

Scottish Seafood Training Network (SSTN): Partners Meeting

Thursday 27th February 2020, Apex Hotel, Dundee

1000 hrs to 1400 hrs

Minutes as sent out 4th March 2020

1. Welcome and Introductions

Present: Helen Muir, Dawnfresh (Chair)
Gerry McBride, Skills Development Scotland
Stuart Atkinson, NFFF
Calum Richardson, The Bay Fisheries
Gordon Gibb, Polaris Learning
Linda Hope, NESCOL
Jean Meikle, SSA
Lee Cooper, Seafish

Apologies: Apologies were received from Donna Fordyce, Donna Maver and Duncan Abernethy.

Stuart Atkinson was welcomed to the Network as the new NFFF representative, replacing Colin Cromar.

Matters arising from previous meetings:

July 2019, Peterhead Partners meeting: All matters from this meeting were either discussed at the November Action Plan Working Group meeting, or are part of this meeting agenda other than:

- Apprenticeships – a comparison between take-up in the seafood industry and other sectors in Scotland.

Action: Gordon, Lee and Gerry to carry this out.

- Food Industry Map – Lee presented the latest seafood industry careers map for NE Lincolnshire and agreed to circulate the final version so Partners could consider developing such a map for parts of Scotland.

Action: Lee to circulate final map.

All to discuss at next meeting under M.A.

- Articles for the Seafish Training Newsletter – this was not discussed but Partners are asked to provide feedback to Lee on the new training [eAlert](#) that replaced the newsletter in February. Suggestions for content for the monthly eAlert can be submitted at any time.

Dates of next four Partners meetings:

Default venue to be Dundee; Timing: Thursdays, 1000 to 1400hrs: Dates are: 14th May, 3rd Sept, 12th Nov 2020 and 25th Feb 2021. Please add to your diaries.

Action All Partners

2. Proposals for the delivery of SSSAP Themes

- a. Theme 1: Work with industry and partners to develop a strategy to highlight the diverse careers in the sector and build a pipeline of new recruits
In Ian Land's absence this was deferred to the next meeting.

- **Action:** Ian to gather feedback on the theme 1 proposal.

- b. Theme 2: Support leadership and management capability within the sector.
In Donna Fordyce's absence Gerry provided a short overview including ongoing discussions with Scottish Enterprise and confirmed that a proposal would be circulated ahead of the May meeting. Helen stated that Dawnfresh have participated in a generic (non-food) programme similar to the emerging food programme to good effect.

- **Action:** Donna to circulate a proposal when available.

- c. Theme 3: Supporting the industry to improve quality, regulatory and business improvement practices.

Jean tabled a comprehensive report on the implementation of the Salsa+ / SSA standard pilot. Discussion also considered how the standard could be more widely used and possible barriers/delays to this.

The Partners requested that the SSA Board consider how to make the standard as widely available as practicable, and asked how the Network could assist with this?

- **FAO** Jimmy Buchan.

Lee explained that interest in the standard had been shown by both Wales and Y&L Networks.

- **Action:** Jean to email a digital copy of the report to all Partners.

- d. Theme 4: Promote the opportunities for innovation within the sector, and help support companies with the journey to M4.0

Gerry led the discussion on this which focussed on the Centre of Excellence development in Fraserburgh. Linda and Lee also sit on the development group for this initiative. Some concerns were expressed about the long term sustainability of the project and all recognised the critical importance of good governance that actively engages with other training providers and potential users in the region.

- e. Theme 5: Increase participation with the Apprenticeship Family and support businesses with the recruitment and retention of staff.

Gerry tabled the Scotland Food and Drink *Retention and Recruitment Toolkit* and also discussed the skills for growth diagnostic.

Actions:

- Gerry to provide a link to this toolkit and to invite a SDS colleague to brief at the May meeting on the skills diagnostic.
- Lee to include the toolkit link in the March Training eAlert, and to add it to appropriate websites.
- ALL PARTNERS to review toolkit and suggest how it can be improved (more case studies for example) and promoted to employers and others in Scotland and rest of UK.

Gordon discussed the resources he uses to deliver DYW events. Lee agreed to work with Gordon to collate these and other resources and to make them available from a central online location.

Action: Gordon and Lee

Lee described an activity delivered by the Y&L Network to introduce schools careers leaders to the seafood industry. This event generated very useful engagement with local schools and will be repeated by the Y&L Network. Lee agreed to circulate the programme of the event and to develop a proposal for a similar activity for this Network – to be coordinated with Ian as part of theme 1.

Action: Ian and Lee

3. Review of Networks: Implement appropriate recommendations from the Seafish review to improve the delivery of the Network aims and objectives. Led by Lee Cooper

- a. Expanding the partnership – new partner proposals. Lee explained the purpose behind the Young Seafood Leaders Network and the benefits of a potential engagement with that Network. The partners were interested and requested that someone from the YSLNetwork participates in the May meeting, providing more detail on the YSLNetwork and opportunity to discuss mutual working.

