

**Present:** Gordon McNeil (*Chair*), Margaret Mary Rafferty (*Ceteris*); Graham Struthers (FSB); Ian Fraser, Julie Hamilton, Jane Adamson, Gillian Taylor, (Clackmannanshire Council); Nigel Cotter (Education); Zak Stark (Forth Valley College); Gillian Ballie (Scottish Enterprise); Dorothy McClure (Job Centre Plus); Liz Buchanan (Visit Scotland); Val Ormiston (Skills Development Scotland)

**Apologies:** Susan White (Clackmannanshire Council); Malcolm McArdle (CTSI).

ACTION

### **1.0 Welcome and Introduction**

Gordon McNeil (Head of Development & Environment) introduced himself. He welcomed everyone to the meeting and instigated introductions.

### **2.0 Minute of the meeting of the 21st November 2014 & Matters Arising**

2.1 The minute of the previous meeting was approved. There were no matters arising.

### **3.0 Update on vacant position of Chair**

3.1 The Team agreed that Gordon McNeil should chair the meetings in the absence of a Chairperson and until one was appointed. Expressions of interest in the position of Chairperson are welcome.

### **4.0 BJSPT Going Forward**

4.1 The Team reflected on the effectiveness of the partnership since its establishment. Members also made suggestions for what the future focus of the partnership work should be going forward for it to deliver on SOA outcomes, and for how the membership and remit of the Team might change to facilitate this. The output from this item will be recorded separately.

### **5.0 Business Needs Survey**

5.1 Julie Hamilton summarised the key messages from the survey of business needs, for which there was a 25% return. Most responses were from businesses in Alloa and, in light of this, she asked the Partners to consider the need to improve the Team's reach into the business community. The survey report will be circulated to the Team.

JH

5.2 The main issues of concern for businesses were training, HR, finance, Broadband, regulation/legislation and youth employability. Partners noted the role of public transport in connecting young people with jobs available. Nigel Cotter agreed the need for Schools to engage with employers with regard to the expectations of and readiness of young people for working life.

NC

### **6.0 Clackmannanshire Employability Strategy Action Plan**

6.1 Jane Adamson circulated the action plan. The Team agreed to the role of overseeing implementation of the action plan and Partners were also asked to

- i. Decide which of the actions listed on page 3 not covered by the action plan the Team should pick up
- ii. Agree the timescales and leads

6.2 The Team discussed ideas to engage employers and prospective apprentices

ZS

- (paragraph 3.8) and FVC, Ceteris, SDS, Ec. Dev and Jobcentre Plus agreed to form a sub-group of the LEP to organise at least one event in May to coincide with Modern Apprentice Week (18th-22nd May). MMR  
VO JA  
DM
- 6.3 Partners agreed the following actions in support of the event:
- i. Target primary 7 and secondary school children, employers and parents
  - ii. Host/include publicity on webpages, as relevant.
  - iii. Raise awareness of teaching staff of Modern Apprentice delivery mechanisms
  - iv. Invite serving Modern Apprentices to the event to speak informally with participants of their experiences
  - v. Invite other agencies as relevant to join the sub-group
- 6.4 The Team agreed to await the conclusions of the 'Going Forward' exercise on the Team's priorities and consider the LEP action plan alongside them before committing to further action.
- 7.0 Project Updates**
- 7.1 Ian Fraser described the purpose, limitations and effectiveness of this standing agenda item and the Team agreed to consider its position alongside the conclusions of the 'Going Forward' exercise.
- 8.0 Alliance Update**
- 8.1 Gillian Taylor summarised the items on the March agenda of the Alliance, highlighting the changes to governance, membership and structures it will be asked to consider.
- 8.2 The Team agreed to consider how they use this standing agenda item for feeding information to and from the Alliance, and as a mechanism to support Partners to make a positive contribution. It was agreed that a copy of each Alliance meeting minute will be circulated to the Team. GT
- 8.3 The Team agreed that the LEP action plan, the Modern Apprentice event and the other main points of the meeting today should be included in the BJSPT report to the March Alliance.
- 9.0 Forward Programme of Agenda Items**
- 9.1 The Chair invited suggestions from Partners for items for future agendas which will make for a focused and worthwhile meeting. The BJSPT Plan, Presentation (Visit Scotland), Young Workforce (SDS) and feedback from the Modern Apprentice workshop were suggested for the May meeting. LB  
VO  
ZS
- 10.0 AOCB**
- 10.1
- i. CPP report, containing the SLD report, youth employment initiatives is on the SDS website. Link to be forwarded for circulation to BJSPT.
  - ii. Education Scotland website - contains the Careers Information and Guidance Performance Report. Link to be forwarded for circulation to BJSPT. VO
  - iii. Developing Young Workforce. Ann Floyd is the strategic lead and will provide an update by the next meeting by which time all the team should be post. NC

**Next Meeting:** 10.00 am 22nd May 2015, Forth Valley College,

There was no further business. The Chair thanked partners for their extra time and input to the Going Forward exercise and the meeting closed at 12.50 p.m.