

**MINUTES**  
**THE NATIONAL LOTTERY COMMUNITY FUND**  
**MEETING OF THE SCOTLAND COMMITTEE HELD ON**  
**WEDNESDAY 8 MAY 2019 AT 10:30AM**  
**AT THE NATIONAL LOTTERY COMMUNITY FUND OFFICES, GLASGOW**

Present:

Maureen McGinn	Chair of Scotland Committee
Grant Carson	Scotland Committee Member
Stella Everingham	Scotland Committee Member
Lindsay Graham	Scotland Committee Member
Martin Johnstone	Scotland Committee Member
Janet Miles	Scotland Committee Member
Aaliya Seyal	Scotland Committee Member

In attendance:

Martin Cawley	Director, Scotland
Laura Aitchison	Funding Officer (item 11)
Julia Boardman	Funding Officer (items 11-13)
Roddy Byers	Head of Funding
Alice Cassels	Funding Officer (item 13)
Stephen Cox	Funding Officer (item 11)
Sharon Davidson	Funding Officer (items 11-13)
Paul Forrest	Funding Officer (item 13)
Dee Gildea	Funding Officer (item 13)
Fiona Grant	Business Support Officer (Governance) (minutes)
Mark Hilton	Business Advice Manager (Capital) (item 9)
Emma Honeyman	Funding Manager (items 11 & 13)
Susan Johnstone	Funding Manager (item 11)
Toby Joss	Funding Officer (item 13)
Aine Lovedale	Funding Manager (item 11)
Allison Mathews	Head of Knowledge & Learning (items 10-15)
Marie McArdle	Funding Officer (items 11-13)
Kirsty Nairn	Head of Business Support (items 1-9)
Neil Ritch	Deputy Director (items 1-9 & 13-16)
Emily Robertson	Funding Officer (item 13)
Laura Scott	Funding Officer (item 13)
Michael Smart	Funding Officer (items 9 & 13)
Stephen Thacker	Funding Officer (item 13)
Rhian Thomas	Funding Officer (item 13)
Emma Whitfield	Head of Engagement and Communication

**1. OPENING REMARKS**

- 1.1 The Chair welcomed everyone to the meeting and noted the following:
- i. Members of the portfolio development team will join the meeting for item 8
  - ii. The order of decision making has changed we will take the 4 Improving Lives large applications first and then move onto the applications focussing on homelessness
  - iii. Funding Officers, Laura Aitchison, Marie McArdle and Julia Boardman will observe the decision making

**2. APOLOGIES FOR ABSENCE**

- 2.1 There were no apologies for absence.

**3. DECLARATION OF INTERESTS**

- 3.1 Maureen McGinn declared an interest in the application from the Simon Community as she is a friend of their Board Chair. It was agreed that this was a disqualifying interest.
- 3.2 Aaliya Seyal declared an interest in the application from Glasgow Night Shelter for Destitute Asylum Seekers as she is a Board Member of Scottish Refugee Council who are a partner in the project. It was agreed that this was a disqualifying interest.
- 3.3 Martin Johnstone declared an interest in the application from Glasgow Night Shelter for Destitute Asylum Seekers as he is a friend of their Treasurer. It was agreed that this was a disqualifying interest.
- 3.4 Martin Johnstone declared an interest in the application from The Rock Trust as his son works for Cyrenians who are a partner in the project. It was agreed that this was a disqualifying interest.

**4. APPROVAL OF MINUTES OF SCOTLAND COMMITTEE MEETING HELD ON 21 MARCH 2019 (SCOTLAND COMMITTEE MINUTES P19/02)**

- 4.1 The minutes of the meeting held on 21 March 2019 were approved as an accurate record.

**5. MATTERS ARISING**

- 5.1 The Committee noted the update about the UK Board meeting held on 28 March 2019 that had been tabled.
- 5.2 Allison gave an update about Civil Society Futures. The Committee noted that Chris Creegan will start the initial scoping work later this month. He will then move onto to consider brand building, purpose, governance and resource planning. This work is supported by pledges from the Robertson Trust and the Corra Foundation. We will keep Committee updated with the progress of this work with an application potentially being considered at the August Scotland Committee Meeting.

