**Inspiring Talent Group Meeting Notes**

**Date:** Wednesday 6th January 2021

**Attendees:**

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| ***Name*** | ***Organisation*** |
| Ailsa Sutherland (Co-chair) | FWB Park Brown |
| Fiona MacFarlane | Morham Solutions |
| Graeme Davis | IT Foundations |
| Harriet Mortimer | Edinburgh Chamber of Commerce |
| Jo Davidson | Edinburgh Chamber of Commerce |
| Lucy Everett | University of Edinburgh |
| Michelle Fenwick | Developing the Young Workforce |
| Michelle Minnes | Balfour Beatty |
| Robin Westacott | Heriot Watt University |

**Apologies:** Alan Patterson, Barry Nichol, Fiona Forrest-Anderson, Michelle Fenwick, Michelle Minnes, Rebecca Neish, Robert Thorburn, Roberta Porter, Steve Haldane, Stuart Cronin

**Actions:**

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| --- | --- | --- |
| **What** | **Who** | **When** |
| Contact Ailsa/Jo with any ideas for potential new members | All | Anytime |
| Harriet to follow up with Michelle Fenwick on a possible story from Leonardo | Harriet/ Michelle Fenwick | ASAP |
| Ailsa to contact the Scottish Tech Army for a story | Ailsa | By 11th Jan |
| Send out Inspiring Stories event invites on 11th January | Chamber | 11th Jan |
| Talent group members to invite their own contacts to the event | All | By 20th Jan |
| Asked that people register for the event through the Chamber website | All | Before 27th Jan |
| Have the event webpage changed to welcome non-Chamber members | Harriet | ASAP |
| Ailsa to work out which headings each story fits under | Ailsa | By 12th Jan |
| Make sure we invite to the event everyone who’s contributed | Harriet | ASAP |
| Schedule a couple of small group meetings (Ailsa, Jo, Rebecca, Fiona MacFarlane) to finalise event details | Harriet | Next two weeks |
| Chamber to draft a press release on the Inspiring Stories event | ECC team | By 27th Jan |
| All members of the group to submit a short bio of themselves – send to Harriet | All | By next meeting |
| Consider what the subjects could be for the Business Festival workshop and who would be involved | All | By next meeting |
| If anyone within the group is interested in sponsoring the Business Festival workshop, get in touch with the Chamber | All | By next meeting |

**Meeting notes:**

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| **Item 1** | **Welcome** |
|  | Ailsa Sutherland (AS) opens up and chairs the meeting, which is taking place virtually. Welcomes everyone and sets out the agenda for the meeting. The meeting will focus on the upcoming Inspiring Stories event |
| **Item 2** | **Update on Group membership** |
|  | * Unfortunately Standard Life Aberdeen have pulled out of all their membership engagement commitments, so Sophie Ewen has left the Talent group. * Caroline Donald, Head of Learning and Engagement at Edinburgh International Festival is joining the group. She will join the event on the 27th and will attend future meetings * If anyone has any thoughts or ideas for potential new members then get in touch with Ailsa or the Chamber - ACTION |
| **Item 3** | **Review of minutes and actions** |
|  | * Jo has introduced Caroline Donald to Ailsa * Open action on request for ideas for new members - ACTION * Had some more stories come in, including from Balfour Beatty * Harriet to check in with Michelle on a possible story from Leonardo – ACTION * Ailsa to ask the Tech Army for an inspiring story - ACTION * The event is up on the website, and an invite will be sent out on the 11th January – group members can send this on to their own contacts – ACTION * A link to the event webpage has been sent to all group members – asked that people register for the event through the Chamber website - ACTION |
| **Item 4** | **Inspiring Stories campaign update** |
|  | * Event is now on the 27th January 9.30-10.30am * Harriet to sort out getting the event webpage changed to welcome non-Chamber members – ACTION * So far received about 10 stories * Now need to decide how to select up to 4 stories to showcase at the event, one from each heading: Resilience in Real Time; Covid in the Community; Future Talent and Skills; Coming Together * Also need to make sure that we can have a spokesperson from each organisation showcased at the event * Fiona M – highlighting that the Waverley Care story includes collaboration with Cyrenians – could be a good example to combine the two organisations and showcase how collaboration has increased during the pandemic * Ailsa to work out what headings each story fits under – ACTION * Need to consider how to present each story in a way that highlights transferable lessons that can be taken away * Need to make sure we invite to the event everyone who’s contributed, and find out who can attend – ACTION * Agreed that the event format would be 5 minutes to each of the 4 organisations to present what they did and what they learnt, followed by a Q&A * Agreed that we should mention all stories submitted and organisations in the opening of the event, and direct people to read all the stories online, but highlight that we’ve just selected 4 in particular to discuss in more depth * Agreed to add the logos of those who’ve sent stories to the 11th Jan mailer * Agreed that we would only post extracts/condensed versions of the stories on social media/the Chamber website ahead of the event * Agreed that Ailsa and Fiona MacFarlane would chair the event * Ailsa, Fiona, Rebecca, Jo and Harriet to meet next week and week after to iron out final details/preparations for the event – Harriet to schedule these – ACTION * Chamber to write up a press release on the event and send it out - ACTION |
| **Item 5** | **AOB** |
|  | * All members of the group to submit a short bio of themselves so that new members can get to know the group better – ACTION * Ailsa stepping down from being Chair in the next couple of months due to commitments in her own business * Jo thanked Ailsa on behalf of the group and the Chamber for everything she’s done for the group and all the work the Chamber has done whilst she’s been Chair   Business Festival:   * 1st-5th March * Jo: has discussed possible Talent group involvement in the Festival with the Chamber events team * Events are being themed around the Chamber’s priorities, one of which is people - possibility of the Talent group getting involved in a ‘people’ themed workshop-type event, which would be a practical, interactive 1 and ½ hour session * Format likely to be 20-30 minutes of presentation, following by group discussion in breakout rooms, then full group discussion * Would like to have that session sponsored, ideally by someone within the group * Up to us to shape that workshop, e.g. a workshop on practical steps explaining what talent/employment support is available, or could centre around themes, e.g. young people, lifelong learning reskilling/upskilling, etc. * Ailsa: suggesting that when people register for the event they could choose which breakout room they want to join and each room could discuss a different theme * Everyone to consider what the subjects could be/who would be involved – ACTION * The Chamber will send out individual requests for sponsorship to key organisations within the group, but if anyone within the group is interested in sponsoring, get in touch with the Chamber – ACTION |