



**EMPLOYABILITY MORAY PARTNERSHIP GROUP
10:00AM, 2nd DECEMBER 2016, MEETING ROOM 1, MORAY COUNCIL ANNEXE**

RECORD OF GROUP MEETING

IN ATTENDANCE	
Cllr Sonya Warren	The Moray Council (Chair)
Laurence Findlay	The Moray Council
David Patterson	Moray College UHI
Frances Garrow	TMC
Alison Kearney	HIENT
Stephen Sheridan	SDS
Jane Munro	DWP
Dave McCallum	SDS
Jackie Maclaren	tsiMoray
Andrea McArthur	The Moray Council (Minutes)

AGENDA ITEM / TOPIC	ACTION POINT	ACTION BY
1. Welcome / Introductions / Apologies	<p>Cllr Warren welcomed everyone to the meeting and had round the table introductions.</p> <p>Alison Kearney advised that she is attending currently in place of David Oxley for the next 3/6 months.</p> <p>LF introduced Frances Garrow who has taken up the post of Organisational Development Manager within the Moray Council. She will be providing an organisational development perspective on the employability issues within Moray and any potential actions and solutions the council might be considering with its community planning partners.</p> <p>LF put forward that Frances should be a permanent member of this group and it was agreed that she be added to the</p>	

	<p>membership.</p> <p>He further advised that Vivienne Cross will now attend this meeting in place of Graham Jarvis as a more relevant representative however she is unable to attend this morning due to HT interviews.</p> <p>Apologies: Sarah Medcraf, Catherine Ward, Vivienne Cross and Maxine Scott.</p>	<p>AM</p> <p>AM</p>
<p>2. Updates</p>	<p>Skills Investment – Dave McCallum DM advised that the Skills and Training group is going well and the draft action plan is in place. Work going on with wind farms work requirements located across Moray. JM has been approached to help supply security qualifications. Funding and training is being pursued through the DWP and College. The companies continue to request more people.</p> <p>Rail infrastructure – the job centre was approached by local contractors who are potentially looking for 100 people, train personal track safety in January 2017. Jane currently looking at funding possibilities to support the training; awaiting feedback. Additionally sponsorship may be a possibility. There are currently 3 places left at college which could possibly be used and this will be discussed further at meeting with the college on 7 December 2016.</p> <p>Councillor Warren queried whether ex-oil and gas industry personnel could be used. Transition training fund successful in north and north east to provide training to ex-oil and gas industry people. Is there anyone with ex-oil and gas experience that could be used for rail infrastructure? DM confirmed anyone made redundant or currently at risk can get training with funding provided if proven there is a sustained destination following the training. DM advised Councillor Warren that she can provide his contact details to individuals if anyone wished to discuss further.</p> <p>Met colleagues at HIE and aware of opportunities at Forres Enterprise park although this is still early days. Crucially need someone from council on board as Graham is no longer available. Rhona Gunn had previously suggested Gordon Sutherland and group agreed that Gordon would be a suitable representative. LF to discuss with Rhona</p> <p>Developing the Young Workforce Sarah had provided update by email Discussed option of One point digital notice page for young people where they can access all types of information (similar to Highland version) in place of the current</p>	<p>LF</p>

employability blog which isn't fit for purpose.

DYW Edinburgh and SDS have created a new portal called Marketplace and it is agreed by the DYW National Group that it be rolled out across all region groups from start of 2017. Already running in Glasgow and Edinburgh. The functions that this will be able to do over the following months as part of its continuous improvement plan, it wouldn't be good use of resource to create another site as per above. Contact Sarah if you require further details. Plan is for SDS national to come and present Marketplace to ALL Moray stakeholders in the new year and will ensure Employability Moray are invited.

A new manager has been appointed, Moira Stickle, and joined the team on 21 November. She has met with Jan Bruce (SDS), Maxine Scott (TMC) and Jackie Andrews (Moray College UHI) and agreed that they will have monthly meetings going forward.

A co-ordinator has also been appointed, Sarah Baxter, and she joined the team on 10 October 2016. DYW Moray brochures have been delivered to all secondary schools and colleges (with enough for all teachers) to try and help teachers get an understanding of what we are doing and contact details.

New website launched www.dywmoray.co.uk and is a digital version of the Our Moray Brochure. The website will grow with news and blog posts in time.

Event held on 29 September 2016 called our Moray with over 70 attendees including SG representatives and key local employers; feedback very positive.

Board meetings occurring bi-monthly and agreed that Maxine Scott (TMC) and Moira Stickle attend at start of each meeting to provide updates. Moray College UHI is a full member of the DYW Moray Board with Jackie Andrews attending.

Creating an SME sub group due to strong private sector representation. Each board member has been tasked with finding four micro/sme businesses to be part of sub group. Unlikely this group will meet due to time restrictions however the DYW executive team will liaise and work with these relationships and seek advice on anything relevant.

