

**Inspiring Talent Group Meeting Notes**

**Date:** Tuesday 18st December 2018

**Attendees:**

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| ***Name*** | ***Organisation*** |
| Robin Westacott (Acting Chair) | Heriot Watt University |
| Fiona MacFarlane | Morham Solutions |
| Prof. Joe Goldblatt | Queen Margaret University |
| Michelle Fenwick | Developing the Young Workforce (ECC) |
| Finlay MacCorquodale | Edinburgh Napier University |
| Alan Paterson | George Watson’s College |
| Sharon Wallace | Phoenix |
| Lucy Everett | University of Edinburgh |
| Laura Reilly (Minutes) | Edinburgh Chamber of Commerce |
| Anna Lyle (minutes) | Edinburgh Chamber of Commerce |

**Apologies:** Alan Surgeon – AWS Recruitment, Willie French – Royal High Primary School, Joanne Davidson – Edinburgh Chamber of Commerce, Jane Grant – Edinburgh College, Ailsa Sutherland – FWB Park Brown, Alison Muckersie – University of Edinburgh, Barry Nichol – Anderson Strathern, Maryanne Barclay – Forth View Primary, Dean Gail Boag – Edinburgh Napier University

**Agenda:**

* Welcome and introductions of new group members
* Notes/Actions from previous minutes
  + Updated terms of reference
* Broadening Membership of committee (other sectors)
* Inspiring Talent: Developing the Young Workforce for the 2020’s – Rebecca Neish (Edinburgh Chamber of Commerce)
* AOB
* Date of next meeting
* Close meeting

**Actions:**

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| **What** | **Who** | **When** |
| Approach apprentice who has left school and gone straight into Engineering apprenticeship with Leonardo, to join the panel at the event on the 30th Jan | MF | Asap |
| The group had a discussion around opportunities post event – for example video clips, photos, after story etc to gather feedback and to show on the website? Is there a possibility to feature a piece in the Chamber magazine? We will need permission for minors attending. | JD | Asap |
| Live tweet throughout the event to reach a wider audience than just those attending. | JD | Asap |
| Create a hashtag to encourage audience and panel members to tweet before during and after event | JD | Asap |
| A profile for each panel member to be sent to Joanne for w/c 7th Jan. Those who have invited panellists please ask for their profile to be sent to Joanne along with their contact details. | ALL | w/c 7th Jan |
| Suggestion to post a VLOG on Marketplace where teachers may be able to embed into their class | MF | After event |
| RW has leads in Food & Drink and Engineering which he needs to follow up on to join the group (check with Joanne first if they leads are members of ECC) | RW | Ongoing |
| Look at what members ECC have within Tourism, Hospitality and Retail sectors – St James, FUSE Manager a possibility? | JD | Ongoing |
| Is the Balmoral members of ECC? JG has a contact who may be interested in joining? Joanne to confirm if member and JG to follow up invitation to the group | JG/JD | Ongoing |
| ECC to look at members list in relation to the suggestions given for potential new business members to the group – report back to group | JD | Ongoing |
| The group would like to be resent the 2019 meeting dates as a reminder. | AL/LR | ASAP |
| RW wants to include time at the next meeting to discuss what we want to achieve, who we want to influence and what the group can do. Needs to be added to the agenda. | RW/LR/AL | At next meeting,  12th Feb |
| At February’s meeting the group want to vote on 3 things they want to focus on and achieve from 2019-2020. | ALL | At next meeting,  12th Feb |
| The group want to invite Ewan Aitken, chair of the Inspiring Communities group, to a meeting in order to assess crossover between groups and to see what they can learn from the other group | RW/LR/AL | On going |

