

**Inspiring Talent Group Meeting Notes**

**Date:** Tuesday 29th October 2019

**Attendees:**

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| ***Name*** | ***Organisation*** |
| Robin Westacott (Co-chair) | Heriot Watt University |
| Joanne Davidson | Edinburgh Chamber of Commerce |
| Rebecca Neish (Minutes) | Edinburgh Chamber of Commerce |
| Ailsa Sutherland | FWB Park Brown |
| Stuart Cronin | Edinburgh College |
| Fiona Forest-Anderson | Edinburgh Napier University |
| Lucy Everett | University of Edinburgh |
| Robert Thorburn | Openreach |
| Roberta Porta | City of Edinburgh Council |

**Apologies:** Alan Paterson – George Watson’s College, Michelle Fenwick - Developing the Young Workforce (ECC), Fiona McFarlane – Morham Solutions, Barry Nichol - Anderson Strathern, Michelle Minnes – Balfour Beatty.

**Agenda:**

1. Welcome & Apologies
2. Notes from previous meeting

1. Work plan for 2020
2. Potential research piece
3. Conference planning
4. New members – hospitality/tourism focus
5. AOCB
6. DONM

**Actions:**

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| **What** | **Who** | **When** |
| Work plan to be updated to reflect BCC campaign and Social Media | RW | 3rd December |
| Higher Education to discuss opportunity for research project and report possibility back to group. | LE/FM/RW/SC | 3rd December |
| 20 names and company names of people who should be in attendance at the conference. (If not already sent). | Full Group | 3rd December |
| Review challenger questions to feedback | Full Group | 3rd December |
| Send Council/Board Invite once got Heathers Biography | AS | ASAP |
| Crown Plaza contact to be passed onto co-chairs to contact | RW/AS | ASAP |

**Meeting Minutes:**

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| **Item 1** | **Welcome** |
|  | Ailsa Sutherland (AS) opens up and chairs the meeting. Group introduce themselves to each other as some new people have joined the group. |
| **Item 2** | **Notes from previous minutes** |
|  | * Minutes of last meeting are accepted as a true record of what was discussed by Joanne Davidson (JD). |
| **Item 3** | **Work plan for 2020** |
|  | * ECC next new member event will be taking place in January 2020. These events invite new members of the ECC to come along and hear from all the different areas of the chamber to maximise their membership. The inspiring groups will begin to attend these events to tell members about their work in order to grow message and visibility of the group. * Not all expected to attend but those interested should volunteer as dates are distributed to group. * Robert Thorburn (RT) explained there is a lack of presence on group through social media which is a real area of opportunity. AS explained we don’t yet have the content which is why this hasn’t been done but will hopefully get a lot of this from the conference. * JD – BCC People Campaign – British Chambers of Commerce has decided on 3 key areas of policy to focus on: infrastructure, trade and people. The chamber will need to do work on this but JD explains she wants this to come from and be seen as coming from the IT Group. The skills commission will be taking evidence to produce a report in March with full report publishing in the summer. The conference will be a mechanism to take evidence although with date change this may not be possible now. We now need to find some way of submitting opinions in order for the findings to not be England centric, needs to b e a Scottish voice. * JD explained one part of the campaign, BCC are encouraging open doors day with businesses but don’t want to stand on toes of DYW as they are already driving this. RT is already doing this through a chamber event. * Michelle Fenwick (MF) submitted thoughts to be shared with the group ahead of the meeting as she was unable to attend. * Needs to not only be focusing on young people in terms of talent. * Skills agenda (SDS 4.0) show key skills for inclusive economic growth. |
| **Item 4** | **Potential Research Project** |
|  | * JD – talent and skills is a key policy area at the chamber. The chamber wants to publish a state of the nation report for the chamber to be a voice on the topic. The chamber have already spoken with Heriot Watt and David Humme Institute. The idea is to partner with an academic/research organisation where ECC select a topic question and we can then present on it with the findings. There is not a topic yet but want it to be around Edinburgh as a city – this is our USP as nothing out there specifically looking at Edinburgh. * AS suggested something like “what are the talent and skill gaps in Edinburgh” tie this into SDS data. There is potential for a sub-group to be formed around summer time. Needs to help us raise awareness and credibility. * Stuart Cronin (SC) explained that Edinburgh College already have some data on this through their Flexible Workforce Development Fund. * AS suggested that those in higher education to have a look at possibilities ad people who may be interested in working on this by the 3rd of December. |
| **Item 5** | **Talent Conference 2019** |
|  | * Conference will now be held on Thursday 30th of January. * Keynote speaker is Heather Macgregor. * Those who have not submitted lists of potential attendees to send to Ailsa. * Invite will be sent once we have received Heathers biography. This is expected to be mid-November. |
| **Item 6** | **Tourism and hospitality representative for the committee** |
|  | * Suggestion put forward from Crowne Plaza. Rebecca and Joanne to follow up. |
| **Item 7** | **AOB** |
|  | * AS discussed that to help with maintaining an understanding for the progress and work of the group consistent attendance is important for this. As stated in the Terms of Reference “If group members do not attend for more than 3 meetings in a row, they may be asked to stand down from the group. This will be at the discretion of the Chair, and will be managed on a case by case basis.” Starting in the new year there will be notes on the minutes to help members monitor their own attendance. If unable to attend members are requested to report in (call or submit notes). * A change of meeting time is proposed for 2020 of 9:30-11am as a trial. This will then be reviewed. |
| **Item 7** | **Date of next meeting 3rd December 4pm – Edinburgh Chamber Office** |