

CROSS-PARTY GROUP ANNUAL RETURN

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| NAME OF CROSS-PARTY GROUP |
| Cross-Party Group on Skills |
| DATE GROUP ESTABLISHED (the date of establishment is the date in this parliamentary session that the Group held its initial meeting, where the office bearers were elected and not the date that the Group was accorded recognition. All Groups should hold their AGMs on, or before, the anniversary of this date.) |
| Wednesday 26 October 2016 |
| DATE OF MOST RECENT AGM |
| 21 November 2017 |
| DATE ANNUAL RETURN SUBMITTED |
| 27 November 2017 |
| DATE OF PRECEDING AGM [this date is required to aid clerks in verifying that the most recent AGM has taken place within 11-13 months of the previous AGM] |
| n/a |
| GROUP MEETINGS AND ACTIVITIES Please provide details of each meeting of the Group including the date of the meeting, a brief description of the main subjects discussed and the MSP and non-MSP attendance figures. Details of any other activities, such as visits undertaken by the Group or papers/report published by the Group should also be provided. |
| 26 October 2016 Attendance: 3 MSPs, 3 Non-MSPs Re-constitution of the group and re-election of office bearers |

24 January 2017

Attendance: 2 MSPs, 18 Non-MSPs

Guest Speaker: Mhairi Harrington, Principal of West Lothian College

Topic discussed: The Colleges Scotland 'Learning and Skills Journey' Think Piece

Lunch sponsor: Colleges Scotland

21 March 2017

Attendance: 3 MSPs, 19 Non-MSPs

Guest Speaker: Russell Gunson, Director, IPPR Scotland

Topic discussed: Equipping Scotland for the future: Key challenges for the Scottish skills system report.

Lunch sponsor: IPPR Scotland

20 June 2017

Attendance: 2 MSPs, 26 Non-MSPs

Guest Speakers: Maxine McClintock, SAAB Communications and Engagement Manager;

Brian Humphrey, Senior Development and Delivery Manager; and Mairi Rule, Service

Development and Innovation Manager, Skills Development Scotland

Topic discussed: Scottish Apprenticeship Advisory Board (SAAB), Foundation

Apprenticeships and Graduate Apprenticeships

Lunch sponsor: Skills Development Scotland

21 November 2017

Attendance: 2 MSPs, 17 Non-MSPs

Guest Speakers: Svea Miesch, Research and Policy Manager, ScotlandIS and Gillian

Docherty, Chief Executive Officer, The Data Lab

Topic discussed: Digital Skills

AGM and re-election of office bearers

Lunch sponsor: Colleges Scotland

MSP MEMBERS OF THE GROUP

Please provide names and party designation of all MSP members of the Group.

James Dornan MSP, SNP

Johann Lamont MSP, Labour

Gillian Martin MSP, SNP

Tavish Scott MSP, Liberal Democrat

Colin Smyth MSP, Labour

Jamie Halcro-Johnston MSP, Conservative

NON-MSP MEMBERS OF THE GROUP

For organisational members please provide only the name of the organisation, it is not necessary to provide the name(s) of individuals who may represent the organisation at meetings of the Group.

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| Individuals | n/a |
| Organisations | <p>A&M Community Training/Aplus Training</p> <p>Application Recruitment</p> <p>Barnardo's Scotland</p> <p>BEMIS – Empowering Scotland's Ethnic and Cultural Minority Communities</p> <p>Bio Reliance</p> <p>Building Engineering Services Association (BESA)</p> <p>Castle Douglas Community IT Centre</p> <p>CECA Scotland</p> <p>Chartered Banker Institute</p> <p>CITB</p> <p>City & Guilds</p> <p>City of Glasgow College</p> <p>College Development Network</p> <p>Colleges Scotland</p> <p>Economic Development Association Scotland (EDAS)</p> <p>Education Scotland</p> <p>Employment Enterprise</p> <p>Essential Skills Plus Ltd</p> <p>Federation of Small Businesses</p> <p>Fife Council – Enterprise & Protection Services</p> <p>Glasgow City Heritage Trust</p> <p>Improve Limited</p> <p>Indigo PR</p> <p>Ingeus</p> <p>Institute of Physics</p> <p>ITC Academy</p> <p>JHP Training</p> <p>Lantra Scotland</p> <p>Lifeskills Centres</p> <p>Loch Lomond & Trossachs Community Partnership</p> <p>NHS Education for Scotland</p> <p>Pearson Workbased Learning</p> |

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| | Perth College UHI ProSkills Rathbone ScotlandIS Scottish Building Scottish Contractors Group Scottish Countryside Alliance Scottish Decorators' Federation Scottish Enterprise Scottish Funding Council Scottish Land and Estates Scottish Retail Consortium Scottish Screen Scottish Training Federation Scottish Training Federation Scouts Scotland SCQF Partnership SECTT SELECT SEMTA Skills Development Scotland SQA Accreditation STUC The Institute of the Motor Industry The Open University in Scotland The Scotch Whisky Association Universities Scotland Young Artwork |
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GROUP OFFICE BEARERS

Please provide names for all office bearers. The minimum requirement is that two of the office bearers are MSPs and one of these is Convener – beyond this it is a matter for the Group to decide upon the office bearers it wishes to have. It is permissible to have more than one individual elected to each office, for example, co-conveners or multiple deputy conveners.

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| Convener | James Dornan MSP |
| Deputy Convener | Johann Lamont MSP |
| Secretary | Colleges Scotland provides secretariat support |
| Treasurer | n/a |

FINANCIAL BENEFITS OR OTHER BENEFITS RECEIVED BY THE GROUP

Please provide details of any financial or material benefit(s) received from a single source in a calendar year which has a value, either singly or cumulatively, of more than £500. This includes donations, gifts, hospitality or visits and material assistance such as secretariat support.

Details of material support should include the name of the individual providing support, the value of this support over the year, an estimate of the time spent providing this support and the name of the organisation that this individual is employed by / affiliated to in providing this support.

Groups should provide details of the date on which the benefit was received, the value of the benefit and a brief description of the benefit.

If the Group is not disclosing any financial information please tick the box to confirm that the Group has considered the support received, but concluded it totalled under the threshold for disclosure (£500).

Colleges Scotland provides the secretariat support to the group. This is approximately five hours of secretariat work per meeting including preparation prior to the meeting, notes taken during the meeting and writing the minutes. The cost in kind for this support amounts to less than £500.

The cost of hospitality is approximately £100 per meeting. Sponsorship of the lunch has covered the cost of hospitality at each meeting.

SUBSCRIPTION CHARGED BY THE GROUP

Please provide details of the amount charged and the purpose for which the subscription is intended to be used.

No subscription fee is charged.

CONVENER CONTACT DETAILS

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| Name | James Dornan MSP |
| Parliamentary address | M3.07 The Scottish Parliament Edinburgh EH99 1SP |
| Telephone number | 0131 348 5683 |