

**MINUTES
THE NATIONAL LOTTERY COMMUNITY FUND
MEETING OF THE SCOTLAND COMMITTEE HELD ON
WEDNESDAY 11 MAY 2022 AT 10.30AM
BY MICROSOFT TEAMS**

Present:

Kate Still	Scotland Committee Chair
Jackie Brock	Scotland Committee Member
Martin Johnstone	Scotland Committee Member
Janet Miles	Scotland Committee Member
Aaliya Seyal	Scotland Committee Member

In attendance:

Roddy Byers	Head of Funding
Jen Fleming	Projects and Contract Manager (item 10)
Paul Forrest	Funding Officer (item 14)
Fiona Grant	Business Support Officer (Governance) (minutes)
Kirsty Nairn	Head of Business Support (items 10-17)
Neil Ritch	Scotland Director
Landa Sullivan	Head of Communications and Engagement

1. OPENING REMARKS

- 1.1 The Chair welcomed everyone to the meeting and noted the following:
- i. It was great to see everyone in person at the Committee Strategy Day on 20th April and it was a good session
 - ii. This is Landa's first meeting in her new role as Head of Communications and Engagement.

2 APOLOGIES FOR ABSENCE

- 2.1 There were apologies for absence from Lindsay Graham and Alayna Imlah.

3 DECLARATION OF INTERESTS

- 3.1 Roddy Byers declared an interest in the application from the School for Social Entrepreneurs (SSE) as he has been involved in discussions with colleagues in England about developing SSE match trading proposals in England.

4 APPROVAL OF MINUTES OF SCOTLAND COMMITTEE MEETING HELD ON 9 MARCH 2022 (SCOTLAND COMMITTEE MINUTES 22/02)

- 4.1 The minutes of the Scotland Committee meeting held on 9 March 2022 were approved.

5 MATTERS ARISING

- 5.1 The Chair gave an update on the UK Board meeting held on 31st March 2022. The Committee noted that the Board will shortly be joined by two new members. Progress is being made on the recommendations from the Culture Inquiry and there has been a strong focus on the Strategy Renewal.

6 DIRECTOR'S UPDATE (SCOTLAND COMMITTEE P22/15)

- 6.1 The Committee noted the Director's Update.

7 FEEDBACK AND NEXT STEPS FROM SCOTLAND COMMITTEE STRATEGY DAY

- 7.1 Neil gave a presentation focussing on the next steps from the Committee Strategy day highlighting the following:
- i. The reflections from the Strategy Day
 - ii. The next steps and some questions for Members to consider
- 7.2 The presentation is attached as Annex A to these minutes
- 7.3 During discussion the main points raised were:
- i. This is an iterative process and it is running in parallel with strategy renewal
 - ii. We should capitalise on and share our knowledge and knowhow in grant making and governance
 - iii. Being a learning organisation means holding ourselves to account and building on it
- 7.3 It was agreed that the outputs from the Strategy day will be shared with Members along with the questions posed in the presentation. This will provide the basis for further discussions at the June Scotland Committee meeting.

ACTION, Fiona Grant & Neil Ritch

8 COMMUNICATIONS REPORT (SCOTLAND COMMITTEE P22/16)

- 8.1 Landa introduced the Communications report highlighting the following:
- i. We are out of the period of sensitivity and able to make funding announcements
 - ii. There was good social media engagement from the UK Chair's visit to Glasgow and Kate's visit to NG Homes
 - iii. The Political Engagement strategy, approved at last Committee, continues to be rolled out; the team have met with all area funding teams setting out the strategy and their role in engaging with MPs and MSPs in their area
 - iv. The Gathering is taking place on 15th and 16th June we are holding two sessions giving an overview of our funding and focussing on portfolio development
 - v. There has been good press coverage of the projects funded through our Platinum Jubilee fund and Awards for All projects focussing on jubilee activity
 - vi. The team will be going out to visit some of these projects over the Jubilee weekend
- 8.2 The Chair thanked Landa for her helpful report and the hard work of the team.

