

**Moray Economic Strategy
Programme Managers Meeting
Thursday 16th of May 2013, HIE Moray (Forres)**

MEETING NOTE

ATTENDEES	Stephen Cooper (SC), Jim Grant (JG), Shelley Flett (SF) and Donna Skene (DS) – Moray Council; Tom McGarry (TM) – UHI; Steven Hutcheon (SH), Andrew Anderson (AA) and Nicole Green (NG) – Highlands and Islands Enterprise.
APOLOGIES	Gordon Sutherland (GS) – Moray Council.

The meeting was chaired by Tom McGarry.

1) Meeting Note February 28

- Accepted as written.

2) Progress update on preparation of Business Cases and Project Plans

- General consensus that these still require work.
- The Skills and Training Group have been looking at key themes to apply to all projects in the writing of these.
- The Development Group's Business Cases are almost complete with only timescales and milestones to be added. This will make it easier to report on, with targets to specifically meet.
- AA raised the point that it can be difficult to write these business cases when there is overlap with another group, or the project may be out of the group's control at the present time. However, these projects still need to be reported on.

3) Tasks for completion (required by Fri May 31 for MEP meeting June 4):

- Consolidated Programme (Final draft).

As different groups are using different terms within this document, SF will re-circulate the current version with the main headings to be used included. This document will remain fluid and any changes to be emailed to SF who will maintain a master copy.

The category of active/current projects are what the MEP Board will need regular updates on via the Status Update Sheet. These are also the projects which the Business Cases should be written for.

The need for a mechanism to remove projects which are no longer viable or relevant was again highlighted.

Any projects which crossover into multiple groups should remain in each group's section. Leads may change over time as the projects progress.

- Programme Status Update.

Each Programme Manager gave an update on their group's progress.

SC – Transportation Group:

Currently in discussions with bus companies regarding use of a Public Transport Grant to create a bus route from Aviemore to Elgin. The proposal is for funding for 2-3 years and will require an operator to provide confirmation to continue providing the route after this funding has stopped. Discussion on specific points the route should take. This will have a great impact on the Tourism sector and the Transportation Group will look to work with the Tourism and Culture Group on this as the plans develop and progress is made.

A Project Manager has been appointed for the Lifting the Spirit project.

TM – Skills and Training Group:

The Employability Action Group will be working as an Operational Group of the Skills and Training Group. They are looking to develop a 'one-stop shop' for both individuals and organisations. Potential for both an online and physical location, this is still being discussed.

Moray Skills Pipeline has been agreed. Before the end of June, the potential uses of this for stakeholders will be discussed.

Business into Education – TM and Anthony Standing meeting with Laurence Findlay next week to discuss the possibilities with regards to employability and enterprise.

S&T Group have also had talks with Atos and what skill shortages they have and how the Group could potentially help them.

AA – Tourism and Culture Group:

The Tourism Strategy will be presented for approval at the next MEP meeting.

Development of a new Culture and Arts Strategy is being lead by Business Advocate Anna McPherson (Recite Films).

The Group, along with the Skills and Training Group will be meeting again with People1st re World Host proposals in late June – TBC.

The Group are supporting the Findhorn Bay Arts Festival which is a headline event for Homecoming 2014. Other local Homecoming events are the Whisky Festival and Elgin Food and Drink Festival.

Continuing to support the Moray Arts Centre and looking into possible future uses.

- JG – Development Group:

St Giles extension – planning application for this project is in. Currently in discussions with regards to temporary location of bus station and awaiting results of an options assessment.

Lossie Green redevelopment – the masterplanning for this is being undertaken by David Duncan.

Buckie Harbour – crossover with Inward Investment and Business Growth Group. The brief is being drafted and details the need to look into options, both new opportunities and opportunities for existing users and costings of these for the site.

SH – Inward Investment and Business Growth Group

Industry development – ‘Talking Heads’ have been completed. All-Energy event is next week in Aberdeen. Looking to engage with the consultants responsible for the proposition on how progress has been made since. Also looking to visit various business parks and enterprise areas for new ideas.

Elgin Business Park – The legal agreement has been sent out.

Ryden Property Demand Study – First draft has been received with some rework to be done.

Broadband – Deal has been signed between BT and HIE with roll out due to start.

Enterprise Park Forres – Unit 6 handover is now complete, with the client opening tomorrow (Friday 17th of May). Units 10 and 11 are under construction with 11 already being let. Southside Road will be completed in 2 weeks’ time.

Public sector training – EDAS looking to run a 2 day course after summer.

4) Resources (is programme support in place for programme managers)

- Confirmation that Gillian Paul (SDS) is the Secretariat for the Skills and Training Group.
- GS circulated a sample action sheet to show the information that all groups should be recording in each meeting. Decision made that all meeting notes etc be forwarded to SF who will keep a record of these and also, in turn, circulate to Lesley Gallagher (HIE) who will be putting these on the MEP webpage.

5) Communications Update

- GS has applied for LEADER funding for part funding for the purchase of a media services tool/newsroom to be used by the future Communications/Marketing of the MES.
- Looking to tender soon for a Communications/Marketing company to work on behalf of the MES.

6) AOB.

- N/A.

7) Date of next meeting.

- 15th of August 2013, 11.00 am, HIE Moray Board Room (Forres).

JG agreed to chair this meeting.

- Other future dates:

21st of November 2013, 11.00 am

20th of February 2013, 11.00 am

**Moray Economic Strategy
 Programme Managers Meeting
 Thursday 16th of May 2013, HIE Moray (Forres)**

ACTIONS FROM MEETING

ATTENDEES	Steve Cooper (SC), Jim Grant (JG), Shelley Flett (SF) and Donna Skene (DS) – Moray Council; Tom McGarry (TM) – UHI; Steven Hutcheon (SH), Andrew Anderson (AA) and Nicole Green (NG) – Highlands and Islands Enterprise.
APOLOGIES	Gordon Sutherland (GS) – Moray Council.

AGENDA ITEM	DECISION	ACTION BY
3	Consolidated Programme – current draft to be re-circulated with main headings to be used included.	SF
3	All Programme Managers to have their updated versions of the Consolidated Programme to SF by 31 st of May.	TM; JG; SC; AA; SH
4	Put Stuart Robertson in touch with Steve Cooper regarding Broadband.	SH

Key:

INITIALS	NAME OF PERSON
SF	Shelley Flett
TM	Tom McGarry
JG	Jim Grant
SC	Steve Cooper
AA	Andrew Anderson
SH	Steven Hutcheon