Worldhost – negotiated with Johnstons of Elgin for 8 days of their Worldhost trainers time for students at a reduced cost of £25 per head. DYW Moray will also pay for the workbooks etc and can offer 96 secondary school students

this opportunity. It is with the Council/schools to choose students; there will be 8 classes of 12 attending Principals of Customer Service training in February/March 2017. DYW are also in the process of creating a second day to include interaction with local employers and trying out their newly learned skills.

Pathway Planning – MS and her team have created a pathway planning document using the 8 sectors on the employability Moray documents and was presented to the Board in October 2016. Was well received and agreed good document but agreed that more employers need to see the document before finalising. Working with MS to get dates for consultation of document and will invite employers from across different sectors and different sizes to check it is fit for purpose before it is implemented in schools.

Travel & Tourism – DYW Moray, Moray Chamber and Moray Speyside Tourism have been working with Keith and Buckie High schools with regards to their T&T course. By being involved at different stages the learning outcomes have been enhanced. Also teamed up with Visit Scotland who are keen to help in a number of areas. More information on this will be available after our planned meeting with Visit Scotland.

Councillor Warren suggested that it would be beneficial if a substitute could attend this meeting when Sarah is unavailable. Perhaps Moira would be an option:
LF to follow up.

Links between school/employers/SDS are currently working well. MS is leading well on building links and relationships between schools and local companies, including visits to schools from staff of companies.

Councillor Warren had concerns that the DYW focus is on big companies/ businesses and that there is a need to work more with smaller businesses. It was agreed that one model will not work in every business.

Representation from the Moray Council and the NHS as large employers on the Board would also ensure that the Board is not only business led. A mix of businesses large and small to include more micro businesses.

Susie Ross is currently on secondment from SDS to the Council Education team and working with MS. This is proving to be a good positive secondment and an excellent example of partnership working.

LF

	<p>Lifelong Learning</p> <p>DP advises that more ESOL is required to meet demand but there are not enough resources available to meet this demand which includes requests from employers. LF confirmed there are many migrant workers in areas across Moray and many courses are based in Elgin but are needed elsewhere, particularly Buckie and Forres. There has been some ESOL offered in outreach centres but not enough to meet demand.</p> <p>DP confirmed that ESOL can be provided anywhere if there is provision and resources available.</p> <p>JM advised that she is still awaiting confirmation on the extra funding for ESOL that the DWP will make available.</p> <p>JMac advised that neither the college nor the local authority are able to continue providing the ESOL funding to LEAD Scotland that they had normally received.</p> <p>Skillforce – there was discussion around the changes in the service.</p> <ul style="list-style-type: none"> • How is this impacting due to changes of service? • Previously supported young people and adults where formal education has failed. • Vivienne has been in discussion with the college as to where do we go next? • There is a need for something for this cohort of young people and adults but Skillforce is not meeting this need at the moment – need to look elsewhere? <p>Celebration Event to cover ESOL, transition and the young workforce – an event will raise awareness of these different aspects. DP and JMac. JMac advised the lifelong learning forums are looking to hold an event round adult learning to raise the profile and this will be further discussed at the next Lifelong Learning meeting.</p> <p>LF advised that currently community learning and development is disjointed due to historical cutting of posts within the Council. This will be discussed further in Item 6.</p>	
<p>3. Targets from 10 Year Plan</p>	<p>LF thanked everyone for responses and circulated a draft updated action plan 2016/17. DM advised that he has some information to populate the action plan further and will email information to vicki.hardman@moray.gov.uk.</p> <p>Chart 21 target – approved</p> <p>Chart 21 – CP partners are keen to see this retained however the following points were discussed and</p>	<p>DM</p>

	<p>considered:</p> <ul style="list-style-type: none"> • There has been no input however if all other points are improved then, in theory, this target should improve. • Difficult to access this information as it is not gathered anywhere and there is no specific work going on to capture this. • JM advised that the DWP is working to get people back in to work which would impact on this positively however, specific figures not gathered. • DP suggested that ensuring these children have sufficient aspirational opportunities is more relevant. <p>LF will report back to the CP Board and produce a narrative.</p> <p>Chart 22 – following points were discussed and considered:</p> <ul style="list-style-type: none"> • Risk with follow up destinations. • DM advised participation measure will be used and school leaver specifics will be removed • looking at all young people 16-24yrs. • Information going into data hub is crucial – SDS are simply custodians. • Held event to encourage schools input on Seemis etc. The event was successful but need consistency on input. College input is crucial too. <p>DM to provide LF with information/figures.</p> <p>Chart 23 – DM will provide figures to populate modern apprenticeships Following points were discussed and considered:</p> <ul style="list-style-type: none"> • Split this chart in to: 1. Foundation and 2 Modern Apprenticeships. • DM will provide guidance on setting targets for the future. • Instead of percentage will use actual • DP advised very positive courses at foundation level at UHI eg. Civil engineering. LF wondered if we could get schools to buy in? How do we do this? Work done with head teachers? • College are linking with MS to progress this. • SS advised that UHI Learning Hub will be holding an event in Inverness and could be an opportunity. MS is attending and we could perhaps look at holding a similar event in Moray. • DM might be able to offer support to such an event with some funding <p>SS has information on the event and will circulate to all.</p> <p>Chart 24 – following points were discussed and considered:</p> <ul style="list-style-type: none"> • JM advised that we can only go on information that is disclosed. 	<p>LF</p> <p>DM</p> <p>SS</p>
--	--	--

