

**Inspiring Talent Group Meeting Notes**

**Date:** Monday 4th March 2019

**Attendees:**

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| ***Name*** | ***Organisation*** |
| Robin Westacott (Co-chair) | Heriot Watt University  |
| Ailsa Sutherland (Co-chair) | FWB Park Brown |
| Joanne Davidson  | Edinburgh Chamber of Commerce |
| Fiona MacFarlane | Morham Solutions  |
| Prof. Joe Goldblatt  | Queen Margaret University |
| Michelle Fenwick | Developing the Young Workforce (ECC) |
| Finlay MacCorquodale | Edinburgh Napier University |
| Fiona Forest-Anderson | Edinburgh Napier University |
| Alan Paterson  | George Watson’s College |
| Lucy Everett | University of Edinburgh  |
| Barry Nichol | Anderson Strathern |
| Anna Lyle (minutes) | Edinburgh Chamber of Commerce  |
| Rebecca Neish | Edinburgh Chamber of Commerce |

**Apologies:** Stuart Cronin – Edinburgh College, Maryanne Barclay – Forth View Primary, Sharon Wallace – Phoenix, Alan Paterson – George Watson’s College

**Agenda:**

* Welcome and introductions of new group members
* Notes/Actions from previous minutes
* Inspiring Talent: Developing the Workforce for the 2020’s – Event Review
* Year ahead
* Group membership
* AOB
* Date of next meeting

**Actions:**

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| **What** | **Who** | **When** |
| Group membership to be added to the agenda moving forward – want to find members in the food, drink, hospitality and retail industry. | AL | ASAP |
| AS wrote to the panellists individually after the event, has feedback that can be shared to group.  | AS | ASAP |
| Profile of panellists to be added to Inspiring Talent event feedback booklet in fine print (degree, country, age etc.). | MF/DYW | On going |
| Phil Ford to be invited to speak at next committee meeting, need a lifelong learning background. | MF | On going |
| Create bullet point list to be sent to Phil to show what group want form his visit, will ensure that they get the most out of their time.  | MF/AS/RW | On going |
| MF also has contact for someone at City of Edinburgh Council who could speak to the group on lifelong learning – MF to get contact for this person.  | MF | On going |
| Cancer Research does training for older employees- JG to follow up with contact, perhaps invite to meeting? | JG | On going |
| FFA has contacts at Age UK, would be able to get them to attend a meeting and connect group with Edinburgh based employers who work with older people.  | FFA | ASAP |
| FFA has connections with Carer Scotland, will get contact details for them also, invite to meetings and events.  | FFA | ASAP |
| Group to nominate themselves for a sub-group.  | ALL | ASAP |
| JD and RN to look @ ECC events calendar and find dates for both events. | JD/RN | On going |
| AS and Anna Lyle (AL) to coordinate dates for sub-groups once a finalised list of names for each has been gathered. | AS/AL | ASAP |
| MF to look for a school representative, from Lothian’s? Need better attendance and representation of schools.  | MF | On going |
| JD to look at business and sector representation of the group.  | JD | On going |
| The group agree they would like to find a hospitality, tourism, retail and tech sectors.  | ALL | On going |
| JD to speak to ECC Marketing team about including a talent and skills piece in the next QES survey.  | JD | Before next QES survey |

