



***MORAY COMMUNITY PLANNING PARTNERSHIP***

**SINGLE OUTCOME AGREEMENT**

**Wealthier & Fairer**

**(National Outcomes 1, 2 and 13  
Quarter 3 Milestone updates April to  
December 2009/10)**

## SOA Local Delivery Plans 2009-10

### Wealthier & Fairer Quarter 3 Milestones

**Wealthier & Fairer**  
**Local Outcome: Maintain the rate of business start ups**  
**Key Action: Business Gateway**  
 Overall, Key Action 75% complete. All the underlying milestones due to be completed by the end of the reporting period have been.

Milestone	Milestone Due Date	Milestone Note	Progress
Establish Business Gateway in Moray as the centre for all business enquiries - Q1	30 Jun 2009	Business Gateway in Moray began operation on 1st April 2009 based at 17 High Street, Elgin.	100 %
To develop and begin a programme of business training workshops on a monthly basis - Q1	30 Jun 2009	Programme of training workshops developed through a training provider (Consentia) in quarter 1.	100 %
Provide information and advice to at least 80 new or existing businesses during the quarter - Q2	30 Sep 2009	Provided information and advice to new and existing businesses exceeding 80 in number during quarter 2.	100 %
To have provided assistance and support in the creation of at least 20 new businesses during the quarter - Q2	30 Sep 2009	Provided assistance and support leading to the creation of 32 new businesses during quarter 2	100 %
Run a number of business training workshops with a full uptake - Q2	30 Sep 2009	Ran 18 business workshops during the quarter with near 100% uptake at all workshops.	100 %
Assist and participate in the Open Doors event at Moray College focussed on entrepreneurship and business start up- Q3	31 Dec 2009	Gave two presentations to students and lecturers at Moray College on 7 October 2009 along with The Prince's Scottish Youth Business Trust (PSYBT). From this 16 enquiries were received from students interested in finding out more about starting a small business.	100 %
Provide information and advice to at least 80 new or existing businesses in the quarter - Q3	31 Dec 2009	Provided information and advice to new and existing businesses exceeding 80 in number during quarter 3.	100 %
To have provided assistance and support in the creation of at least 20 new businesses during the quarter - Q3	31 Dec 2009	Provided assistance and support leading to the creation of 17 new businesses during quarter 3. In total for quarter 2 and 3 the service has support the creation 59 new businesses in Moray (exceeding overall target of 40)	100 %
Run a number of business training workshops with a full uptake - Q3	31 Dec 2009	18 Business workshops have been run during quarter 3 with all workshops having been fully booked. The training workshops included marketing & selling skills, networking skills and record keeping	100 %

**Wealthier & Fairer**  
**Local Outcome: Maintain the rate of business start ups**  
**Key Action: Business parks and industrial units**  
 Overall, Key Action 61% complete. 5 of the 9 underlying milestones due to be completed by the end of the reporting period have been. The remaining 4 milestones are progressing.

