

MINUTES
THE NATIONAL LOTTERY COMMUNITY FUND
MEETING OF THE SCOTLAND COMMITTEE HELD ON
WEDNESDAY 17 JUNE 2020 AT 11AM
BY MICROSOFT TEAMS

Present:

Grant Carson	Vice Chair
Jackie Brock	Scotland Committee Member (items 7-13)
Lindsay Graham	Scotland Committee Member (items 7-15)
Martin Johnstone	Scotland Committee Member
Janet Miles	Scotland Committee Member
Aaliya Seyal	Scotland Committee Member

In attendance:

Sophie Barret	Grant Accountant (item 8)
Neal Bennison	Funding Officer (item 11)
Evelyn Boyd	Funding Manager (item 11)
Roddy Byers	Head of Funding
Helen Curry	Funding Officer (item 11)
Chris Dempster	Funding Officer (items 9-10)
Fiona Grant	Business Support Officer (Governance) (minutes)
Martin Grant	Funding Officer (item 12)
Mark Hilton	Business Advice Manager (Capital) (items 11-12)
Pauline Kerrigan	Funding Manager (items 9-11)
David Lamont	Funding Officer (item 11)
Aine Lovedale	Funding Manager (item 11)
Michael Philip	Funding Officer (item 11)
Allison Mathews	Head of Knowledge & Learning
Amy McLaren	Funding Officer (item 11)
Jennifer Mitchell	Funding Officer (item 11)
Kirsty Nairn	Head of Business Support
Neil Ritch	Scotland Director
Emily Robertson	Funding Officer (items 9-10)
Michael Smart	Funding Officer (items 9-11)
Dougie Spence	Funding Manager (item 11)
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. This is Jackie's first Scotland Committee meeting
 - ii. Sophie Barret, Grant Accountant will join the meeting for item 8
 - iii. Place team representatives will join the meeting for the consideration of the applications

2. APOLOGIES FOR ABSENCE

- 2.1 There were no apologies for absence.

3. DECLARATION OF INTERESTS

- 3.1 Martin Johnstone declared an interest in the application from The Pyramid at Anderston as Faith in Community of Scotland of which he is a trustee is a tenant and he is a close personal friend with one of the trustees. It was agreed that this was a disqualifying interest.
- 3.2 Lindsay Graham declared an interest in the application from The Elsie Normington Foundation as she started a charity with Elsie Normington 20 years ago but has not been in touch with her for a long time and has had no involvement in this application. It was agreed that this was not a disqualifying interest.
- 3.3 Martin Johnstone informed the meeting that he has started working on a consultancy basis with the Trussel Trust 2 days per week. Although a UK-wide portfolio, he will have some interests in the work of the Scotland Team. This should be added to his Register of Interests.

ACTION, Business Support Officer (Governance)

- 3.3 Jackie Brock declared an interest in item 7 - Scotland COVID-19 Strategy Update as she is Chief Executive of Children in Scotland is a beneficiary of a grant that was due to end in September and funding has been extended to the end of December 2020. It was agreed that this is not a disqualifying interest.

4. APPROVAL OF MINUTES OF SCOTLAND COMMITTEE MEETING HELD ON 29 APRIL 2020

- 4.1 The minutes of the meeting held on 29 April 2020 were approved as an accurate record.

5. MATTERS ARISING

- 5.1 Allison gave an update on the progress of the Social Action Inquiry. The Committee noted that the recruitment of the Co-chairs and the advisory group is underway. As part of the Inquiry, the Corra Foundation have set up a community research tender to identify what can be learned about social action as a result of the exceptional set of circumstances produce by the pandemic. The Committee will be kept up to date with progress.

ACTION: Head of Knowledge & Learning

- 5.2 The Committee noted that they are happy with current process of using Chair's Action for grant variations over 25% between Scotland Committee meetings.
- 5.3 The Committee noted the update on the two recent UKFC meeting. Aaliya highlighted that the UKFC meeting in May focussed on the small grants programme.

6. COMMUNICATIONS REPORT (SCOTLAND COMMITTEE P20/20)

- 6.1 Emma introduced the paper highlighting the following:
- i. During May there was a spike in our media coverage this shows the work the team have put in to telling the story of how our funding is making a difference to communities across Scotland
 - ii. There were four early-day motions in Westminster
 - iii. A blog post about making social media more accessible to everyone including those with disabilities was the best-performing piece of content reaching more than 15,000 people and shared well outside our typical audience
 - iv. Working on understanding how to deliver virtual project visits for MPs & MSPs; a virtual visit by Prince William to PEEK was high profile and generated huge transaction and is something that the team can learn from
- 6.2 The Committee commented that they liked the detail in the report and the Sway design was good.