**Meeting Minutes:**

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| **Item 1** | **Welcome**  |
|  | Ailsa Sutherland (AS) opens up and chairs the meeting. Group introduce themselves to two new group members; Fiona Forest-Anderson (FFA), Head of Employer Engagement at Napier University, and Barry Nichol (BN), Partner at Anderson Strathern with a particular interest in the education sector.  |
| **Item 2** | **Notes from previous minutes**  |
|  | * Minutes of last meeting are accepted as a true record of what was discussed.
	+ Group membership to be added to the agenda moving forward – want to find members in the food, drink, hospitality and retail industry.
	+ Joanne Davidson (JD), Robin Westacott (RW) and AS have looked at and began to draft 2019 plans, to be tabled later in meeting. Plan modelled on the other Inspiring Group’s 2019/20 plans.
	+ Group want to be ambitious, but have planned achievable goals, want to deliver tangible results.
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| **Item 3** | **Inspiring Talent: Developing the Workforce for the 2020’s – Event Review** |
|  | * Rebecca Neish (RN) and JD table to the group a feedback sheet from the event, including results from the survey that took place.
* 7/36 employers responded to the survey, although it seems like a small number RN ensures group that 7 responses is pretty good for an event.
* 57% of those attended were satisfied with the event, whereas 43% were very satisfied. There were no real negative comments with regards to improvement, delegates had just wanted the event to run on longer and employers would have liked more networking time with the young people.
* 100% of those who responded to the survey felt they had a better understanding of the future workforce – group very pleased with this result as it shows the event was delivered well, did as it was meant to.
* There was interest from delegates at the event to know more about the Inspiring Talent group. Definite appetite for group to produce a similar event, good starting point for the future.
* Joe Goldblatt (JG) worries the intimacy of first event would be lost if they were to open to the event to more people. He also thinks panellists should be sent a survey, use their feedback to help make the event run smoother for future panellists.
	+ AS wrote to the panellists individually after the event, has feedback that can be shared to group.
* Group happy with the student to employer ratio, lower amount of students in audience created safe environment and allowed all young people to feel well involved.
* Group given booklet showing key findings from event, surprised to find that traditional businesses like The National Galleries of Scotland aren’t keen on the standard interviewing process, want to be more creative by using YouTube interviews etc. as process is “dead” – eye opening.
* The panellists, Flavia in particular, also spoke about the changes in interviewing people. Captures wide interest/pool of talent but could be off-putting for some people which would limit pool – different skills needed for different interviewing types.
* BN explains legalities with interviewing – photo shouldn’t be included but video interviews defeat this purpose. Process to be kept as anonymous as possible to avoid discrimination.
* Notes from event are in DYW branded booklet, information hasn’t been used yet Michelle Fenwick (MF) pulled together information for group to make decision on what to do with it.
	+ Information could be used for a strong article. Could be used to inform work of the group and others going forward.
	+ As the event was very specific, information should be used as a building block – could be combined with information from other events (for example, mothers returning to work) to create one big research piece?
	+ Share with other people who may be able to help expand upon results.
	+ DYW branding on booklet for ow, but will be changed to Inspiring Talent branding if circulated out with group.
	+ Profile of panellists to be added to booklet in fine print (degree, country, age etc.).
	+ Group enthusiastic about doing more of these kind of events, but need to be realistic with their findings if shared with others.
	+ Everyone thanks each other for a great event.
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| **Item 4** | **Year ahead** |
|  | * Chairs looking for agreement from group on basic set up for 2019 plans, 3 months into 2019 already so want to start working on plans as soon as possible.
* Plan based on Inspiring Communities work plan, produced by co-chair RW.
* Decided on aim by looking at the group’s terms of reference. The outcomes and success measures, in the middle column of the table, will be easy to identify. Group must focus on the suggested activities.
* 1st of the priority actions is “new targeted networking events to link ECC with businesses and education”, use future workforce for the 2020’s event as a base for planning future events on a smaller scale to help get into different sectors – could hold event for mothers and fathers with regards to maternity/paternity, think of ways to make process easier so progression takes place when parents leave to have children.
* Group must be well represented, working with similar groups to attract employers to events.
* Group question what defines talent? ECC have broad representation of members, can’t get into too many details and specifics. Must be clear what talent means in relation to Edinburgh and the city’s needs.
