

**MINUTES**  
**THE NATIONAL LOTTERY COMMUNITY FUND**  
**MEETING OF THE SCOTLAND COMMITTEE HELD ON**  
**WEDNESDAY 1 MAY 2024 AT 10.30AM**  
**AT CITIZENM HOTEL, GLASGOW & TEAMS**

Present:

|                  |                                      |
|------------------|--------------------------------------|
| Kate Still       | Scotland Committee Chair             |
| Jackie Brock     | Scotland Committee Member (on teams) |
| Martin Johnstone | Scotland Committee Member            |
| Janet Miles      | Scotland Committee Member (on teams) |
| Aaliya Seyal     | Scotland Committee Member            |

In attendance:

|                  |  |
|------------------|--|
| Roddy Byers      | Head of Funding                                  |
| Rebekah Dundas   | Senior Grant Making Manager (items 6-7 on teams) |
| Fiona Grant      | Business Support Officer (Governance) (minutes)  |
| Caroline Hammond | Funding Officer (item 13)                        |
| Rachel Mathers   | Young Start Development Manager (item 6)         |
| Neil Ritch       | Scotland Director                                |
| David Sinclair   | Head of Business Support                         |
| Dougie Spence    | Funding Manager (items 13-14 on teams)           |
| Landa Sullivan   | Head of Communications & Engagement              |
| Helen Wright     | Young Start Development Officer (item 6)         |

**1. OPENING REMARKS**

- 1.1 The Chair welcomed everyone to the meeting and noted the following:
- i. We will be joined by members of the Young Start development team for item 6

**2 APOLOGIES FOR ABSENCE**

- 2.1 There were apologies for absence from Scotland Committee Members, Lindsay Graham and Naila Wood and Head of Knowledge & Learning, Lucy McDonald.

**3 DECLARATION OF INTERESTS**

- 3.1 Aaliya Seyal declared an interest in the application from SCVO as she is Chief Executive of the Legal Services Agency who have a membership of SCVO. As she has no knowledge or any involvement in the application it was agreed that this was not a disqualifying interest.

**4 APPROVAL OF MINUTES OF SCOTLAND COMMITTEE MEETING HELD ON 13 MARCH 2024 (SCOTLAND COMMITTEE MINUTES 24/02)**

- 4.1 The minutes of the Scotland Committee meeting held on 13 March 2024 were approved.

## **5 MATTERS ARISING**

- 5.1 The Chair gave an update on the UK Funding Committee meeting held on 19<sup>th</sup> March 2024 that the Committee noted.
- 5.2 The Chair gave an update on the UK Board meeting held on 28<sup>th</sup> March 2024 that the Committee noted.

## **6 YOUNG START DEVELOPMENT PROJECT - PRESENTATION**

- 6.1 The Chair welcomed Rachel and Helen to the meeting.
- 6.2 Rachel and Helen gave a presentation on the Young Start development project highlighting the following:
  - i. This is a two year project to develop Young Start and centre children and young people in the Young Start programme
  - ii. The team is using a test and learn approach
  - iii. The team has carried out group and one to one sessions with Scotland Directorate colleagues where challenges, opportunities and ideas were discussed
  - iv. The team are doing engagement activities with children and young people from 5 young start projects across Scotland
  - v. This information is being used to inform next steps
  - vi. The next steps for the project include doing a “What is youth-led” video pilot with children and young people and more stakeholder engagement
  - vii. Possible future pilot areas include testing participation of children and young people in the Young Start programme, such as assessment, decision making and marketing materials
- 6.3 During discussion the main points raised were:
  - i. This is an exciting project and it is great to learn more about the process and progress that has been made so far
  - ii. It is important to ensure that views of children and young people in rural and island communities are considered equally with those from more urban communities
  - iii. The process of engaging with and listening to children and young people was vital
  - iv. The team have ensured that the feedback loop is completed and groups that have taken part will receive a shorter version of the learning report and the children and young people will continue to be involved in the process
  - v. The team are taken an equity based approach
  - vi. It would be valuable for the learning and best practice to be shared more widely within the Fund and with external organisations who don't actively engage with children and young people
  - vii. Lots of the learning and approach from this project can be embedded in the work that the Fund does and used in a wider context
  - viii. There is a strong link with the new programme development work and Rebekah has oversight of both of these projects
- 6.4 The Chair thanked Rachel and Helen for their fabulous presentation.