7. SCOTLAND COVID-19 STRATEGY UPDATE (SCOTLAND COMMITTEE P20/21)

- 7.1 Allison and Roddy introduced the paper highlighting the following:
- i. Our primary focus at least until the Autumn is to respond to the impact and challenges of COVID-19
 - ii. An update on the Scotland Directorate's COVID-19 response
 - iii. Our current financial position and forecast
 - iv. The forward look to consider medium term funding strategy and agree a timetable for a strategic funding review

7.2. During discussion the main points raised were:

- i. The paper was well laid out, detailed and interesting
- ii. This is a good time to review the portfolio reflecting on what is important and to take account of the new reality
- iii. We need to make best use of our significant but limited resources as the impact of COVID-19 and lockdown becomes clearer
- iv. We need to set some bottom lines and priorities
- v. It is important to find out what the other significant funders such as the Scottish Government are planning to do and for the Fund to be engaged in those conversations
- vi. We should not close our funding programmes when investment is needed in the sector
- vii. There is opportunity and need for the sector to share knowledge and learning and to work collaboratively
- viii. Renewal - learning from work funding transformation and change in Scotland
- ix. It is important to increase our knowledge and understanding of digital transformation
- x. Digital issues include supporting infrastructure development of the projects we fund enabling remote working etc.

- xi. Lindsay highlighted that she is a member of the Social Renewal Advisory Board set up by the Scottish Government and this work could provide valuable insights for consideration

7.3 The Committee approved the following recommendations:

- i. Now that we have progressed beyond immediate emergency we recommend channelling customers back into making new applications in the normal way and only extend grants due to end before 30 September and then only for two months (30 November).
- ii. That for the time being funding teams continue, on a case by case basis, to support grant holders looking to replace lost funding. A longer term approach will be discussed during the proposed July Committee strategy session regarding a future approach to lost funding.
- iii. That we increase the overall small grants budget from £9m to £12m and utilise £3m from unallocated funds to support this.
- iv. That Committee expects MTS to discuss new cash limits with Finance colleagues and secure an increase to the current Scotland COVID-19 limit (£14m) to a figure that better reflects current business, but which stays within our Directorate cashflow projections as agreed with Board.
- v. We develop an options appraisal on next steps for our funding over the period November 2020 to May 2022 and beyond. This would be discussed at a Scotland Committee strategy meeting(s) in July.

ACTION, Business Support Officer (Governance)

8. FINANCE GRANT BUDGET YEAR END REPORT (SCOTLAND COMMITTEE P20/22)

8.1 Sophie introduced the report highlighting the following:

- i. The year end position
- ii. The updated budget
- iii. Considerations for Committee to assist in maintaining the NLDF balance
- iv. The Quarter One 2020/21 grant review is currently taking place

8.2 The Committee noted the report and thanked Sophie for the update.

9. OVERVIEW PAPER (SCOTLAND COMMITTEE P20/23)

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
- iv. As the last few years have shown that Community Asset project costs rise between initial submission and construction commencement, Committee should consider two budget elements to address this
- v. Budget Element one - Hold a 'reserve' in budget that can respond to those issues going forward
- vi. Budget Element two - Agree a higher award for each proposal specifically to enable progress where costs have risen

9.2 The Committee approved:

- i. An award 10% greater than currently sought for the Community Assets applications being considered at this meeting
- ii. Hold a general 'reserve' in the Community Assets programme of a further £750,000 to respond to any higher need issues

10. CONSIDERATION OF APPLICATIONS - IMPROVING LIVES

- 10.1 The Committee noted the Question/Answer document that had been tabled.
- 10.2 The decisions are recorded in Annex A to these minutes.

11. CONSIDERATION OF APPLICATIONS - COMMUNITY ASSETS

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

12. COMMUNITY ASSETS - YMCA KIRKCALDY REQUEST FOR UPLIFT (SCOTLAND COMMITTEE P20/24)

- 12.1 Martin introduced the paper highlighting the following:
 - i. In January 2019 YMCA Kirkcaldy were awarded £500,000 Community Assets funding for the Gallatown Community Hub Project
 - ii. The costs have risen from £817,428 to £1,008,165 mostly due to unforeseen drainage difficulties that were beyond the knowledge of YMCA Kirkcaldy and appointed consultants
 - iii. YMCA Kirkcaldy are seeking an additional capital contribution of £163,844 to their current Community Assets award
- 12.2 During the discussion the main points raised were:
 - i. YMCA Kirckaldy have also applied to the Clothworkers Foundation but it is not known if this application will be successful
 - ii. Members were happy to approve the uplift to YMCA Kirckaldy
- 12.3 Committee agreed:
 - i. To the uplift the award by £163,844 to include the £53,000 which has yet to be secured. If the Clothworkers Foundation application is successful, the uplift will be £110,844

13. AOB

- 13.1 Neil informed the meeting that we are hopeful that DCMS will announce the new Scotland Chair in the next few weeks. If this happens it will be helpful if the Scotland Chair can attend the Committee strategy discussions in July.
- 13.2 Members thanked Grant for chairing the meeting so effectively
- 13.3 Members asked that a huge thank you be passed onto everyone in the whole Scotland team. We know that everyone is working really hard in what can often be difficult and stressful situations. That work is making a real difference in communities.

14. DATE AND VENUE OF NEXT MEETING

The next meeting will be held on Wednesday 19 August 2020.

15. FINISH

- 15.1 There being no further business the meeting finished at 3.50pm.