

**Moray Economic Strategy
World Host Meeting
Monday 9th of June, 2.30 pm
Board Room, HIE Moray, Forres**

MEETING NOTE

ATTENDEES	Andrew Anderson (AA) – Highlands and Islands Enterprise; Zillah Jamieson (ZJ) - Banffshire Coast Tourism Partnership; Craig Robertson (CR) – Business Gateway; Frances Powell (FP) – Forres Area Community Trust; Jim Morris (JM) and Joe Bodman (JB) – Moray Council; Kate Tetley (KT) – People 1 st .
APOLOGIES	Nicole Green (NG) – Highlands and Islands Enterprise; David Allen (DA) – People 1 st ; Cllr Gary Coull (GC) – Moray Council; Frances Webster (FW) and Roddy Innes (RI) – Skills Development Scotland; David Stewart (DS) – Highland Retail Academy; Cameron Taylor (CT) – Moray Chamber of Commerce; Sam Dowdall (SD) – Christies of Fochabers.

1) Review of previous meeting note.

Accepted as written.

2) Feedback on actions from previous meeting.

Send NG Pilot course evaluations – CT – Carried forward.

Send NG People1st's evaluation framework – DA – Carried forward.

Send NB list of attendees to date – NG – Carried forward.

All others completed to date.

3) Pilot Training Course - Lossiemouth.

4) Update from People 1st.

5) SDS Flexible Training Opportunities.

Discretionary funding budget for SDS not agreed yet. Courses can run as of this date, as funding for employees is available through the FTO.

6) Moray Speyside update.

7) AOB

KT to send an update to JM on progress with the Springboard Hospitality course.

Marketing strategy for the project must be staged, during and after tourist season.

AA to check process of recording course completion as number of attendees have not received a certificate. AA then to write to all who have attended explaining this and process for business registration. Direct to other skills training through Business Gateway etc. Skills and Training Group to be updated and a meeting with them scheduled.

When a course is taking place, providers are to inform Moray Chamber of Commerce. AA to meet with Moray Chamber of Commerce to discuss how courses are to be managed.

Caithness were used as an example of best practice with the provider helping with the funding claims.

A flowchart of possible funding is to be devised by CT.

Discussion on whether funding could come from LEADER or EFF. This looks possible as skills appear in the draft strategy.

KT gave an update on the shared apprenticeship scheme which has had limited interest so far. Perceived lack of interest or awareness of modern apprenticeships in young people. SD and Gail Cleaver from Johnstons of Elgin have expressed an interest in the scheme.

8) Date of next meeting.

TBC – when pilots complete and more information available regarding People 1st funding.

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ACTIONS FROM MEETING

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ACTION NUMBER	AGENDA ITEM	DECISION	ACTION BY
1	2	Send NG Pilot course evaluations.	CT
2	2	Send NG People1st's evaluation framework.	DA
3	2	Send NB list of attendees to date.	NG
4	7	Check process of recording course completion as number of attendees have not received a certificate.	AA
5	7	Write to all who have attended explaining process of recording course completion and process for business registration. Direct to other skills training through Business Gateway etc.	AA
6	7	Update and arrange a meeting with the Skills and Training Group.	AA
7	7	Meet with Moray Chamber of Commerce to discuss how courses are to be managed.	AA
8	7	Devise flowchart of possible funding.	CT