Milestone	Milestone Due Date	Milestone Note	Progress
Enterprise Park Forres; report on the progress made with the construction of Science unit - Q1	30 Jun 2009	Science unit construction progressing. Due to completion by November 2009.	100 %
Buckie Business Park; report on the continued discussions on purchasing land for development with conditional missives - Q1	30 Jun 2009	Discussions delayed pending the outcome of associated planning decisions.	25 %
Elgin West Business Park; report on the site investigation - Q1	30 Jun 2009	Elgin West site investigations due for completion by end of October 09. Access to site delayed.	100 %
Enterprise Park Forres; report on the progress made in the construction of the Science unit. Begin to outline refreshed inward investment propositions to attract businesses and activity to the area - Q2	30 Sep 2009	Science building construction still going according to plan and on budget. Completion due in November 09. Some interest exhibited but no agreement to lease to date. Revised promotional plan for Enterprise Park Forres due by end of November 09.	100 %
Buckie Business Park; conclude conditional missives in purchasing of land for development - Q2	30 Sep 2009	Unable to conclude pending outcome of associated planning applications. Planning application to TESCO approved 29/09/09. HIE can now progress discussions with landowner and other interested parties.	50 %
Elgin West Business Park; conclude initial site investigations - Q2	30 Sep 2009	Site investigation and report due to conclude mid October 09. Outcome will advise HIE of potential site valuation and indicative yield on investment.	100 %
Enterprise Park Forres; completion of the 10,000 square foot Science unit. Complete the refreshment of inward investment propositions to attract businesses and activity to the area - Q3	31 Dec 2009	Building completed and awaiting handover from contractor following commissioning of heating systems etc. Already engaged in discussion with company who are considering moving into this completed unit.	100 %
Buckie Business Park; produce detailed design and apply for planning permission	31 Dec 2009	Currently undertaking detailed design. Seeking to make a submission for planning permission by the end of May 2010.	80 %
Elgin West Business Park; begin to negotiate conditional missives for purchasing of land for development - Q3	31 Oct 2009	Now working on detailed design of park layout. Looking to conclude missives by end of April 2010.	80 %

**Wealthier & Fairer****Local Outcome: Businesses in Moray will grow GVA****Key Action: Account Management Programme**

Overall, Key Action 60% complete. All 3 of the underlying milestones due to be completed by the end of the reporting period have been.

Milestone	Milestone Due Date	Milestone Note	Progress
Identification, development and delivery of growth plans and associated projects with businesses of significant growth potential in Moray, and report on progress made by end of quarter-Q1	30 Jun 2009	Moray Area Office to agree 26 growth plans with businesses of growth potential and 5 growth plans for Social Enterprises by the end of March 2010. At the end of Quarter 1 five business growth plans agreed and three Social Enterprise plans agreed. Projects being assessed on research and development activity, building grant for expanded premises, Capex for plant and machinery and Management and Development training for senior and supervisory staff.	100 %
Continue development and delivery of growth plans and associated projects, reporting on progress made by end of quarter - Q2	30 Sep 2009	At the end of period 2 five business growth plans agreed and five Social Enterprise plans agreed. Eleven business support projects approved at a combined value of £466k. Types of approval range from R&D grant. Building grant, Assistance to tourism group and graduate placement. Projected to rise to 16 plans agreed by mid November 09 and to 26 by end of March 09 with GVA of £21m.	100 %
Continue development and delivery of growth plans and associated projects, reporting on progress made by end quarter - Q3	31 Dec 2009	At the end of quarter three we have 18 businesses growth and 5 social enterprise growth plans agreed. We are currently processing several applications for grant assistance in support of previously agreed growth strategies. On the basis of what we currently understand we expect to achieve our target of 26 business growth plans by the end of March 2010.	100 %

**Wealthier & Fairer****Local Outcome: Businesses in Moray will grow GVA****Key Action: Moray Towns Partnership**

Overall, Key Action 39% complete. 8 of the 13 underlying milestones due to be completed by the end of the reporting period have been. Exception comments have been provided in the main report to explain milestones slipping below 50% complete.

Milestone	Milestone Due Date	Milestone Note	Progress
Begin implementation of marketing/tourism projects that received match funding through LEADER - Q1	30 Jun 2009	Projects that received Leader match funding are either completed or well under way.	100 %
Publication and distribution of 'Tear off Town Maps' and leaflets to promote and improve information for visitors to Lossiemouth and Forres - Q1	30 Jun 2009	'Tear off Town Maps' and Leaflet projects have been completed for Lossiemouth and Forres.	100 %
Preparation and submission of Scottish Government Town Centre Regeneration Fund for match funding for a number of Partnership projects - Q1	30 Jun 2009	The first bid to the Scottish Government Town Centre Regeneration Fund for match funding for a number of Partnership projects was submitted on time, however the bid was unsuccessful. A bid for the second round of funding has been submitted and currently awaiting outcome.	100 %