	<p>LF to go back to CP Board and advise this target is not fit for purpose at annual reporting time.</p> <p>Chart 25 – this data will be available in January 2017. The following points were discussed and considered:</p> <ul style="list-style-type: none"> • There is a lot of scope as only 120 employers currently involved. SS wondered if this can be moved up the agenda? See where it fits under CP Board Governance Group. • CP partners want employability to be a priority through this group. • There is a bit of confusion when it comes to DYW • MS is conduit between college, schools, SDS and employers. She is taking this forward. • Relationship between employers/business/education – the DYW Board lead on this and advice they report to government and not to this group, although Sarah does attend to provide updates. Funded by government but an important link. • DM to provide information on how it works in Shetland <p>Confidence ratings Any thoughts on ratings please email LF laurence.findlay@moray.gov.uk.</p> <p>LF will update the document and circulate to everyone.</p>	<p>LF</p> <p>DM</p> <p>ALL</p> <p>LF</p>
<p>4. Draft Employability Strategy for Moray</p>	<p>Laurence thanked those who have provided comments.</p> <p>DYW were requesting some clarification and LF confirmed he will deal with this. Agreed that tsiMoray comments to be incorporated.</p> <p>JMac wondered whether the NHS should be included? Shetland promote their inclusion. FG suggested a representative from Integration Joint Board would be more appropriate as this is a broader spread. The group agreed to go forward with this.</p> <p>LF to discuss with Pam Gowans, Chief Officer, Health & Social Care Moray.</p> <p>The draft strategy has also gone to the Moray Economic Partnership for comment.</p> <p>LF asked the group if they are happy for him to progress with all comments received and the group agreed yes.</p> <p>LF will update document and circulate.</p> <p>Final document for approval should be available for the next meeting in February 2017.</p>	<p>LF</p> <p>LF</p>
<p>5. Apprenticeship</p>	<p>Government ministers will decide how money will be</p>	

<p>Levy</p>	<p>distributed across Scotland.</p> <p>FG advised that as a council we do not do much with modern apprenticeships and there is no sustained approach or rationale at the moment. However, in order to work out the best approach we will need to understand what is currently going on elsewhere and what everyone's understanding is of the levy.</p> <p>This could be an opportunity to focus on what we are doing in some areas and possibly develop an approach that will be sustainable.</p> <p>SS is lead for construction which has its own levy so there will be two now in that field of work. The financial offer from the Government should be known in January 2017. There is £221million available for Scotland as a whole. Following the December meeting SS will know more about what SDS will do within Moray particularly in relation to the public sector. SS advised of an event at Highland Council where they are bringing in other partners to find out about current engagement with apprenticeships etc. There is a need to find out what we could do across the public sector in Moray.</p> <p>SS to link in with LF and FG once he has more information.</p>	
<p>6. Community Learning & Development</p>	<p>LF advised that following previous restructures within the Moray Council, there is no one person now responsible for CL&D. Currently youth work would come under Susan Maclaren, community capacity building under the Chief Executive's department and adult education/lifelong learning technically under Graham Jarvis. Because there is no one lead it makes it difficult to plan strategically. A Community Learning and Development Plan is a statutory requirement and the development of a Plan has been supported by tsiMoray taking an initial lead. A plan has been produced and is progressing however there is still work that requires to be done to make it more effective.</p> <p>Inspections are starting across Scotland on how community planning and development is managed and governed. Karen Delaney has led on the CL&D Plan within the Council. LF has discussed with Fabio, tsiMoray around the plan and where it should sit as it is currently with the CEG for accountability and governance and this has not been satisfactory and the CEG have concerns around providing governance. Karen will now lead on this and has recommended that it perhaps should sit with the Lifelong Learning Forum and reporting should be back to that group which will take a broader view. It would be good to review and consider membership of this group.</p>	

	<p>LF/Karen Delaney/Fabio Villani/Tom McGarry to meet to check that there is not anything missing in the Plan and took at remit. This group agreed they are happy for LF to take this forward and report back to the next meeting.</p> <p>DP advised that the inspection framework for Moray College UHI is now a self evaluation process and there will be no formal inspections.</p> <p>DM advised he will share the current Highland Inspection Report.</p>	<p>LF</p> <p>DM</p>
7. AOCB	<p>LF advised there is funding availability for research to be undertaken by Glasgow University and it is an opportunity to get something specific for Moray. Seonag (SDS), LF and MS to meet in the new year to discuss.</p> <p>SS will circulate an outline plan and tender document as an example.</p>	<p>SS</p>
8. Date and Time of Next Meeting	<p>Wednesday 22 February 2017 at 10.00am, Meeting Room 1 (Moray Council Annexe Building)</p>	