9 BUSINESS PLANNING - KEY IMPROVEMENTS FOR 2022/23

- 9.1 Neil gave a presentation on the business plan for Scotland in 2022/23 highlighting the following:
- i. We are building on a solid foundation from 2021/22: 1572 grants worth £57.5m and a customer satisfaction score of 87%
 - ii. The corporate priorities for 2022/23
 - iii. The focus in Scotland will include the development of the 2023 Portfolio and involving people in grant making
- 9.2 The presentation is attached as Annex B to these minutes.
- 9.3 During discussion the main points raised were:
- i. This was a helpful update
 - ii. This will be busy but exciting year

10 GRANT HOLDER SUPPORT UPLIFT PROPOSAL (SCOTLAND COMMITTEE P22/17)

- 10.1 Jen introduced the paper highlighting the following:
- i. In December of 2021, the Scotland Directorate introduced the new Grant Holder Support 'offer', a menu of capacity building opportunities for The National Lottery Community Fund Scotland grant holders.
 - ii. The offer, which is currently being rolled out, includes a range of resources, training opportunities and capacity building support.
 - iii. We are starting to gather learning on the process, both externally for the grant holders but also internally particularly in relation to the use of uplifts to fund support.
- 10.2 The Committee approved the recommendation:
- i. To delegate approval of uplifts requests for Grant Holder Support of up to £10,000 -including those instances where the uplift would take cumulative grant uplifts above the usual 10% threshold for Committee approval- to Management Team Scotland

11 GRANT BUDGET UPDATE 2022/23 (SCOTLAND COMMITTEE P22/18)

- 11.1 Roddy introduced the paper highlighting the following:
- i. The Scotland Committee is required to approve the annual budget for programmes for the financial year 2022/23
 - ii. The overall budget for this coming year is lower than would normally be expected but reflects our closure and new Portfolio plans with standard awards effectively being unavailable to customers for between 3 and 6 months
- 11.2 The Committed noted the projections for the following four financial years based on budget limits and National Lottery income projections from Finance colleagues.
- 11.3 The Committee approved:
- i. The annual budget of £42.96 million for the financial year 2022/23

12 OVERVIEW PAPER (SCOTLAND COMMITTEE P22/19)

- 12.1 Roddy introduced the paper highlighting the following:
- i. A summary and reflections of 2021/22 funding year
 - ii. Funding overview of 2022/23
 - iii. The Supporting Great Ideas pipeline
 - iv. The grant holder support project is being rolled out internally and externally and grant holders are starting to make use of this access to external consultancy support

- v. The Young Start project is progressing from the planning to delivery phase
- vi. As we approach mental health week, we have highlighted some data focussed on how our funding has reached different types of organisations over the past few years

12.2 Members commented that it would be helpful to add a short project summary to the information about the Supporting Great Ideas pipeline.

ACTION, Roddy Byers

13 SUPPORTING GREAT IDEAS INITIAL POSITION UPDATE (SCOTLAND COMMITTEE P22/20)

13.1 Roddy introduced the paper highlighting the following:

- i. At the March meeting Committee asked for more information of the small number of activities funded via SGI
- ii. This report gives more detail of purposes and current position of all the awards made
- iii. The earlier awards are affected by the Fund's internal data platforms transferring and at the point of movement from FMS (SAP System) to GMS (Sales Force System)

13.2 During discussion the main points raised were:

- i. It is important to consider if these awards were "great ideas" and would we fund them again; what worked well and what didn't -pulling all the threads together
- ii. Some innovations will have failed and it is worth knowing why
- iii. It is important not to lose the overall learning and impact of these project as part of our strategy and portfolio renewal
- iv. It is important that information gathered is useful learning for Committee and the wider Scotland team without creating a lot of work

Roddy Byers Left the meeting

14 SUPPORTING GREAT IDEAS

14.1 The Committee noted the question/answer document.

14.2 The decision is recorded in Annex C to these minutes.

Roddy Byers rejoined the meeting

15 PLACE UPDATE (SCOTLAND COMMITTEE P22/21)

15.1 Roddy introduced the paper highlighting the following:

- i. As each of the place based funding teams have now presented at a Committee meeting this month each funding teams has chosen a project they have funded recently and a project of interest in their area to highlight this month

15.2 During discussion the main points raised were:

- i. It was interesting to see different sizes, geography and subjects of projects that have been funded
- ii. It was good to see the impact that a small amount of funding can have
- iii. It would be useful to choose some projects to look at more in depth who could come and present to Committee
- iv. Members would like to keep hearing from the place teams
- v. Sharing the monthly place based delegated decisions gives Members lots of useful information but it would be useful to have greater understanding of the balance of our funding - are we funding local neighbourhood organisations or more regional/national organisations

16 AOB

- 16.1 Kate informed the meeting that she had met with Kirsty, Jac and Fiona to discuss the forward planner for Committee meeting agendas for 2022/23. The forward planner has also been shared with Management Team Scotland. There is space to incorporate project visits and presentations. If Members have any ideas for anything they would like to be included in a future meeting agenda, they can let Fiona know.

ACTION, Members

17 DATE AND VENUE OF NEXT MEETING

- 17.1 The next meeting will be held on Wednesday 22nd June 2022.

18 FINISH

- 18.1 There being no further business the meeting finished at 12.50pm.