Action: Lee

- b. Proposals from the review of Seafood Training Networks

Lee presented a paper that summarised many of the recommendations and proposals (from the review of Seafood Networks report) for improved working by Seafood Training Networks. Following general discussions the following actions were agreed.

Actions: -

- The full Partnership would meet 4 times a year and would agree these dates in advance.

- Individual Partners¹ would endeavour to attend 3 out of every 4 partner meetings, and partner meetings should aim for 80% of partners to be present at the time of “booking”.
- Working groups made up of a few partners (and others if needed) would be tasked with addressing single issues. Working groups would meet between partnership meetings and a lead partner would report progress.
- Seafish would seek to establish a modest budget for 2020/21 of £10K to support enhanced marketing and promotions for the wider Seafood Training Network.
 - **Action:** Lee
- Opportunities for different Networks to exchange information will be explored by partners at a future meeting.
 - Minutes and agendas of all Networks should be made available to Partners.
 - **Action:** Lee
- The partners will review the aims and objectives of the Network at the September 2020 meeting.
- The role of Training Coordinator for the SSTN should be discontinued. How training coordination should be achieved should be explored by a working group on training delivery.
 - **Action:** Lee, Gordon, Jean, Calum and Linda to consider working on this issue as a Training Delivery WG.
- All to consider how partners can individually contribute to communication (on behalf of the Network) with employers, given the constraints of GDPR.
 - **Action:** Comms and Marketing Working group (WG).
 - **Action:** Lee to seek volunteers for this WG.
- An annual programme of courses and events should be published by the Network
 - **Action:** Training Delivery WG.
- Role of Trainer and Employer members. See item 5d.

4. Funded Training

Gerry provided a briefing on this funding and Lee reviewed to level of take-up expressed by employers so far. Key points:

- Not as many different businesses as hoped had provided expressions of interest.
- Expressions of interest are on a par with the amount of funding available.
- Drop out is likely to result in the final funding draw down being slightly under target, so some efforts should be made to fill vacant course places.
- The short timescale for project delivery demonstrated:
 - The frustrations of employers being asked to respond at such short notice re unplanned training for which there is no budget;
 - The welcome nature of such funding;
 - The ability of the Network to respond quickly to the challenge/opportunity with a variety of programmes across Scotland;
 - An intention to be better prepared should similar funding be made available next year;
 - A concern that employers may wait for funding rather than invest in needed training as and when it is needed;
 - That much work is still needed to ensure success.

¹ For example, NESCOL is an individual Partner, with two nominated representatives. If either representative attends a meeting then this counts. NFFF and SSA also have two representatives.

Lee presented a summary of the expressions of interest to date:

- 13 of the 16 courses offered have some take-up;
- 138 trainees identified;
- £24K of funding support identified.
- NB: as of 3/3/20 the firmed up expressions of interest are
 - 12 courses likely to proceed;
 - 148 trainees identified;
 - £25K funding support identified.

Next Steps: secure agreement between employers and trainers re delivery. Seek additional trainees. Collect data for accounting and final reporting purposes.

5. Other Issues

- a. Fishmongers Company Proposal. The proposed event, scheduled for April was discussed and it was agreed that some Network support/participation would be appropriate if the event could be moved to May.
 - **Action** : Lee to update Karen Galloway and secure delay until May. Actioned 2/3/20
 - Gordon and Ian to lead on any support/participation on this.
- b. Programme of Training delivery – Agreed that following the completion of the funded training programmes, a planned programme of regular training courses would be established.
 - **Action:** Training Working Group
- c. Marketing and Promotions. If Seafish is to secure an enhanced budget for marketing and promotions then each Network should also establish a marketing and promotions working group. These working groups could identify opportunities for the coordinated dissemination of a generic (Seafood Academy wide) or network specific marketing campaign.
 - **Action** :Marketing Working Group
- d. Engaging with employers and other providers. This is an issue identified in the Review report and is common to all Networks. It was agreed to discuss this at the May meeting and reach a conclusion at the September meeting.
 - **Action** Lee and Ian to outline proposals.
- e. Dates for Next four partners Meetings. As Agreed.

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6. Any Other Business

- a. Gerry briefed the Partners on the Scotland Food and Drink Skills Board on which he and Donna Fordyce sit. The Board wish to engage with seafood industry employers as part of a wider food industry survey. Requested suggestions for 5 businesses to participate.
- b. Gerry tabled copies of Scotland Food and Drink Recruitment and Retention Toolkit. It was agreed that this would be promoted via the Network website and also through Seafish's monthly training eAlert.
 - Gerry to provide a link to online information/toolkit.

The meeting concluded at 1415hrs.

DRAFT