**Meeting Minutes:**

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| **Item 1** | **Welcome** |
|  | * Robin Westacott (RW) opens and Chairs the meeting. * RW Welcomes the group to the chamber offices and introduces the Inspiring Talent group’s two new members, Sharon Wallace and Lucy Everett. They both give a brief introduction about themselves and why they were keen to join the group. * Everyone else in the group introduces themselves to the new members. |
| **Item 2** | **Notes from previous minutes** |
|  | * Minutes of last meeting are accepted as a true record of what was discussed.   + Fiona MacFarlane notes she no longer works for George Watson’s College so that it is changed on the attendee list. * The group discuss the updated terms of reference. They are happy with the update, however think it would be necessary to include co-opted members in the ‘Constituent Groups’ section as they may occasionally need expertise in other areas which aren’t currently represented in the group. * The group all agree they want broad coverage in the group and want representation from all areas ASAP. |
| **Item 3** | **Broadening Membership Committee** |
|  | * RW has leads in Food & Drink and Engineering which he needs to follow up on (check with Joanne first if they leads are members of ECC) * SME’s are important sectors to include in the group – a large fraction of businesses in Scotland are SME’s * We should look at the sectors which are in demand at the moment; Tourism, Retail, Finance & Admin, Creative Industries, Construction and Health and Social Care – any of these sectors would be beneficial to the group * Look at what members ECC have within Tourism, Hospitality and Retail sectors – St James, FUSE Manager a possibility? * Is the Balmoral members of ECC? JG has a contact who may be interested in joining? Joanne to confirm if member and JG to follow up invitation to the group * Other suggestions include: Marshall Dallas (EICC), Alan Surgeon (AWS Recruitment), Edinburgh Schools Authority (Get a voice for Edinburgh Schools collectively) * ECC to look at members list in relation to the above suggestions |
| **Item 4** | **Inspiring Talent: Developing the Young Workforce for the 2020’s** |
|  | * **Date:** 30th Jan, **Time:** 4pm-6pm, **Venue:** Standard Life Offices * **Name of Event***: Inspiring Talent: Developing The Workforce for the 2020’s* * **Format:** Fireside discussion with panel and Sandy Begbie * A briefing meeting has been scheduled with Sandy for early January – a profile for each panel member to be sent to Joanne for w/c 7th Jan. Those who have invited panellists please ask for their profile to be sent to Joanne along with their contact details. * One more panel member needs to be finalised – someone who has left school and went straight into an apprenticeship. MF knows a female who has gone straight into an engineering apprenticeship at Leonardo and she will approach. * There will still be a ‘Reverse Mentoring’ part to the event * Invites have been sent to 60 people and will also go out on Social Media. * An update on invitations etc. was tabled at the meeting due to Joanne Davidson sending apologies. * The group had a discussion around opportunities post event – for example video clips, photos, after story etc. shown on the website? Is there a possibility to feature a piece in the Chamber magazine? We will need permission for minors attending. * Live tweet throughout the event to reach a wider audience than just those attending. * Create a hashtag to encourage audience and panel members to tweet before during and after event * Suggestion to interview Sandy Begbie after the event * Could post a VLOG on Marketplace where teachers may be able to embed into their class * Suggestion to draft a presentation from the event, to keep and use as collateral |
| **Item 6** | **AOB** |
|  | * The group discuss the idea of getting different sectors to come in and speak to the group at future meetings. * The group would also like to be resent the 2019 meeting dates as a reminder. * It is agreed that everyone wants to discuss what they want the group to achieve in 2019 and to realise how they can add value to Edinburgh.   + One of idea is spreading a wider message to parents, who they see as an important target, and others to make them knowledgeable of all young peoples’ options when leaving school – University isn’t the only option. According to research parents are the biggest influencers, but employers can’t be ignored as they can help create positive destinations.   + Another idea is to look at how the group can support a wider range of people not just young people. * RW wants to include time at the next meeting to discuss what the group want to achieve, who they want to influence and what they can do. Needs to be added to the agenda.   + At February’s meeting the group want to vote on 3 things they want to focus on and achieve from 2019-2020. * Sharon Wallace suggests creating a piece on the young people event in January 2019 to encourage schools to try their own events similar to this – could DYW collaborate on this? * Lucy Everett also suggests producing information on the good things that can come for gaining a degree at University, try to bust some common myths. * The group discuss potentially working with Social Bite to help the homeless and support talent.   + Need to check the Inspiring Communities Terms of reference for crossover.   + The group want to invite Ewan Aitken, chair of the Inspiring Communities group, to a meeting in order to assess crossover between groups and to see what they can learn from the other group. * Minutes and Actions to be sent to group soon after meetings. |
| **Item 7** | **Date of next meeting**   * 12th February 2019, 4pm-5pm, Edinburgh Chamber of Commerce |