

**Moray Economic Strategy
World Host Meeting
Tuesday 11th February 2014, Board Room (HIE Moray, Forres)
10.30 am – 12.30 pm**

MEETING NOTE

ATTENDEES	Andrew Anderson (AA) – Highlands and Islands Enterprise; Cameron Taylor (CT); Jim Morris (JM) – Moray Council; Gill Neill (GN) – Elgin BID; Margery McLennan (MM) – Moray Chamber of Commerce; Craig Robertson (CR) – Business Gateway; Alistair Farquhar (AF) – Buckie Area Forum); Peter Fitch (PF) – Federation of Small Businesses; Dave Stewart (DS) – Highland Retail Academy.
APOLOGIES	Cllr Gary Coull (GC) – Moray Council; Gordon McDonald (GM) – Buckie Area Forum; Kath Kernaghan (KK) – ITP Training; Nicole Green (NG) – Highlands and Islands Enterprise; Zillah Jamieson (ZJ) - Banffshire Coast Tourism Partnership; Lindsay Robertson (LR) – Tomintoul and Glenlivet Development Trust; Bernard Annikin (BA) – Lossiemouth Business Association; Kate Tetley (KT) – People 1 st .

1) Review of previous meeting note – 17.01.14.

Accepted as written.

2) Feedback on actions from previous meeting.

Give more information on WH to the schools – plus where it links to qualification outcomes – JM; GN. This has been discussed and links are ongoing.

Contact Diana Baxter about involvement and hosting an event – AA. GN to give contact information to AA.

Ask providers to indicate diary dates in first two weeks in March – then circulate to area reps - AA. Area reps to email trainers when they have dates.

Check if the Group could continue with this Shared MA/Employability proposal – AA;KT. Email FW re this – AA or MM.

3) Report from meeting with providers with fee proposal.

Meeting note discussed and proposal agreed. DS to circulate prepared Flexible Training Opportunities claim form with instructions.

4) Pilot Training Courses.

Dawn McNiven, dmdotpr, will be attending the Elgin pilot course on the 4th of March.

GN has completed registration form.

There was a discussion on coordination of the training going forward with the suggestion of this being centred within the Moray Chamber of Commerce who are willing to host an

intern. Highland Retail Academy would manage a contact box for people to enquire about training.

DS to follow up on UHI Graduate Scheme.

Interest in a Moray World Host Facebook page – DS to discuss with Natalie Bradley, Moray Chamber of Commerce.

JM has contacted the schools and pupils will be made aware of the training.

Dates need to be confirmed as soon as possible.

Forres now has a waiting list for training.

5) Update from People 1st.

6) Date of next meeting.

Week commencing 17th of March 2014.

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ACTIONS FROM MEETING

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AGENDA ITEM	DECISION	ACTION BY
2	Email FW re shared MA/Employability proposal.	AA or MM
3	Circulate prepared Flexible Training Opportunities claim form with instructions.	DS
4	Follow up on UHI Graduate Scheme.	DS
4	Discuss World Host Facebook page with Natalie Bradley, Moray Chamber of Commerce.	DS

Key:

INITIALS	NAME OF PERSON
AA	Andrew Anderson
MM	Margery McLennan
DS	David Stewart