

**MINUTES**  
**THE NATIONAL LOTTERY COMMUNITY FUND**  
**MEETING OF THE SCOTLAND COMMITTEE HELD ON**  
**WEDNESDAY 29 JANUARY 2020 AT 10.30AM**  
**AT THE NATIONAL LOTTERY COMMUNITY FUND OFFICES, GLASGOW**

Present:

Grant Carson	Vice Chair
Lindsay Graham	Scotland Committee Member
Janet Miles	Scotland Committee Member
Aaliya Seyal	Scotland Committee Member

In attendance:

Neal Bennison	Funding Officer (item 12)
Roddy Byers	Head of Funding
Connor Byers	Business Support Officer (items 10-14)
Helen Curry	Funding Officer (item 11)
Sarah Daly	Funding Officer (item 11)
Lesley Galbraith	Funding Officer (item 11)
Dee Gildea	Funding Officer (item 11)
Fiona Grant	Business Support Officer (Governance)
Nadeem Hanif	Knowledge & Learning Manager (item 9)
Mark Hilton	Business Advice Manager (Capital) (items 12-13)
Alastair Jackson	Communications Manager (item 7)
Allison Mathews	Head of Knowledge & Learning
Barry McCormack	Funding Officer (item 13)
Kirsty Nairn	Head of Business Support
Neil Ritch	Scotland Director

**1. OPENING REMARKS**

- 1.1 The Vice Chair welcomed everyone to the meeting and noted the following:
- i. This is the first meeting of 2020
  - ii. As we are still waiting for the appointment of the new Scotland Chair to be signed off by the Cabinet Office the Vice Chair will chair this meeting
  - iii. The late paper that has been tabled concerning Glenboig Development Trust will be taken as item 13.

**2. APOLOGIES FOR ABSENCE**

- 2.1 There were apologies for absence from Martin Johnstone and Emma Whitfield.

**3. DECLARATION OF INTERESTS**

- 3.1 There were no declarations of interest.

**4. APPROVAL OF MINUTES OF SCOTLAND COMMITTEE MEETING HELD ON 20 NOVEMBER 2019 (SCOTLAND COMMITTEE MINUTES P19/07)**

- 4.1 The minutes of the meeting held on 20 November 2019 were approved as an accurate record.

**5. MATTERS ARISING**

- 5.1 Neil gave an update about the UK Board meeting held on 5<sup>th</sup> December 2019 that the Committee noted. The main item discussed was the Scotland People in the Lead Report. Tony Burton will be the interim Board Chair until August 2020 as the recruitment of a new Chair is undertaken.
- 5.2 The Committee noted Stella Everingham's update about the UKFC meeting held on 10<sup>th</sup> December 2019.
- 5.3 Allison gave an update on Civil Society Futures. The Committee noted that there had been a meeting of funders involved in supporting this work to discuss the Founding document, the culmination of the exploratory phase of the work. It was felt that the principles and vision of this document were fine, but the approach outlined was somewhat top down and there needed to be more of a community led focus. A paper about a funding proposal will come to a future Committee meeting. Members felt the process of how this work will be done will be interesting.

**ACTION, Head of Knowledge & Learning**

- 5.4 Kirsty gave an update on #Celebrate 25 Fund. The Committee noted that 2000 awards will be made across the UK. A random draw was used to select applications that then went through a light touch assessment on eligibility and then through a process of verification. This process took longer than expected as a lot of applicants had not applied for funding from us before. It has been challenging but ultimately successful. There is a lot of learning for the Fund about running a micro grants scheme. A list of the awards made in Scotland will be shared with Committee. The Committee thanked the team for the fantastic work they had done on this.

**ACTION, Business Support Officer, Governance**

**6. DIRECTOR'S UPDATE (SCOTLAND COMMITTEE P20/01)**

- 6.1 The Committee noted the Director's Update.

**7. COMMUNICATIONS REPORT (SCOTLAND COMMITTEE P20/02)**

- 7.1 Alastair introduced the paper highlighting the following:
- i. We are trialling the use of Sway for the Communications Report as it allows us to share interactive content
  - ii. This bumper report focusses on the work the team have done for the 25<sup>th</sup> birthday of the National Lottery
  - iii. The team worked on nine themed campaigns, all of which showed different ways that our funding has supported community activity over the past 25 years
  - iv. The team's favourite moments included a mass grantholder cross finger selfie campaign and a world record breaking cream tea

- v. Birthday bear, a bear knitted for us by National Lottery Funded Annex Communities, helped to tell the story of National Lottery funding in Scotland, by visiting impactful projects across the country
- vi. Birthday bear content was also very popular on social media and the team increased the reach on the content by creating Facebook competitions to win mini keyrings - with our highest reach on a post being over 20,000

