintoul and Glenlivet Development Trust; Frances Powell (FP) – Forres Area Community Trust; Kate Tetley (KT) – People 1 st ; Jim Morris (JM) – Moray Council.
APOLOGIES	Nicole Green (NG) – Highlands and Islands Enterprise; David Allen (DA) – People1st; Cllr Gary Coull (GC) – Moray Council; Frances Webster (FW) – Skills Development Scotland; Alistair Farquhar (AF) – Buckie Area Forum; Bernard Annakin (BA) – Lossiemouth Business Association; Craig Robertson (CR) – Business Gateway; Gordon McDonald (GM) – Buckie Area Forum.

1. Previous meeting

2. Actions still outstanding

- JM – Buckie has shown interest in putting forward students. Needs to give more information on WH to the schools – plus where it links to qualification outcomes. Gill will help with this.
- AA to contact Diana Baxter about involvement and hosting an event
- WorldHost Taster – looked like a marketing/ sales push and so people didn't do it.
- The Facilitator Course is fully booked with a very good mix of attendees.

3. Pilot Training Courses ;

Aim; to run a Training Course in each area

Objectives: Get Facilitators experience/ get champions identified; staff encouragement; school pupils represented.

AA - free of charge for 10 per group in each of 7 areas/aimed at employers including retail and hospitality/transport and tourism. Mix will be controlled to take forward the objectives. Based on local contact information forwarded to AA. Should be employers who are well connected.

[NB - 2 school pupils are more likely attend a course than 1 – timescales for school is critical where it doesn't clash with exams]

David Stewart and Kath Kernachan to attend each of the pilots so that retail is covered. Gill would also be happy to attend.

- Action – Organising dates in first two weeks in March

AA ask providers to indicate diary dates in first two weeks in March – then circulate to area reps

- 1]Area Rep identify date and venue
- 2] Collate information and providers
- 3] Area Rep identify 8 employers
- 4] JM identify 2 pupils
- 5]AA confirm providers

6] AA send out invites to employers

- Action – Valerie Sandy to be contacted again about engagement in Keith
- Action – Draft timescales for pilot courses to take place circulated to everyone

4. Update from People 1st

- Update on WHDRP - Funding solutions/ bid negotiations/ providers/ learning journeys/ best practice
- Shared MA – should Culture and Tourism Group [MM] and MEP Board [AA,MM] be consulted – paper for comment
- Employability Action Group /Skills training Group [JM and FW] - Comment
- Employability provision – national employer

Action; Kate send brief to AA for circulation on Shared MA/Employability

Action: They will check if the Group could continue with this

5. Destination Implementation Plan – next meeting

6. AOB

Marketing – Press release – Dawn McNiven and Lara Wisdom dealing with press releases together. Amendments made.

Launch – 7th March Moray Council Tourism Conference

Action – MM will comment back to Dawn with amendments

Action – AA to send Dawn the WH leaflets and information to build on the importance

7. Date of next meeting

w/b 10th February 2013 – doodle diary to be sent

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ACTIONS FROM MEETING

ATTENDEES	Andrew Anderson (AA) – Highlands and Islands Enterprise; Peter Fitch (PF) – Federation of Small Businesses; Margery McLennan (MM) – Moray Chamber of Commerce; Gill Neill (GN) – Elgin BID; Lindsay Robertson (LR) – Tomintoul and Glenlivet Development Trust; Frances Powell (FP) – Forres Area Community Trust; Kate Tetley (KT) – People 1 st ; Jim Morris (JM) – Moray Council.
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AGENDA ITEM	DECISION	ACTION BY
2	Give more information on WH to the schools – plus where it links to qualification outcomes.	JM; GN
2	Contact Diana Baxter about involvement and hosting an event.	AA
3	Ask providers to indicate diary dates in first two weeks in March – then circulate to area reps.	AA
3	Valerie Sandy to be contacted again about engagement in Keith.	AA
3	Timescales for pilot courses to take place circulated to everyone.	
4	Brief to AA for circulation on Shared MA/Employability.	KT
4	Check if the Group could continue with this Shared MA/Employability proposal.	AA; KT

Key:

INITIALS	NAME OF PERSON
JM	Jim Morris
GN	Gill Neill
AA	Andrew Anderson
KT	Kate Tetley