**ACTION, Allison Mathews**

**6. DIRECTOR'S UPDATE (SCOTLAND COMMITTEE P19/10)**

6.1 The Committee noted the Director's Update.

**7. COMMUNICATIONS REPORT (SCOTLAND COMMITTEE P19/11)**

7.1 Emma Whitfield introduced the paper highlighting the following:

- i. we are currently in Purdah due to the upcoming European Elections
- ii. the Big Lunch is taking place across the UK over the weekend of 1<sup>st</sup>/2<sup>nd</sup> June. This is led by the Eden Project funded through a four year, £8M grant made in February 2018; the comms team will be supporting the Big Lunch in Scotland
- iii. a Big Lunch is taking place in the office on Wednesday 29<sup>th</sup> May which Members are welcome to attend
- iv. as part of the 25<sup>th</sup> birthday of the National Lottery celebrations we will be holding a stakeholder event with the National Lottery family in Scotland; a digital toolkit for grant holders and distributors will be launched at the event
- v. the digital toolkit will be shared with Committee

**ACTION, Emma Whitfield**

**8. PORTFOLIO DEVELOPMENT**

8.1 Allison Mathews gave an update about portfolio development. The Committee noted that we are pausing some of the work the team has been doing to allow prioritisation of the introduction of the new grant management system. The team have been undertaking some horizon scanning and have been talking to stakeholders, customers and staff. The team will produce a report to highlight the key issues for the next two to three years for people and communities in Scotland. The recommendations will be taken forward when portfolio development resumes.

8.2 The portfolio development team took Members through an exercise using service design principles to map out their user journey through decision making.

**9. GCA AWARD TO GOVANHILL BATHS REQUEST TO RELEASE FUNDS (SCOTLAND COMMITTEE P19/12)**

9.1 Michael Smart introduced the paper highlighting the following:

- i. Govanhill Baths Community Trust (GBCT) was awarded £1,000,000 from Growing Community Assets (GCA) in March 2017.
- ii. A request has been submitted to draw down £273,773 of this grant for design team costs to progress to RIBA Stage 4.
- iii. GBCT has had investment of £193,902 from The Fund to date including a drawdown of £50,000 for development from their current GCA grant so far.
- iv. There are several complex issues to take into consideration.

9.2 During discussion the main points raised were:

- i. The complexity of the project is daunting, but the community has shown sustained commitment to the project.

- ii. The potential of another funder in the project to release some funding for this proposal was explored.
- iii. Having made the decision to fund the project originally and in light of the progress made in securing the majority of the required funding package we should aim to be supportive. However, funding the full amount would constitute a departure from our existing practice.

9.3 The Committee agreed:

- i. Officers should negotiate with GBCT the amount we offer to release for this proposal and this should not exceed £150,000
- ii. Officers should explore with the group the possibility of another funder in the project releasing some of its funds for this proposal.

**10. OVERVIEW PAPER (SCOTLAND COMMITTEE P19/13)**

10.1 Roddy Byers introduced the paper highlighting the following:

- i. The number and value of applications presented at the meeting
- ii. Budget information
- iii. Application pipeline data
- iv. The applications focussing on homelessness from Glasgow and Edinburgh will be considered at this meeting
- v. We have received good feedback from the sector and have engaged with them throughout the process including asking them their views in relation to the relative priority the different proposals should attract from their perspective; their ranking has been tabled for information

10.2 Members asked about the success rate for Awards for All. Officers responded that the success rate for Awards for All is going up; Place teams are getting better at engaging small grant customers.

**11. CONSIDERATION OF APPLICATIONS - ILL**

- 11.1 The Committee noted the tabled questions and answers.
- 11.2 The decisions are recorded in Annex A to these minutes.

**12. HOMELESSNESS CONTEXT PAPER (SCOTLAND COMMITTEE P19/14)**

12.1 The Committee noted the paper.

**13. CONSIDERATION OF APPLICATIONS - HOMELESSNESS**

- 13.1 The decisions are recorded in Annex A to these minutes.
- 13.2 The Committee highlighted that there is an opportunity from some learning from these applications both for us and the organisations.
- 13.3 The Chair thanked the teams for their guidance through the process and for their carefully measured and open approach that was clearly welcomed by the sector. The depth of the teams knowledge and learning about the sector showed when Officers talked about the strengths and weaknesses of the applications. It reinforces the decision of a few months ago to take this approach.

**14. AOB**

- 14.1 Martin gave an update about the Board and Committee Day on 15<sup>th</sup> May. He highlighted that the day will mainly be discursive and have a varied content including sessions on diversity and equality and place based decision making.
- 14.2 Members gave some feedback on receiving electronic Committee papers highlighting that:
- i. Some Members would still prefer to receive a hard copy of the papers
  - ii. As a PDF it is difficult to find late papers as they are in separate documents
  - iii. Can see the benefit of it
  - iv. Going forward using the Convene app would be better

**15. DATE AND VENUE OF NEXT MEETING**

- 15.1 The next meeting will take place on Wednesday 19 June.

**16. FINISH**

- 16.1 There being no further business the meeting closed at 3.45pm.