

**MINUTES  
THE NATIONAL LOTTERY COMMUNITY FUND  
MEETING OF THE SCOTLAND COMMITTEE HELD ON  
WEDNESDAY 29 APRIL 2020 AT 1.30PM  
BY MICROSOFT TEAMS**

**Present:**

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

**In attendance:**

Hayley Banks	Funding Manager (item 10)
Roddy Byers	Head of Funding
Hayley Cook	Funding Officer (item 10)
Fiona Grant	Business Support Officer (Governance) (minutes)
Allison Mathews	Head of Knowledge & Learning
Kirsty Nairn	Head of Business Support
Neil Ritch	Scotland Director
Emma Whitfield	Head of Communications and Engagement

**1. OPENING REMARKS**

- 1.1 The Vice Chair welcomed everyone to the meeting and noted the following:
- i. Hayley Banks and Hayley Cook will join the meeting for item 10

**2. APOLOGIES FOR ABSENCE**

- 2.1 There were apologies for absence from Jackie Brock.

**3. DECLARATION OF INTERESTS**

- 3.1 Martin Johnstone declared an interest in the application from Homestart Renfrewshire and Inverclyde as his wife works for Homestart Glasgow South which has links to Homestart Renfrewshire and Inverclyde. It was decided that this was not a disqualifying interest.

**4. MATTERS ARISING**

- 4.1 The Committee noted the update about the progress of the Social Action Inquiry following the Committee's decision in March 2020 to award £200,000 towards the Inquiry. Allison highlighted that the world has changed since the partners involved in the Inquiry last met. There is a question of whether the Social Action Inquiry can/should proceed, potentially with the same principles and inquiry questions, but with a different methodology. Partners agreed that the status quo is not a viable option. A smaller working group (including her) will meet next week to scope out a

project plan for phase 1: Social Action learning from COVID crisis. Post pandemic Social Action Inquiry will be scoped at a later stage. Committee will be kept informed of progress. Members wanted to ensure that the Inquiry linked in with the COVID-19 response work that Royal Society of Edinburgh and the Scottish Government are undertaking.

**ACTION, Head of Knowledge and Learning**

- 4.2 Allison gave an update about Early Action System Change (EASC). The Committee noted that on 18<sup>th</sup> of March 2020 the EASC panel approved the Dartington Service Design Lab revised delivery plan for work in Renfrewshire. Funding Officer, Michael Phillip will continue to work with them and monitor progress.

**5. COMMUNICATIONS REPORT (SCOTLAND COMMITTEE P20/15)**

- 5.1 Emma introduced the paper highlighting the following:
- i. This report highlights the work the team had done before the COVID-19 emergency
  - ii. The report presented to the June Scotland Committee meeting will be all about our COVID-19 response work
  - iii. At the beginning of April, we wrote to all Scottish MPs and all MSPs to highlight our response to COVID-19; there was a very positive response to this
  - iv. On social media the team have been focussing on positive case studies and stories about what funded groups are doing in the current situation
  - v. The team has also been sharing tips on how to best to use social media which has been well received
  - vi. The team are starting over the coming weeks to consider how they can replicate events, surgeries and public presentations online
    - i. If Members come across an online platform that has worked well can they flag it up to the Comms team
- 5.2 Members commented that the twitter feed had been uplifting and very positive.

**6. DELIVERING FINANCIAL INCLUSION (SCOTLAND COMMITTEE P20/16)**

- 6.1 Neil introduced the paper highlighting the following:
- i. We anticipate that some partners may not achieve levels of spend which will trigger successful drawdown of ESF funds.
  - ii. where partners can demonstrate delivery of effective work in line with the intent of Delivering Financial Inclusion (DFI) but without full compliance evidence available we would work within the programme budget and, where possible, we would seek to meet those costs which in our view represent reasonable spend.
  - iii. our proposed approach to working with North Ayrshire Council on the end of the contract for delivery of the Better Off North Ayrshire (BONA) programme.
  - iv. North Ayrshire Council (NAC) has led this work and taken on all of the financial risk involved by paying its third sector partners for work undertaken in advance of claiming those costs from the DFI programme.