* Difficulty in defining talent as talent is ever changing, would be too restrictive to the group if they were to define talent.
	+ Do we need to define our target audience and how do we do this? Want to have people/experts come and speak to the talent group, would hopefully help define target audience for events etc.
	+ Use knowledge of experts to help inform decision making with regards to events.
* Group are looking for ideas for speaker, who have industry expertise;
	+ MF suggests Phil Ford from Skills Development Scotland – speak to group with regards to skills for the future workforce and how work based learning can prepare people for the future.
	+ Phil to speak at next committee meeting, need a lifelong learning background. Role for Inspiring Talent group to focus on this area. Phil Ford is also connected in with work streams for the City Region Deal.
	+ Create bullet point list to be sent to Phil to show what group want form his visit, will ensure that they get the most out of their time.
	+ MF also has contact for someone at City of Edinburgh Council who could speak to the group on lifelong learning – MF to get contact for this person.
	+ Information and knowledge shared by the speakers at the next Inspiring Talent meetings can be used to inform 2 events at the end of 2019, speakers may also be asked to join events.
	+ Kevin Mathers, Google, and Rebecca Moore, Skyscanner, spoke at ECC Awards dinner – ask to speak at the events?
* JG suggests holding an annual event around an Inspiring Talent group report - could film small clips of the group’s meetings, speakers presentations, other events etc. to circulate to members. Drip information throughout the year in lead up to event.
* Must keep an Edinburgh dimension to the event and keep it relevant to Edinburgh. Use Edinburgh based/local speakers, inclusive employers i.e. employers who employ older staff.
	+ Management in the 3rd sector done differently. Cancer Research does training for older employees- JG to follow up with contact, perhaps invite to meeting?
	+ FFA has contacts at Age UK, would be able to get them to attend a meeting and connect group with Edinburgh based employers who work with older people.
	+ Also has connections with Carer Scotland, will get contact details for them also, invite to meetings and events.
* Group decide on running two events nearer the end of 2019.
	+ 1st event in September time. Smaller networking event, similar to last event in January, on an inclusive approach to talent – focus on people returning to work, families, age etc.
	+ 2nd event in November time. Larger conference style event.
* Need people to sign up to help in the organising of both events, must take ownership. Create 2 sub-groups, who meet monthly at a similar time to the usual Inspiring Talent meetings.
	+ Group to nominate themselves for a sub-group.
	+ JD and RN to look @ ECC events calendar and find dates for both events.
* Aim to keep these events ECC member only, not free/open to non-members. Could strategically get non-members to join ECC in order to attend the events.
* AS and Anna Lyle (AL) to coordinate dates for sub-groups once a finalised list of names for each has been gathered.
* Group satisfied with work plan, can be updated as time goes on.
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| **Item 5** | **Group membership** |
|  | * Group want to increase their membership, having more representation particularly in the hospitality, tourism, retail and tech sectors.
* Majority of ECC members are SME’s, need to ensure they are represented in the group.
* MF to look for a school representative, from Lothian’s? Need better attendance and representation of schools.
* Group could look for a retail representative for the group at the new Edinburgh St. James Centre development.
* RW has a contact at ETAG, Edinburgh Tourism Action Group, who could represent the travel/tourism industry.
* JD to look at business and sector representation of the group.
* Group would like to make St. James Centre FUSE aware of the Inspiring Talent group and equally would like to get a better understanding of their purpose.
* The group agree they would like to find a hospitality, tourism, retail and tech sectors.
* Group discuss creating surveys to get answers regarding talent. Need to be careful with this as ECC ask membership to fill out a Quarterly Economic Survey – ECC can tag questions are the end of this survey.
	+ JD to speak to ECC Marketing team about including a talent and skills piece in the next QES survey.
	+ Could the group ask event attendees to fill out paper/electronic surveys at events instead? – Hard to get good engagement using this method.
* Group don’t want to tag the Inspiring Talent events at the end of the QES survey yet, need to start planning them, get up and running first.
* Could ECC include a polling device on their website? Would allow members to answer and engage in an alternative way.
* At the end of ECC events, CEO briefings, roundtables etc. could get staff to promote surveys to increase awareness.
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| **Item 6** | **AOB** |
|  | * With regards to the networking event and the conference event, AS to chair one of the sub-groups and RW will chair the other.
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| **Item 7** | **Date of next meeting** * 9th April 2019, 4pm-5pm, Edinburgh Chamber of Commerce, 40 George Street, EH2 2LE
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