Publication and distribution of Business Directory/Handbook aimed at improving marketing of local businesses in Keith - Q2	30 Sep 2009	Keith Area group assessed situation and have divert resources to the Visitor Information Point Scheme.	100 %
Publication and distribution of Business Directory/Handbook aimed at improving marketing of local businesses in Lossiemouth and Forres - Q2	30 Sep 2009	Both Forres and Lossiemouth Handbooks has been produced and being distributed.	100 %
Keith - production of Leaflet wallets to help improve marketing of Keith - Q2	30 Sep 2009	Keith Information Wallets have been produced and distributed to Visitor Information points	100 %
Investigate future funding sources for Phase 2 of Moray Towns Partnership - Q2	30 Sep 2009	Investigations for future funding sources as part of Phase 2 of Moray Towns Partnership have begun and will continue.	50 %
Formation of the Buckie Business Association - Q2	30 Sep 2009	Buckie Business Association has been formed	100 %
Lossiemouth - installation of 3 map boards to show walks between East and West beach, improving tourist facilities and information - Q3	31 Dec 2009	One Town Centre map board is to be installed in James Square, currently slow progress being made. It is anticipated that all map boards will be installed by 31 March 2010.	30 %
Keith - promotion of Farmers/Continental Market and improvements and decorations on Mid Street. Both schemes to attract shoppers and visitors to Keith - Q3	31 Dec 2009	Currently in the process of appointing a contractor to carry out the Art work. Project has been delayed as it was anticipated that the project would form part of the Keith Regeneration bid, however the bid failed and the project has now returned as part of the Moray Towns Partnership works. It is anticipated that the project will be completed by 31 March 2010.	30 %
Forres - carry out a feasibility study and produce detailed plans on promotion of 'be a disabled-friendly town', improving access throughout the town - Q3	31 Dec 2009	Feasibility Study is nearing completion and is in the 'Write Up' stage. Milestone should be completed by Mid February.	80 %
Forres - production and installation of information boards - marking the start of the coastal walk - to improve tourist information - Q3	31 Dec 2009	Information Boards are nearing completion and will be installed by 31 March 2010.	60 %
Buckie - production and distribution of Buckie eco-shopping bags; establishment of Buckie website; and promotion of events including Art events and Buckie Festival - Q3	31 Dec 2009	The Buckie eco-shopping bags have been produced and distributed, website established and promotion of Buckie events including Art events and Buckie Festival.	100 %

**Wealthier & Fairer****Local Outcome: Moray will benefit from an improved and safer transport infrastructure****Key Action: Reduce the number of road accidents in Moray**

Overall, Key Action 70% complete. All 7 of the underlying milestones due to be completed by the end of the reporting period have been.