- v. NAC have found it difficult to deliver the required level of compliance. We have worked hard with NAC to improve this situation and they have specifically asked that we confirm our willingness to work to address that shortfall should it prove impossible to achieve the necessary level of compliant claims
- 6.2 During discussion the main points raised were:
- i. It would be useful to have a review/learning process to determine if we could have reached a better outcome
  - ii. There is budget for evaluation of programme
  - iii. There are hard questions to consider about the limit of partnership working and our ability to flexibly negotiate contracts
  - iv. ESF is notoriously difficult to manage especially when it moved from grant based to performance related.
- 6.3 Committee agreed to:
- i. the approach to the management of contract closure in general
  - ii. the in-principle approach to managing the closure of the BONA contract
- 7. UPDATE ON OUR RESPONSE TO COVID-19 (SCOTLAND COMMITTEE P20/17)**
- 7.1 Neil introduced the paper highlighting the following:
- i. Our primary focus for at least the next 6 months is to respond to the impact and challenges of COVID-19.
  - ii. We will keep our existing funding streams open and honour applications that are in the pipeline; the remaining Community Assets applications will still be presented at the June Scotland Committee meeting
  - iii. we will prioritise activity which responds to the crisis
  - iv. As of 24<sup>th</sup> April, we have committed just over £3M towards COVID-19 related activity; the majority of the awards are grants of up to £10,000.
  - v. We have been in discussion with Scottish Government colleagues about the Supporting Communities Fund initially with a view to helping identify Community Anchor Organisations (CAOs)
  - vi. through a Chair's Action last week we agreed to deliver part of the Supporting Communities Fund to grant holders who are willing and able to act as Community Anchor Organisations supporting people to respond to the COVID-19 crisis; payments will go out to organisations in the next three weeks
- 7.2 Members thanked the Scotland team for their incredible effort to get funding out quickly to organisations. It has been very encouraging and appreciated by communities.
- 7.3 We know now that the COVID-19 pandemic is likely to impact on our lives for some time. We continue to monitor the situation and assess how we transition from supporting crisis intervention to recovery and adaptation. To help our thinking Members gave feedback on some questions:
- 1. What has been the learning within member's own organisations and networks?
    - i. In general the urban/rural situation is different - urban more structured; rural more of an informal network

- ii. Often in a rural communities funding is not always necessary as neighbours are helping each other out and lots of volunteers are willing to help
  - iii. Community Anchor Organisations are coming to the fore
  - iv. Public messaging about where to get help and support from has not been clear
  - v. Small community groups mobilised very quickly but Government funding response took a little longer to reach them
  - vi. Small pots of money have been making a big difference
  - vii. Our response at the moment is the right one; as much as possible we need to be additional to and complement government funding
2. What should the balance of our offer between emergency response and recovery be?
- i. Many rural communities are more concerned about support for recovery as trading will not suddenly recover; funders are focussing on crisis will there be any funding left to support recovery?
  - ii. There are three phases - what we are doing right now, transition phase, longer term coming out of the crisis
  - iii. The balance of offer should be reviewed every 2 weeks
3. What might be the key features of the “recovery” phase be and what could that mean for funders?
- i. It is important for funders to ask communities what they want for the future
  - ii. Need to consider digital and online capacity building for organisations to provide services in a socially distant way
  - iii. Some charity sector organisations that have furloughed staff have access to other money and may end up coming out of this crisis more financially secure than other organisations
  - iv. We need to be savvy about how we ensure that funding goes to the right organisations
  - v. International development organisations have learned that if you don't put in support for development work when carrying out humanitarian work then you keep having to do humanitarian work
- 7.4 Officers thanked members for their contributions and it gives us plenty to think about, pause and consider as we go forward especially understanding the gaps and the voices that are not always heard. We are working on our data capability, understanding what we are funding and learning from work taking place across the Fund. We will share more information and analysis about the variations we have made to grants providing a response to the COVID-19 emergency.

**ACTION, Allison Mathews**

## **8. VARIATIONS EXCEEDING 25% RESPONDING TO COVID-19 EMERGENCY RETROSPECTIVE APPROVAL (SCOTLAND COMMITTEE P20/19)**

### **8.1** Roddy introduced the paper highlighting the following:

- i. We have been responding to the COVID - 19 emergency for some weeks now and have to date released more than £3.5m to communities across Scotland through a mixture of new and existing awards.
- ii. Since the last Committee meeting the organisation has agreed that delegation to Heads of Funding up to a value of 25% of the original award can be agreed. Variations in excess of 25% should be approved by Committee.
- iii. In order to enable the most timely responses the Head of Funding approved all variations in advance of the May Committee meeting in order to provide resources as quickly as possible to those most in need.
- iv. This included a small number of variations that exceeded the 25% delegation point. Committee is respectfully asked to review these variations retrospectively and to agree these formally.

### **8.2** During discussion the main points raised were:

- i. There have been no variations which have exceeded the current Officer delegation decision level of £150k.
- ii. Going forward, for good governance and speed Members would like oversight of the process and to make decisions using the Chair's Action process.
- iii. The percentage of award variation does not always take into account the original award amount where changes to the project have occurred. As the variation process is applied across all programmes for awards between £10,000 and £500,000; there is some refining work for the team to do in a small number of cases.

### **8.3** Committee agreed

- i. To retrospectively agree the 12 variations over 25% that have been approved by the Head of Funding since last meeting
- ii. That going forward all variations over 25% will be considered by Chair's Action
- iii. Officers should explore an option that considers the percentage variation of the award and the normal delegated authority level so that low value changes over 25% could be delegated.

**ACTION, Scotland Director/Head of Funding**

## **9. OVERVIEW PAPER (SCOTLAND COMMITTEE P20/18)**

### **9.1** 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

## **10. CONSIDERATION OF APPLICATIONS**

### **10.1** The decisions are recorded in Annex A to these minutes.

**11. AOB**

- 11.1 Members asked if there was an update about the appointment of the new Scotland Chair. Officers responded that we are still waiting for sign off from DCMS and we will keep pursuing.
- 11.2 Members are happy with way things are working in this interim period.

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

- 12.1 The next meeting will be held on Wednesday 17<sup>th</sup> June 2020 at the National Lottery Community Fund office, Glasgow.

**13. FINISH**

- 13.1 There being no further business the meeting finished at 3.15pm.