Moray Economic Strategy
Programme Managers Meeting
Thursday 28th February 2013, HIE Moray (Forres)

MEETING NOTE

Attendees	Stephen Cooper (SC), Gordon Holland (GH) Gordon Sutherland (GS) and Jim Grant (JG) – Moray Council; Tom McGarry (TM) – UHI; Steven Hutcheon (SH), Andrew Anderson (AA) and Nicole Green (NG) – Highlands and Islands Enterprise.
Apologies	None.

1) Review of previous meeting note.

- Meeting note accepted as written.

- Quarterly meetings – These will be used to update on main projects or projects where there is a cross over between groups. The Status Update sheet will then be filled out afterwards. The first of these should be sent to GS by end of day Friday (29th). NG will set up meeting dates with Shelley for the rest of the year and circulate to you all.

2) Feedback on actions from previous meeting.

- Prioritisation: Everyone has now done this and Shelley has circulated the collated results. Specific priority numbers were agreed to be unnecessary as it is important to keep the prioritisation fluid as circumstances can change.

  All groups have been advised to follow the Development Group's format of priority categories, by the end of March. The word priority is to be removed from the name of each category.

  All projects need a plan or brief. The Development Group have written a brief business case for each project which includes information on aims, outputs, resources etc. It was decided this is something each group must do. To do this you may need to seek out the people who were involved with placing each project on the list, to understand the thinking behind them. They may no longer be relevant, realistic or feasible. This can then be given to a project team to develop their own brief/plan.

  JG will circulate examples of the Development Group's business cases.

  Some projects may cross over into multiple groups. This information should be passed onto Shelley who will redraft the collated list accordingly and send this out for the remaining columns to be populated. Writing a business case for each project will help decide who these projects should sit with.

3) Feedback on Tourism Summit.

- AA gave an overview of the Tourism Summit and the work the Tourism and Culture Group have been undertaking to establish a Tourism industry body for

Moray.

- A project group of approximately 30 people has been assembled from all areas of the industry. They have contributed to the creation of a Tourism strategy which is almost ready to be seen by the MEP.

4) Description of action points; assigning of projects.

Some projects may not have obvious lead organisations or specific people to assign these to. This will become more apparent when writing the business cases.

5) AOB.

- SH gave an overview of the units around the Enterprise Park.

- It was decided that the chair of the Programme Manager meetings should rotate each time.

- Outcomes – GS along with Anthony Standing (Skills and Training Group) and David Oxley (Inward Investment and Business Growth Group) have developed, from existing data, some outcomes and measures for the delivery of the Strategy. GS advised it would be helpful to keep these in mind when developing the business case for each project. These will need to be reviewed on a yearly basis.

6) Date of next meeting.

- 16th of May – 11.00 am HIE Moray (Forres).

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ACTIONS FROM MEETING

Who	Action
All	Email GS re Status Update.
JG	Circulate example of business case to all Programme Managers.
All	Send any information re crossover projects to Shelley.
Shelley Flett	Redraft the collated priorities.
All	Follow the Development Group's format of priority categories – by the end of March.
All	Populate remaining columns on collated priorities draft.
All	Business cases for each project – by the end of April.
NG	Set up meeting dates for the rest of the year.
SH & JG	Set up meeting re crossover projects.
All	Send any feedback on Outcomes to GS, along with any additional ideas.
AA & SC	Send GS an Outcome for each respective group.
AA	Circulate to all the strategy behind numbers for Tourism body business case.