Milestone	Milestone Due Date	Milestone Note	Progress
Develop and agree set of performance information to be reported to the Wealthier and Fairer Strategic Group on a quarterly cycle - Q1	30 Jun 2009	The Road Safety Business Plan for 2009/10 has been developed and includes performance information to be reported to Wealthier & Fairer Groups quarterly.	100 %
Establish a programme of Road Safety education and training for coming year, targeting schools and general public - Q1	30 Jun 2009	The Road Safety Business Plan for 2009/10 has been developed and includes a programme of Road Safety education and training for the year.	100 %
Carry out Road Safety education and training initiatives as set out in programme, reporting on events and attendances - Q2	30 Sep 2009	During the first 2 quarters of 2009/10, 44 S6 pupils have received "Driving Ambition" training and 16 young people have attended "Young Drivers" training days. 22 schools have been visited and 1000 persons educated on the "Belt up in Moray" initiative and 80 people attended "Hot Strike" events. A total of 30 drivers have been warned regarding antisocial driving with 3 vehicles have been seized.	100 %
Report quarterly performance data to Wealthier and Fairer Strategic Group - Q2	30 Sep 2009	Performance for quarters 1 and 2 will be reported to the Wealthier and Fairer Strategic Group on 3rd December 2009.	100 %
Carry out Road Safety education and training initiatives as set out in programme, reporting on events and attendances - Q3	31 Dec 2009	During the third quarters of 2009/10, 340 S6 pupils have received "Driving Ambition" training and 15 young people have attended "Young Drivers" training days. 755 S5 pupils (all Moray S5) have attended the 'Safe Drive Stay Alive' presentation in Aberdeen. 30 young drivers in Buckie targeted as part of the 'Proactive Hotstrike' Initiative. A total of 22 young drivers have been warned regarding 'antisocial driving' and 1 vehicle has been seized.	100 %
Report quarterly performance data to Wealthier and Fairer Strategic Group - Q3	31 Dec 2009	This will be reported through the 'Safer and Stronger' Coordinating Group on 17 February 2010.	100 %
Report on the outcomes of Operation Taurus - regards the combating of drink/drug driving in Moray - Q3	31 Dec 2009	6 Operation Taurus Initiatives carried out across Moray during quarter 3. This resulted in 451 vehicles being stopped and 146 drivers being breath tested. 1 positive breath test. Comparing quarter 1 to 3 2008/09 to the same period 2009/10, drink drive detections are 8% down despite an increase in breath tests through Operation Taurus.	100 %

**Wealthier & Fairer****Local Outcome: Moray will benefit from an improved and safer transport infrastructure****Key Action: Elgin Traffic Management Plan**

Overall, Key Action 61% complete. 5 of the 6 underlying milestones due to be completed by the end of the reporting period have been.

Milestone	Milestone Due Date	Milestone Note	Progress
Issue tenders for Consultant to push forward Elgin Traffic Management Plan - Q1	30 Jun 2009	Tender issued for term contract.	100 %
Completion of Reiket Lane bridge replacement - Q2	31 Aug 2009	Reiket Lane Bridge complete. Opened to traffic on 24 July.	100 %
Award contract for Consultant procurement - Q2	30 Sep 2009	Contract awarded on 1 September 2009.	100 %
Carry out initial ground investigation for Roads, High School and Housing projects - Q2	30 Sep 2009	Ground investigations completed early September. Final report on testing awaited.	100 %
Completion of design works for Edgar Road extension/Access to High School - Q3	31 Dec 2009	Design works were completed, however works on the access to Elgin High School have been delayed and as such works have not been continued at this stage with the planning application being withdrawn. This will be re-visited in the summer as part of works for the South West area as there will be a requirement to provide access to future affordable housing.	100 %
Report on Elgin Traffic Model update - Q3	31 Dec 2009	Work is ongoing on the Elgin traffic Model through Jacobs Consultants. A report has not been provided due to other higher priority works, in particular where monies from external parties has required to be spent by the end of the financial year.	50 %

**Wealthier & Fairer****Local Outcome: Moray will benefit from an improved and safer transport infrastructure****Key Action: Develop an evidence base to support the case for investment in the A96 and A95**

Overall, Key Action 55% complete. 3 of the 6 underlying milestones due to be completed by the end of the reporting period have been. Exception comments have been provided in the main report to explain milestones slipping below 50% complete.

Milestone	Milestone Due Date	Milestone Note	Progress
Collate classified traffic flow information and traffic crash data for the A95 and A96 routes - Q1	30 Jun 2009	All crash data for both routes collected and also A96 traffic flow data. Still some A95 traffic flows to collect.	90 %
Engage with Transport Scotland officers to examine A96 options in Elgin - Q1	30 Jun 2009	Engagement with Transport Scotland officers to investigate A96 options has been carried out.	100 %
Complete Transport Scotland liaisons and agree an action list - Q2	30 Sep 2009	Concluded liaisons with Transport Scotland with the agreement on an action list.	100 %