## **7 NEW PORTFOLIO IMPLEMENTATION UPDATE (SCOTLAND COMMITTEE P24/14)**

7.1 Neil introduced the paper highlighting the following:

- i. On 21 March 2024, we announced that the Community Led, Improving Lives and Cost-of-Living Support Scotland funds will close to applications at midday on 21 August 2024
- ii. New enquiries and applications have remained at a steady rate since closure was announced and this will be continued to be monitored
- iii. The New Portfolio Development team has been appointed and is made up of a Development Manager (job share) and three Development Officers who are all skilled and experienced
- iv. A particular focus is being placed on supporting grantholders whose current award ends just before, during or shortly after the closure period
- v. This might result in more uplift requests coming to Committee for approval which enables an application to the new programme to be made when open
- vi. A session for the Committee with the newly appointed new portfolio development team is scheduled for the end of May 2024

7.2 During discussion the main points raised were:

- i. We are moving quickly to backfill substantive roles of the new portfolio development team
- ii. The team are having a planning day and meeting with Management Team Scotland (MTS) so they have clarity of direction and carry out a project scoping exercise
- iii. The final version of the mission framework will be circulated to Members ahead of the session at the end of May

**ACTION, Fiona**

## **8 STRATEGIC FUNDING 2024/25 (SCOTLAND COMMITTEE P24/15)**

8.1 Neil introduced the paper highlighting the following:

- i. In 2024/25 there are two routes available in terms of funding larger more strategic pieces of work: reactive opportunities through our existing Supporting Great Ideas (SGI) pipeline; and proactively using a solicitation process
- ii. These opportunities will be aligned with our strategy It starts with community
- iii. There are a range of opportunities which are at different stages of development highlighted in Annex 1

8.2 During discussion the main points raised were:

- i. It was helpful to get an overview to understand the proposed process for these applications
- ii. This a pragmatic approach and will allow us to be more intentional and proactive
- iii. As a lottery funder in Scotland it is important that we have a strategic role in the sector
- iv. We need to have a clear position on likely commitment by mid-year so that we can redeploy any anticipated underspend or consider bringing forward funds from future years to meet excess demand

- v. The projects should focus on at least one of our missions
- vi. It would be helpful to get information about the projects in the pipeline as soon as possible to help Members understand how it fits with the strategy
- vii. A clear and defined partnership offer in line with our mission and strategy will be in place for April 2025

8.3 The Committee agreed:

- i. That for 2024/25 we adapt our approach to SGI using a two stage Committee consideration and adopt additional assessment criteria which test alignment with It Starts With Community.

**9 COMMUNICATIONS REPORT (SCOTLAND COMMITTEE P24/16)**

9.1 Landa introduced the paper highlighting the following:

- i. The team are working with Allwyn to help improve their presence in Scotland and a joint public affairs event is being planned for March 2025
- ii. The National Lottery Community Fund Promotions Unit (NLPU) and Allwyn are starting to work on plans for the 30<sup>th</sup> birthday of the National Lottery and we will keep Members up to date as to when and if there is a role for them

9.2 The Chair thanked Landa for the report.

**10 DIRECTOR'S UPDATE (SCOTLAND COMMITTEE P24/17)**

10.1 The Committee noted the Director's Update.

**11 PLACE UPDATE (SCOTLAND COMMITTEE P24/18)**

11.1 The Committee noted the place update especially liked seeing the variety of the different things that are funded through National Lottery Awards for All.

**12 OVERVIEW PAPER (SCOTLAND COMMITTEE P24/19)**

12.1 Roddy introduced the paper highlighting the following:

- i. Demand remains high
- ii. The current budget position
- iii. The pipeline for Supporting Great Ideas

**13 SUPPORTING GREAT IDEAS: SCVO**

13.1 The decision on this application is in Annex A to these minutes.

**14 IMPROVING LIVES MEDIUM CLOSURE - HIGHLANDS & ISLANDS AREA TEAM UPLIFT REQUESTS (SCOTLAND COMMITTEE P24/20)**

14.1 Dougie introduced the paper highlighting the following:

- i. As Improving Lives Medium will close to new applications on 21 August 2024 to ease the transition from current programmes to new programmes the Highlands & Islands team propose to uplift 4 existing awards by 6 months
- ii. Since the paper was written two of the projects - Helensburgh & Lothians Carers and Ability Shetland have decided to submit a new application before programme closure so no longer require an uplift to their current award
- iii. The Committee is asked to consider the uplift requests for Voluntary Action Orkney and Grey Matters.

- 14.2 The Committee approved the uplift request of £66,190 to Voluntary Action Orkney and the uplift request of £64,512 to Grey Matters.

**15 AOB**

- 15.1 The Committee noted the rescheduled date of Monday 3<sup>rd</sup> June for the Board and Committee Members online session. Neil informed the meeting that he and David are part of the planning team for the session and if Members have any topics they would like to be included on the agenda.

**ACTION, Members**

**16 DATE AND VENUE OF NEXT MEETING**

- 16.1 The next meeting will be held on Wednesday 12<sup>th</sup> June at a central Glasgow venue.

**17 FINISH**

- 17.1 There being no further business the meeting finished at 1.50pm.