

**MINUTES
THE NATIONAL LOTTERY COMMUNITY FUND
MEETING OF THE SCOTLAND COMMITTEE HELD ON
WEDNESDAY 11 AUGUST 2021 AT 10.30AM
BY MICROSOFT TEAMS**

Present:

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

In attendance:

Eddie Baines	Funding Officer (item 8)
Roddy Byers	Head of Funding
Jen Fleming	Knowledge & Learning Officer (item 11)
Caroline Gatt	Funding Officer (item 8)
Fiona Grant	Business Support Officer (Governance) (minutes)
David Lamont	Funding Officer (item 8)
Aine Lovedale	Funding Manager (item 8)
Suki Mills	Funding Officer (item 8)
Kirsty Nairn	Head of Business Support
Cat Nisbet	Senior Grant Making Manager, Scotland (item 11)
Neil Ritch	Scotland Director
Phil Smith	Business Support Officer (item 11)
Alice Wright	Funding Officer (item 8)

1. OPENING REMARKS

- 1.1 The Chair welcomed everyone to the meeting and noted the following:
- i. The agenda has been reordered so that the Transitional Portfolio Review presentation and discussion will be the last item
 - ii. The North East Team will join the meeting for item 8

2. APOLOGIES FOR ABSENCE

- 2.1 There were apologies for absence from Jackie Brock and Evelyn Boyd.

3. DECLARATION OF INTERESTS

- 3.1 There were no declarations of interest.

4. APPROVAL OF MINUTES OF SCOTLAND COMMITTEE MEETING HELD ON 23 JUNE 2021 (SCOTLAND COMMITTEE MINUTES 21/05)

- 4.1 The minutes of the Scotland Committee meeting held on 23 June 2021 were approved.

5. MATTERS ARISING

- 5.1 The Chair gave an update on the UK Board meeting held on 29th June 2021. She highlighted that the Northern Ireland portfolio update had been well received and that the annual safeguarding report has shown huge improvements in processes and training.
- 5.2 The Committee noted that Simone Lowthe-Thomas had been appointed as the new Chair of the Wales Committee.

6. DIRECTORS UPDATE

- 6.1 The Committee noted the Director's Update.

7. COMMUNICATIONS REPORT (SCOTLAND COMMITTEE P21/17)

- 7.1 Neil introduced the Communications report highlighting the following:
- i. There are three National Lottery Community Fund funded projects who are finalists in the Community Project of the Year at the Scotland's Champions Awards
 - ii. Highlights of press coverage have included a feature in the Sunday Post about an award to the Stroke Association for its telephone service and online stroke café and the most recent Awards for All announcement that delivered some nice pieces in Scottish regional media highlighting how this funding will help community groups to rebuild and reconnect post pandemic
 - iii. 8 MSPs have laid motions of welcome for our funding
 - iv. In the last 2 months our social media highlights have been our funding announcements, the Big Lunch and Pride month content
 - v. The team has been collaborating with funding colleagues to create more grantholder focussed content including a blog on top tips for grant reporting which has proved to be very popular
- 7.2 Committee commented that it was a great report.

8. OVERVIEW PAPER (SCOTLAND COMMITTEE P21/18)

- 8.1 Roddy introduced the paper highlighting the following:
- i. We have reviewed budgets and noted opportunities to increase commitments
 - ii. Some place teams have strong pipelines but there are several teams where more business is required
 - iii. We will wait until after Quarter Two before making any proposals to Committee for budget adjustments
 - iv. We had initially set an unallocated funds budget of £5million which reflected two components - a contingency against any possible ESF reclaim from the Delivering Financial Inclusion programme and a flex in case either specific ideas needed support or place teams were under undue budget pressure
 - v. Given the slower than anticipated new application rates we have concluded that this is now too high a figure and it would be both prudent and workable to propose we merge these two purposes into a single allocation of £2.5million with the difference being allocated to future year's activity
- 8.2 During discussion the main points raised were:

- i. Community food partnerships is there something we could do in this area as the need is overwhelming
 - ii. Key emergency food providers need help to achieve their longer term ambition
 - iii. We currently fund organisations that include food delivery but there are other interesting and flexible things we could fund
- 8.3 Committee noted and agreed the recommendation to reduce the unallocated budget for 21/22 from £5million to £2.5million with the difference apportioned to future years budgets.
- 8.4 Committee requested a listing with summaries of all larger funding committed by place teams so that they are sighted on all investments.

ACTION, Roddy Byers

9. PRESENTATION FROM NORTH EAST PLACE TEAM

- 9.1 The Chair welcomed the North East Place Team to the meeting.
- 9.2 The North East Place team gave a presentation on their work and priorities.
- 9.3 Members gave some feedback on the presentation highlighting the following:
- i. It was really useful to understand the challenges in different communities
 - ii. The presentation gave a good insight of the communities that we work with
 - iii. It is a strong example of the difference that place team working has made
 - iv. The team has a good understanding of the areas that they work in.
- 9.4 The Chair thanked the team for a brilliant presentation that was informative and inspirational.
- 9.5 The slides will be shared with members.

ACTION, Fiona Grant

10. AOB

- 10.1 There were no items.

11. TRANSITIONAL PORTFOLIO REVIEW FINDINGS & PROPOSED RECOMMENDATIONS

- 11.1 Kirsty and Cat gave a presentation sharing a very early update on the 6 month review of the transitional portfolio highlighting the following:
- i. The purpose and approach taken to the review
 - ii. The headline findings of the review for our portfolio, which include proactive targeted communications and engagement to raise awareness and a refresh of the internal guidance to include examples of what's been funded and to highlight ongoing flexibility
 - iii. The review highlighted external challenges that organisations are facing including volunteer capacity and uncertainty around future funding
- 11.2 Committee split into two breakout groups to consider three questions on what the review has uncovered to feed into the final review report.
- 11.3 The next steps will be to share the detailed findings and agree recommendations with MTS. Then these findings and recommendations will be shared with colleagues and implemented from September.

12. DATE AND VENUE OF NEXT MEETING

12.1 The next meeting will be held on Wednesday 15th September 2021 by Teams.

13. FINISH

13.1 There being no further business the meeting finished at 1.40pm.