

MEETING OF THE ENGLAND COMMITTEE

12th September 2023

Microsoft Teams

MINUTES

PRESENT:

John Mothersole	Chair
Ray Coyle	Member
Maggie Jones	Member
Halima Khan	Member
Kamran Rashid	Member
Karin Woodley	Member

IN ATTENDANCE:

Phil Chamberlain	England Director
Emma Corrigan	England Director
Jon Eastwood	Deputy Director, England
Mark Purvis	Deputy Director, England
Hannah Rignell	Deputy Director, England
Fay Salichou	Governance Officer (minutes)

FOR SPECIFIC ITEMS:

Tracey Bennett	Funding Officer
Amanda Form	Funding Officer
Debbie Collins	Funding Officer
Rebecca Maxton	Funding Officer (apologies)
Oliver Fitzgerald	Funding Manager
Andrew Chapman	Funding Officer
Jaymie-Lee Tapsell	Funding Officer
Ella Mizon	Funding Manager
Sarah Handley	Funding Manager
Beth Plant	Funding Manager
Jenny Fish	Funding Officer
Matt Kelly	Funding Manager
Sarah Clubb	Funding Officer
Jane Green	Funding Officer (variations)
Miaya Dangol	Funding Officer (variations)
Ruth Stephens	Senior Grant Making Manager (variations)
Nicola Thurbon	Senior Head of Regional Funding
Lorraine Joyce	Funding Manager (observing)
Rachel Stephens	Head of Funding (observing first three items)
Mike Bates	Senior Head of Finance (item 3)
Andy Gray	Development Manager (item 3)
Laverne Sampson	Head of Funding (item 4)
Kianna Leader	Funding Manager (item 4)
Shane Ryan	Senior Advisor (item 4)
Simone Falaja	EDI Manager (item 5)
Alex Collins	Senior Head of Information (item 5)

1. COMMITTEE INFORMAL CATCH UP

1.1. The Committee held a closed session for members only.

ESMT and the Governance Officer joined the meeting.

2. WELCOME

- 2.1. The Chair opened the meeting and welcomed all.
- 2.2. Apologies were received from Kevin Bone, Emily McChrystal and Ray Coyle.
- 2.3. Kamran Rashid declared previous work with Phoinix Way, given that there are no decisions to be made the Chair did not deem this as disqualifying. No further declarations of interest were made.
- 2.4. Minutes for 11th July's meeting were **APPROVED** as an accurate record.
- 2.5. There were no matters arising.
- 2.6. The following actions were updated on the Action log: 226 - Closed, 232 - Closed
- 2.7. To circulate the action log to Committee members

ACTION: Governance

3. ENGLAND UPDATE

New Strategy: England Portfolio Development update and timeline

Mark Purvis and Hannah Rignell joined the meeting.

- 3.1. Phil provided the Committee with an update on the England Portfolio. The ongoing strategy implementation work was noted, alongside the process to recruit for an England Portfolio Review temporary team.
- 3.2. Mark Purvis' confirmed that the increase in grant size from £10k to £20k and length, from up to one year to up to two years, for National Lottery Awards for All, will go live on the 15th November without adding complexity to the programme. A decrease in the backlog was also mentioned.
- 3.3. The Committee discussed the process of communicating efficiently with applicants the available grants.

Sections 3.4 - 3.7 are Commercially Sensitive - S43(2)

- 3.8. A regional highlight was mentioned for the Midlands team working in partnership with West Midlands Combined Authority's to deliver the Mayor's Community Weekend event on 9 & 10 September. This saw 100 funded successful events taking place in the region.

Mark Purvis and Hannah Rignell left the meeting.

Latest financial position

Mike Bates joined the meeting.

- 3.9. Mike Bates provided an update on grant awards, currently outperforming the forecast award budget by around 31 million due to accelerated Reaching Communities delivery in the first half of the year. Operating costs were slightly under budget and income was tracking slightly below but within an acceptable range.
- 3.10. There was potential for a 31 million downward adjustment in the forecast, focusing on third party programmes. The national Awards for All programme carried risk due to a budget increase of 20 million this year.
- 3.11. The trend of award distribution was more evenly distributed throughout the year, with a slight peak in March, causing some awards to potentially spill into the next years (that was a matter that was being addressed).