7.2 Members liked the new format of the report and the ability to watch videos and view the interactive content.

## **8. SCOTLAND PEOPLE IN THE LEAD BOARD REPORT (SCOTLAND COMMITTEE P20/03)**

8.1 Neil introduced the paper highlighting the following:

- i. This report was written for Board who have less visibility of our grant making
- ii. Some questions are posed in the report about how we shape our work going forward that would be interesting to get members feedback and thoughts on

8.2 During discussion the main points raised were:

- i. It is an interesting report and shows the huge amount of work that is going on
- ii. The breakdown of the statistics is fascinating
- iii. It is important to have conversations about working in partnership in a competitive funding environment
- iv. There is cross sectoral work happening about community development and it is important to share what has been achieved
- v. Need to recognise the need for funded organisations to access capacity support before they need financial support
- vi. It would be good to champion knowledge sharing grants and look at how this could be structured into the new portfolio; Lindsay would like to be involved in this work

8.3 The Committee thanked the team for the excellent report and the work that went into achieving it.

## **9. PROPOSED CHANGES TO THE TRUSTEE OF THE JESSICA TRUST (SCOTLAND COMMITTEE P20/04)**

9.1 Nadeem introduced the paper highlighting the following:

- i. The proposal for the corporate trustee of the Jessica Scotland Trust (JST) to be transferred from Resilient Scotland to Foundation Scotland
- ii. Resilient Scotland are likely to spend out the endowment in 2020 and so need to expedite plans for the legacy of the Trust
- iii. This plan would allow for the JST to continue to operate beyond the ten year lifespan of the Trust and ensure continuity for the JST and retain the staff and skills involved
- iv. The Protector of the Jessica Trust is supportive of the proposal
- v. A paper will be presented to the Committee for final approval, in

advance of sign off by the Fund's Chief Executive

9.2 The Committee noted the update.

## **10. OVERVIEW PAPER (SCOTLAND COMMITTEE P20/05)**

10.1 Roddy 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 budget changes proposed following quarter 3 review

10.2 The Committee agreed to approve the proposed budget changes outlined in Annex A.

## **11. CONSIDERATION OF APPLICATIONS**

11.1 The decisions are recorded in Annex A to these minutes.

11.2 Members liked the inclusion of sections about evaluation and culture in the assessment reports.

## **12. COMMUNITY ASSETS - BEITH COMMUNITY DEVELOPMENT TRUST REQUEST FOR UPLIFT (SCOTLAND COMMITTEE P20/06)**

12.1 Neal introduced the paper highlighting the following:

- i. Beith Community Development Trust were awarded a Community Assets grant of £526,410 in November 2018
- ii. Responses to the tender were significantly higher than original cost plans
- iii. A value re-engineering exercise has been undertaken with costs now based on a reduced design specification without compromising delivery plans
- iv. As the only external funder for this phase of the development BCDT has approached the Fund to meet this shortfall
- v. The four possible options Committee can consider in this case

12.2 Committee agreed to:

- i. Fund the full additional amount requested.
- ii.

## **13. COMMUNITY ASSETS - GLENBOIG DEVELOPMENT TRUST REQUEST FOR UPLIFT (SCOTLAND COMMITTEE P20/07)**

13.1 Barry introduced the paper highlighting the following:

- i. Glenboig Development Trust are seeking an increase to their existing Community Assets capital grant
- ii. The exact amount of the increase still has to be established
- iii. The increase will include a match funding gap and non-recoverable VAT relating to our grant which is yet to be determined

13.2 During discussion the main points raised:

- i. Committee understands some of the pressure the group are under
- ii. There are several options for Committee to consider
- iii. Reputational considerations are something for the team to manage

13.3 Committee agreed that:

- i. They need further information to agree a proportional uplift of the grant on condition that other funders also make funds available

- ii. Depending on timescales this might be done by correspondence  
**ACTION, Head of Funding**

#### **14. AOB**

14.1 Allison gave update EASC panel meeting held after the November Scotland Committee meeting. The Committee noted that panel had met to consider a change request from the partnership between Dartington and Renfrewshire Council. The panel felt that they needed more information to quantify the revised proposal from the partnership. The panel will be reconvened in February to discuss the revised proposal and Committee will be kept informed.

**ACTION, Head of Knowledge & Learning**

14.2 Members were concerned about the implications of the changes to the Glasgow City Council grant fund to organisations that we fund. Officers responded that the Glasgow team have been following developments closely and have been talking with the Council. We have to be realistic about what response we can offer to fill any potential funding gaps.

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

15.1 The next meeting will be held on Wednesday 18<sup>th</sup> March 2020 at the National Lottery Community Fund office, Glasgow.

#### **16. FINISH**

16.1 There being no further business the meeting finished at 1pm.