

FIFE ECONOMY PARTNERSHIP

EXECUTIVE GROUP MEETING

FRIDAY 8TH JUNE 2018

NOTE OF MEETING/ACTION POINTS

Present: Stephen Edmiston, Ingenico; Stephen Doran, (Chair); John Penman, Fife Fabrications Ltd; Ian Palmer, John Fergus & Co Ltd; Michael Longstaffe, FEP Internationalisation Group; Stephen Hall, FLEXcon Europe Ltd; Cllr Altany Craik, Robin Presswood, Gordon Mole, Sandra Montador-Stewart, Pamela Stephenson, Fife Council; Danny Cusick, Scottish Enterprise; Hugh Hall, Fife College; Derek Watson, University of St Andrews.

Apologies: Alan Mitchell, Fife Chamber of Commerce; Phill Thompson, FEP Innovation Group; Colin Brown, FEP Investment Group; Stephen White, Scottish Government

WELCOME, INTRODUCTION AND MATTERS ARISING

Ian Palmer, John Fergus & Co Ltd (Inchdairnie Distillery) and Stephen Hall, FLEXcon Europe Ltd were welcomed to their first meeting of the FEP Executive Group. It was also noted that Scott Cairns, Donaldsons, and Ian Wilkie, Leviton, were considering joining the FEP Executive Group and that all delivery group chairs have now been invited to attend Executive Group meetings.

Matters Arising:

- A meeting of the Chairs of Fife Economy Partnership, Opportunities Fife Partnership and Developing the Young Workforce to be organised
- The FEP's Communications Strategy to be circulated again for the benefit of new members
- It was noted that an email request would be circulated round the partners for suggestions for questions/agenda items for the joint FEP/Fife Chamber of Commerce meeting with MPs and MSPs on 29 August.

IMPLEMENTING FIFE'S ECONOMIC STRATEGY

1. Internationalisation Group Update

Michael Longstaffe provided an update on the work of the Internationalisation Delivery Group which is known as the Market Development Group and comprises private sector membership along with representation from Scottish Development International and Fife Council. The group has developed its terms of reference and aims to encourage smaller companies to trade more effectively, targeting companies defined as passive, non-engaged to active. The action plan aims to support SMEs to reach new regional, national and international markets; drive further investment in Fife companies within Fife; and develop the profile of the Fife Market Development Group. Activities include trade events, a visual

business support pathway, asset mapping and bringing in organisations who can offer support to help move the non-engaged and passive into a more active role in terms of market development. Next step is to develop a monitoring framework to measure performance against the delivery plan. It was noted that this should align with the Fife Economic Strategy performance monitoring framework.

2. Fife STEM Strategy And Action Plan

Phil Black and Dorothee Leslie presented Fife's STEM Strategy 2018. The strategy aligns with the STEM Education and Training Strategy for Scotland 2017-2022 which sets out the national aims and expectations around Excellence, Equity, Inspiration and Connection in STEM education and training. The Fife STEM Strategy 2016 was established around a successful model based on the four key themes Partnership and Leadership; Workforce Planning; STEM curriculum; and Culture and Awareness. The revised 2018 Strategy aims for a more focused approach and the strategic outcomes and impacts are aligned to Fife's Economic Strategy and the College Outcome Agreement. Implementation of the Strategy will be overseen by the Strategic Steering Group and the FEP Employer Engagement Delivery Group will provide the means of employer engagement. Key performance indicators and clear milestones and targets are required to measure progress of the action plan and it was agreed that:

- SMS will provide support to develop performance indicators for the next meeting of the FEP in September
- STEM will be added as an agenda item for the ministerial meeting
- The next meeting of the FEP, OFP and DYW Chairs should discuss communication between education and businesses with this then being taken forward through the Employer Engagement Delivery Group.

3. FIFE ECONOMIC STRATEGY PERFORMANCE FRAMEWORK

Sandra Montador-Stewart presented the draft Fife Economic Strategy Performance Framework which is structured around health check indicators and output indicators for the four themes Inclusive Growth, Innovation, Investment and Internationalisation. The framework will be reported to the FEP on an annual basis and will be measured against set targets. The indicators have been developed to align with the monitoring planned for the Inclusive Growth and Jobs priority of the Local Outcome Improvement Plan – Plan for Fife and with national indicators and benchmarking. Currently there is no STEM indicator but this will be provided in discussion with Phil and Dorothee. It was agreed that as there is a significant time lag with the health check indicators we would look to provide more up to date leading indicators on a quarterly basis as before. Any further comments on the indicators should be forwarded to SMS over the next two weeks.

4. ANY OTHER BUSINESS

Stephen Doran reminded members that he had previously mentioned his intention to step down as chair and that this would be his last meeting. Stephen Edmiston will continue in his role as vice-chair in the interim and would take on the currently defined engagements in the

absence of a chair until the end of the year. It was noted that formal recognition of Stephen's role as chair would take place at a future event.

Danny Cusick also advised that this was his final meeting as a new Regional Head of Partnerships has been appointed by Scottish Enterprise. Elaine Morrison will be starting in this position in July and will be SE's representative on the FEP.

It was agreed that in light of new members joining the partnership it would be useful to have a repository for all relevant documentation.

It was noted that Stephen Edmiston would meet with the potential two new members Scott Cairns and Ian Wilkie in advance of the next meeting.

ACTION POINTS

Meeting Date	Action	Owner	By Date
8 th June 2018	Organise meeting of Chairs of FEP, OFP and DYW	SMS	End Jun
8 th June 2018	Communication Strategy to be re-circulated	SMS	End Jun
8 th June 2018	Email request for suggestions for questions/agenda items for MP/MSP meeting 29/06/18.	SMS	End Jun
8 th June 2018	STEM agenda item for ministerial meeting	SMS	Nov
8 th June 2018	STEM performance indicators	SMS	14 Sep
8 th June 2018	Communication between education and business to be picked up through Employer Engagement Delivery Group for discussion at Chairs of FEP, DYW and OFP meeting	GM	Jul/Aug
8 th June 2018	Comments on FES performance indicators to SMS	All	End Jun
8 th June 2018	Provision of quarterly leading indicators	SMS	14 Sep
8 th June 2018	Creation of online repository for FEP documentation	SMS	Aug/Sep

DATE OF NEXT MEETING

Friday 14 September 2018 10am to 12noon.