Meet with Minister for Transport to discuss and promote proposals for A96 in Elgin - Q2	30 Sep 2009	Proposals for investment and development of the A96 in Elgin were discussed with Minister for Transport Stewart Stevenson MSP on the 7th October 2009.	100 %
Carry out outline road survey on A95 - Q3	31 Dec 2009	The project involving A96 and A95 has shifted in emphasis since the outset. More work and resources than anticipated have been committed to the A96. Consequently milestones set for work on the A95 have not been met and the dates for completion have been reviewed. The outline road survey on the A95 will now be completed for 31 March 2010.	0 %
Estimate volumes of goods from major Moray businesses on A95 - Q3	31 Dec 2009	The project involving A96 and A95 has shifted in emphasis since the outset. More work and resources than anticipated have been committed to the A96. Consequently milestones set for work on the A95 have not been met and the dates for completion have been reviewed. Work on establishing the estimate volumes of goods from major businesses on the A95 will now be completed for 31 March 2010.	0 %

### Wealthier & Fairer

#### Local Outcome: People in Moray will have access to better paid employment

#### Key Action: Rural Development Strategy

Overall, Key Action 76% complete. All 13 of the underlying milestones due to be completed by the end of the reporting period have been.

Milestone	Milestone Due Date	Milestone Note	Progress
Establish the LEADER team and Local Action Group (LAG) - Q1	30 Jun 2009	The LEADER Local Action Group has representatives from the following groups - Highlands and Islands Enterprise Moray, Scottish Natural Heritage, Forestry Commission Scotland, Scottish Rural Property and Business Association, National Farmers' Union, Moray Business Women, Moray Voluntary Service Organisation, Joint Community Council Moray, Moray Forum, Grampian Police, NHS, Moray Federation of Community Halls and Associations.  The Economic Development and Infrastructure Committee (26/05/09) have been asked to consider elected member representation on the Local Action Group.	100 %
Approve at least £120,000 of LEADER funding to local projects - Q1	30 Jun 2009	Target exceeded, 7 projects approved with commitment of over £150, 000 of LEADER funds.	100 %
Carry out at least 5 LEADER presentations to Community Groups to promote awareness and applications - Q1	30 Jun 2009	Target exceeded, 11 presentations delivered.	100 %
Receive at least 25 initial enquiries from interested applicants, offering advice and guidance as appropriate - Q1	30 Jun 2009	Target met, 25 enquiries received and advice delivered.	100 %
Approve at least £80,000 of LEADER funding to local projects - Q2	30 Sep 2009	Target exceeded, 9 projects approved with a commitment of over £290,000 of LEADER funds	100 %
Recruitment of a LEADER Administrative Assistant/Development Officer - Q2	30 Sep 2009	Target met. Recruitment of an Administrative Assistant/Development Officer on 11 August 2009.	100 %

Carry out at least 5 LEADER presentations to Community Groups to promote awareness and applications - Q2	30 Sep 2009	Target exceeded, 6 presentations delivered.	100 %
Receive at least 25 initial enquiries from interested applicants, offering advice and guidance as appropriate - Q2	30 Sep 2009	Target met, 25 enquiries received and advice delivered.	100 %
Approve at least £50,000 of LEADER funding to local projects - Q3	31 Dec 2009	Target for the quarter was not met, with £30,192 approved against target of £50,000. However, over £450,000 had been approved at the end of quarter3, exceeding the target of £250,000. Programme Manager devoted a significant amount of time in consultation with the Scottish Government during this quarter. Due to the time devoted to the consultation regarding proposed changes to the LEADER programme including a significant increase in funding day to day promotion of the programme slipped. This should be rectified by the establishment of the website and the consultation moving on to LAG chairs.	100 %
Carry out at least 5 LEADER presentations to Community Groups to promote awareness and applications - Q3	31 Dec 2009	20 presentations have been delivered at the end of quarter3, exceeding the target of 15 (5 per quarter). Programme Manager devoted a significant amount of time in consultation with the Scottish Government during this quarter. Due to the time devoted to the consultation regarding proposed changes to the LEADER programme including a significant increase in funding day to day promotion of the programme slipped. This should be rectified by the establishment of the website and the consultation moving on to LAG chairs.	100 %
Receive at least 25 initial enquiries from interested applicants, offering advice and guidance as appropriate - Q3	31 Dec 2009	Target met, 25 enquiries received during quarter 3 with advice delivered.	100 %
LEADER website to go live and marketing material to be published - Q3	31 Dec 2009	The new website went live on 16 November 2009 and contains details of eligibility criteria, the application process, approvals to date, news and events and contacts for the Moray LEADER team. The website address is <a href="http://www.morayleader.org.uk">www.morayleader.org.uk</a>	100 %
Continue to establish operational procedures and systems to run, monitor and evaluate programme - Q3	31 Dec 2009	Target met. Processes and procedures have been put in place and assessed by The Moray Council Audit and Scottish Government Rural and Inspections Directorate staff.	100 %

