

## Dumfries & Galloway Employability and Skills Partnership Meeting Note – 2<sup>nd</sup> March 2022 via MS Teams

Present	Organisation
Lynne Burgess (Chair)	DG Council – Employability, Skills & Partnerships
Sue Irving	Loreburn Housing
Victoria McDade	NHS
Andrea Hall	SDS
Eva Milroy	DGC College
Nick Sparks	SRUC
Graeme Galloway	DYW
Sharee Rennie	Third Sector DG
Craig Hope	DWP
Gregor Docherty	DGC Economy and Resources
Jim Brown	DGC Education
Sheena Horner	D&G Economic Leadership
Tommy Keay	Scottish Fire and Rescue
Alan Manthorpe	SoSE
Melanie McEwen	DGC Employability and Skills
<b>Apologies</b>	

Agenda Item	Notes	Action by
<ul style="list-style-type: none"> <li>MINUTE OF LAST MEETING</li> </ul>	<p><b>2.1. Matters arising</b> Minutes from last meeting all approved</p> <p><b>2.2. Actions from last meeting:</b></p> <ul style="list-style-type: none"> <li>Update provided on the small grants fund. <ul style="list-style-type: none"> <li>Feedback on impact of programmes and outcomes will be provided to the LEP on completion of funded delivery.</li> <li>LEP agreed to extend the delivery funded via Small Grants to the end of Q1 in 2022/23.</li> <li>LEP agreed to extend the delivery funded for partner Key Workers with caseloads until the end of Q1 2022/23.</li> </ul> </li> </ul>	<b>MMc</b>
<ul style="list-style-type: none"> <li>ITEMS FOR DISCUSSION / DECISION</li> </ul>	<ul style="list-style-type: none"> <li>Open University has chosen Dumfries &amp; Galloway to in the “Unlocking Potential” pilot from the Open University.</li> <li>Invitation for people to take part in the engagement exercise will be shared to all LEP groups.</li> </ul>	<b>ALL</b>

<ul style="list-style-type: none"> <li>ITEMS FOR DISCUSSION /INFO</li> </ul>	<p><b>3.1. SWOT analysis for Delivery Plan – presentation by Gregor Docherty and shared with LEP Members</b></p> <ul style="list-style-type: none"> <li>Strengths, Weaknesses, Opportunities and Threats outlined by GD along with sources of data. Discussion followed by further context given by other members of the partnership.</li> <li>Potential issue with under-employment was raised and differences in strengths and weaknesses based on Place level detail.             <ol style="list-style-type: none"> <li>SWOT analysis will be updated taking feedback into consideration.</li> </ol> </li> </ul> <p><b>3.2 LEP Delivery Plan (DRAFT for discussion)</b></p> <ul style="list-style-type: none"> <li>Single page summary document planned but no need for a foreword.</li> <li>Options for ‘name’ for plan considered agreed to retain D&amp;G LEP Delivery Plan.</li> <li>3-year plan vs 5-year plan discussed:             <ul style="list-style-type: none"> <li>3-year plan allows for changes to be made to the next plan.</li> <li>3-year plan was thought to be too short a timeframe for economic change. Suggested 5-year plan with a 3-year review.</li> </ul> </li> <li>Consideration given by LEP to requirements for a partnership team support the implementation, monitoring &amp; review of the delivery plan.             <ul style="list-style-type: none"> <li>LEP Members agreed partnership resource required.</li> </ul> </li> <li>Indicators and Success Measures required review. Agreed action by A and GD</li> <li>Agreed the annex Delivery plan is to be in the body.</li> <li>LEP Members invited add any further comment to the document on teams or get in touch with LB to suggest changes.</li> </ul> <p><b>3.3 LEP Improvement Plan (Summary for approval)</b></p> <ul style="list-style-type: none"> <li>Improvement plan based on how the partnership operates, not what the partnership does as this is the delivery plan.</li> <li>LB shared developed a tracker for the planned actions.</li> <li>Discussion on proposed partnership workshop to a full partnership annual event:             <ul style="list-style-type: none"> <li>Potential issues regarding trying to plan this event in summertime raised</li> <li>LEP members suggested young people involved in planning and managing event.</li> <li>Action agreed to consider engaging young people about setting up the partnership event with a working title of “Young Person's Summit part 2”.</li> </ul> </li> </ul> <p><b>3.4 D&amp;G LEP Logo (Decision)</b></p> <ul style="list-style-type: none"> <li>Logos were voted on. Logo 1 was not popular and agreed.</li> </ul> <p><b>4.1 Partner and subgroup updates</b></p> <ul style="list-style-type: none"> <li>Poem from one of the Young People regarding their experience with the programme to be shared.</li> </ul>	<p>GD</p> <p>LB</p> <p>AH&amp;GD</p> <p>LB</p> <p>All</p> <p>LB, SR</p> <p>LB,</p>
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	<ul style="list-style-type: none"> <li>• Update from LEP Operational Groups provided and will be shared in advance of meeting in future.</li> <li>• Discussion to take place regarding the commissioning deadlines for the application of funds due 17<sup>th</sup> March and any info shared appropriately.</li> <li>• DWP provided update and need for LEP partnership to align with sector based focus.</li> <li>• Skills Development Scotland resources, publications and data that support LEP delivery plans and inform decisions shared with members. For awareness by all members.</li> </ul>	<p><b>MM</b></p> <p><b>LB/SR</b></p> <p><b>CH</b> <b>AH</b> <b>and</b> <b>All</b></p>
<p>5. ANY OTHER BUSINESS</p>	<p><b>5.1 Forward planning agenda items</b></p> <p>Next meeting due to take place in 6 weeks' time.</p> <p>2 Fliers that are to be sent out for advertisement to be shared via networks and socials.</p>	<p><b>MD</b></p> <p><b>LB</b></p>

DRAFT