4. PHOENIX WAY

Laverne Sampson, Kianna Leader and Shane Ryan joined the meeting

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Laverne Sampson, Kianna Leader and Shane Ryan left the meeting

5. EDI Data Dashboard - by Simone Falaja

Simone Falaja, Alex Collins and Mark Purvis joined the meeting.

- 5.8. Alex Collins provided some highlights around the England Portfolio funding, with its strong focus on small and grassroots organisations. It was also noted that accessing some data about communities allowed nuanced intersectional analyses. However, they may need to address standardisation and classification changes in the data.
- 5.9. Simone Falaja presented the EDI data dashboard that compiles information from GMS. The dashboard includes breakdowns of ethnicity, disability, LGBTQ+, women and girls, children and young people. It also provides data on geographical locations, programmes, portfolios, pipeline stages, risk levels and organisations size.,
- 5.10. Future plans included integrating more intersectional data, constituency data, risk investigation and project end ratings into the dashboard.
- 5.11. The Chair thanked Simone and Alex for their work.

Simone and Alex left the meeting.

6. ENGLAND ASSESSMENT PROCESS

Matt Kelly, Andy Gray and Sarah Clubb joined the meeting.

- 6.8. The Committee received an overview of the journey of a Reaching Communities and Partnership application to award and delivery, providing background as the key review and decision points to support the context for England Committee decision making.
- 6.9. Matt Kelly outlined the guiding principles of the programme, including additionality, delegated decision making, inclusivity, proportionality, and the relational approach. He also compared the Reaching Communities and Partnerships programme with the Award for All programme, highlighting differences in volume, assessment processes and monitoring.
- 6.10. Sarah Clubb provided a detailed overview of the initial checks and the idea stage assessment process for Reaching Communities and Partnerships. She explained the eligibility checks, background checks and the say no early process. She also highlighted the importance of using judgment and local context to make recommendations and mentioned the pipeline review meetings where collective decisions were made.
- 6.11. Matt Kelly explained the full proposal assessment stage, which is the second stage of the assessment process. He outlined the key information requested from applicants and discussed how funding officers assess proposals, considering factors such as the organisation's experience, financial health, community involvement, and alignment with priorities. He also mentioned the risk weighting assigned to projects and how it can be adjusted throughout the grant lifecycle. Matt provided insight into the decision panel process and the role of local decision panels in making funding decisions.
- 6.12. The Committee thanked the team for their comprehensive presentations of the assessment process. There were a few reflections for the papers to consider as more succinct and consistent. Other comments included receiving more details about finance, particularly on how the funding spreads over the years.
- 6.13. Halima Khan's tangible suggestion was to consider spending some time during one of the committee's strategy sessions to collectively clarify and specify what they are looking for in each section of the documents they receive. This process would help identify the key points of assurance and priorities, allowing them to streamline and focus their requirements. Additionally, her suggestion included discussing the presentation of figures for greater consistency and clarity and focusing on due diligence for larger grants to ensure that claims made by organisations are appropriately validated.
ACTION: Halima Khan and Jon Eastwood
- 6.14. The Chair made the following points based on the discussion; focused on effective grant deployment, emphasised data analysis for project alignment with local needs, stressed the importance of assessing an organisation's track record, considered the allocation of funds to federated organisations, and finally, highlighted the need for a two-way feedback loop. Moreover, he suggested a

practical approach to gradually improve the system without waiting for a major overhaul.

Section 7 is Commercially Sensitive - S43(2)

7. GRANT VARIATIONS & FUNDING DECISIONS

- 7.8. Grant Variations and Funding decisions are restricted and can be found in Annex A.

8. REFLECTIONS ON THE DAY

The Committee's reflections included an emphasis on staying actively engaged between meetings and contributing to ongoing work, the meeting concluded at 16:25.