**Wealthier & Fairer**  
**Local Outcome: People in Moray will have access to better paid employment**  
**Key Action: Development of a Moray Life Sciences Centre**  
 Overall, Key Action 30% complete. 1 of the 4 underlying milestones due to be completed by the end of the reporting period has been. Exception comments have been provided in the main report to explain milestones slipping below 50% complete.

Milestone	Milestone Due Date	Milestone Note	Progress
Outline of Moray Life Science Centre Business Case to be developed - Q1	30 Jun 2009	The Moray Life Science Centre Business Case complete and agreed by the Board of Moray College in June 2009. £3m of ERDF has already been secured, Moray College has committed its share of the £9.75m cost, and HIE Moray are currently considering the request of £1.5m on the basis of the business case. NHS Grampian's £3.5m contribution presents some difficulty for the Board at a time of decreasing capital funding and growing demands.	100 %

Appointment of Project Manager and Design Team - Q2	31 Jul 2009	Moray College has taken on this role until now but this now has to be undertaken by a project specialist. Positions of Project Manager and Design Team members have been advertised and tenders received. Decision taken not to appoint until greater certainty in relation to funding. All going well, the Project Team should be in place by March 2010.	50 %
Design Development RIBA Stage D - Q2	30 Sep 2009	Decision taken not to proceed to next stage until funding secured from all partners. Revised due date of 30 May 2010	0 %
Technical Design RIBA Stage E - Q3	31 Dec 2009	Decision taken not to proceed to next stage until funding secured from all partners. Revised due date of 31 August 2010	0 %

### Wealthier & Fairer

**Local Outcome: People in Moray will have access to better paid employment**

**Key Action: Expand the Apprentice Scheme to all Partners and to include graduates and manual workers**

Overall, Key Action 68% complete. 9 of the 12 underlying milestones due to be completed in this reporting period have been. The 3 remaining milestones are progressing.

Milestone	Milestone Due Date	Milestone Note	Progress
Advertise and start recruiting process for 2nd group of apprentices as part of the Moray Council Apprentice Scheme - Q1	30 Jun 2009	Adverts were placed in June 2009 for a second batch of apprentices as part of the Moray Council apprentice scheme. 12 were recruited, and started on 7th September 2009.	100 %
Negotiate trainee/graduate opportunities with service managers where there has been difficulty in filling professional posts - Q1	30 Jun 2009	Worked with a small number of departments who may be able to release funding from existing posts for new trainee positions. Trainee Building Standards Officer appointed, Trainee Monitoring Officer (Environmental Protection) appointed.	100 %
Progress report on the 1st group (recruited Jan 2009) of Moray Council apprentices - Q1	30 Jun 2009	Progress on the first group of Moray Council apprentices was reported to Policy and Resources Committee on 25th August 2009. By July 2009 all 11 had commenced ECDL, and 3 had completed all 7 units. Also by July, all 11 had commenced their SVQ, and are on schedule with this qualification. An SVQ external examiner recorded a very satisfactory assessment of the training procedures and documentation taking place. Positive feedback has been received from both managers and apprentices. 6 apprentices have been invited to the European Youth Parliament in Elgin's twin town, Landshut, in October.	100 %
Explore opportunities of other funding bodies to develop further schemes that will benefit young people - Q1	30 Jun 2009	Worked with Jacqui Taylor to promote new scheme that will be aimed at more vulnerable young people, long term unemployed and Looked After Children. Funding applications completed.	100 %
Recruit and place 2nd group of apprentices (minimum of 11) in operational areas - Q2	30 Sep 2009	12 new apprentices began their employment under the Moray Council apprentice scheme on 7th September 2009. They have been placed in the following services: ICT, Elgin; Sport-Leisure, Keith; Business Continuity, Elgin; Sports Development; Elgin, Legal, HQ Elgin; Chief Executive's Office (2), Elgin; Transportation, Academy Street, Elgin; Committee Services, Elgin; Registrars, Elgin; Youth Development; Housing P&D, HQ Elgin.	100 %
Develop 'buddy system' with 1st group of apprentices to develop a network of young staff to offer further support and encouragement - Q2	30 Sep 2009	Each of the apprentices now has a 'buddy'. Kirsty-Scott/ Linzie-Sean/ Lynne-Charlotte/ Kayleigh-Chloe/ Emma-Scott/ Casey-Helen/ Kerrie-Claire/ Scott-Sophie/ Scott-Rachel/ Darlene-Niketa/ Darren-Becki/ Jenny-Emma. They have had an initial meeting followed by lunch 25th Sept.	100 %

**Appendix 1**

Organise meeting with community partners to discuss opportunities for partners to introduce apprenticeship scheme within their agency - Q2	30 Sep 2009	Council Officers involved in the Apprenticeship scheme have been in discussion with Moray College, NHS Grampian, Highland and Island Enterprise and Skills Development Scotland. Moray College is interested in the scheme, and will be able to take on one (perhaps two) apprentices in 2010. NHS Grampian and Careers Scotland/Skills Development Scotland are also keen but are unlikely to be able to employ apprentices in the near future.	80 %
Advertise and recruit for Apprentice Joiner, Plumber and Electrician - Q2	30 Sep 2009	Housing DLO has successfully recruited 3 new apprentices into Summer 2009.	100 %
Progress report on the 1st group of Moray Council apprentices - Q3	31 Dec 2009	All apprentices from Group 1 (Jan 09) making good progress. All ICS awards awaiting finished and awaiting assessment. 9 x ECDL passports completed, further 2 almost completed. Have started and completed 3 elements of the 8 required for SVQ. No leavers and all wishing to remain in post	100 %
Progress report on the 2nd group of Moray Council apprentices - Q3	31 Dec 2009	All apprentices from Group 2 (Sept 09) making progress. 3 x ECDL passports completed 7x making progress and 3 not as yet started. No ICS (Institute of Customer Services) from January 2010 - new programme CSP to run from April 2010. One apprentice undertaking Sports Development HNC made good start. Slow starts to the SVQs.	100 %
Provide additional training to ensure relevant qualifications are being progressed e.g. ECDE, ICS, CSP etc - Q3	31 Dec 2009	One apprentice undertaking Assessor qualification (A1) to be externally assessed 29 January 2010. One apprentice undertaking Registrars training, One apprentice undertaking Council Tax / revenues training, One apprentice recently changed department one apprentice undertook work placement in Personnel, several apprentices working in new sections within established departments.	80 %
Explore potential of school visits with partners to showcase job/career opportunities in Moray across a range of employers - Q3	31 Dec 2009	Recent visit to Keith Grammar school was successful and a visit to Milnes has been planned with future visits to other Schools still to be planned.	30 %