

MINUTES
THE NATIONAL LOTTERY COMMUNITY FUND
MEETING OF THE SCOTLAND COMMITTEE HELD ON
WEDNESDAY 20 NOVEMBER 2019 AT 10AM
AT THE NATIONAL LOTTERY COMMUNITY FUND OFFICES, GLASGOW

Present:

Maureen McGinn	Chair of Scotland Committee
Grant Carson	Scotland Committee Member
Martin Johnstone	Scotland Committee Member
Stella Everingham	Scotland Committee Member
Lindsay Graham	Scotland Committee Member
Janet Miles	Scotland Committee Member
Aaliya Seyal	Scotland Committee Member

In attendance:

Roddy Byers	Head of Funding
Fiona Grant	Business Support Officer (Governance)
Mark Hilton	Business Advice Manager (Capital) (item 11)
David Lamont	Funding Officer (item 11)
Allison Mathews	Head of Knowledge & Learning
Kirsty Nairn	Head of Business Support (items 1-5 & 10-14)
Neil Ritch	Scotland Director
Michael Smart	Funding Officer (item 11)

Guests:

Anna Buchanan	Life Changes Trust (item 6)
Arlene Crockett	Life Changes Trust (item 6)
Carole Patrick	Life Changes Trust (item 6)
Shona Hill	Life Changes Trust (item 6)
Shona Munro	Life Changes Trust (item 6)
Douglas Graham	Life Changes Trust (item 6)
Jemma Macdonald	Life Changes Trust (item 6)
Maryellen Fegan	Life Changes Trust (item 6)

1. OPENING REMARKS

- 1.1 The Chair welcomed everyone to the meeting and noted the following:
- i. This is the Chair's and Stella's last meeting
 - ii. We will be joined by representatives from Life Changes Trust for item 6

2. APOLOGIES FOR ABSENCE

- 2.1 There were apologies for absence from Emma Whitfield.

3. DECLARATION OF INTERESTS

- 3.1 Janet Miles informed the meeting that she is doing some work with the Social Enterprise Academy and this should be added to her declarations of interest.

ACTION, Business Support Officer, Governance

4. APPROVAL OF MINUTES OF SCOTLAND COMMITTEE MEETING HELD ON 8 OCTOBER 2019 (SCOTLAND COMMITTEE MINUTES P19/06)

- 4.1 The minutes of the meeting held on 8 October 2019 were approved as an accurate record.

5. MATTERS ARISING

- 5.1 Allison Mathews gave an update about Civil Society Futures. The Committee noted that the exploratory phase is nearing completion and the inquiry will be launched in February 2020 and will focus on social action in Scotland. A range of discussions are underway with funders and potential funders. A meeting of these funders is taking place on 26th November to discuss how to move this work forward. An update will be given at the next Committee meeting.

ACTION, Head of Knowledge & Learning

6. LIFE CHANGES TRUST ANNUAL REPORT (SCOTLAND COMMITTEE P19/26)

- 6.1 The Chair welcomed Anna Buchanan, Arlene Crockett, Carole Patrick, Shona Hill, Shona Munro, Maryellan Fegan, Jemma McDonald and Douglas Graham to the meeting.

- 6.2 Anna gave an overview of the work the Trust has been carrying out over the last year highlighting the following:

- i. Preparations are well underway for the planning for the closure of the Trust in 2023
- ii. As part of this work the Trust has restructured and recruited a Director of Finance and Funding
- iii. The Trust is entering an evidence and influencing phase bringing together all the learning
- iv. An overarching external evaluation has been commissioned from the University of Stirling with IPOS Mori.

- 6.3 Arlene gave an overview of the Dementia Programme focussing on Dementia Friendly Communities and showed a documentary showcasing the work of the programme.

- 6.4 Carole, Maryellen and Jemma gave an overview of the Young People with Care Experience programme and the experience of Highland Champions Board at the Festival of Voices event and how they are planning the Christmas event for young people in care that they secured funding for at the event.

- 6.5 The slides are attached at Annex A to these minutes.

- 6.5 During the discussion the main points raised were:

- i. It is clear that the Trust will leave a useful legacy and is working hard to connect with key partners locally and nationally

- ii. The decision to think about the language used to change the way of describing groups the Trust works with shows thoughtfulness
 - iii. It is heartening to see an organisation championing a social model of disability
- 6.6 The Chair thanked the representatives of the Trust for their thoughtful presentation that showed how the two themes of the Trust are interlinked and doing more than ever before.
- 6.7 The Committee had a brief discussion with the Protector of the Trust and noted the following:
- i. The Trust has taken on the recommendations of the Auditors following a few concerns that had been raised about spending; the Auditors special investigation didn't find any cause for concern but made some recommendations that the Trust have taken on
 - ii. The Trust is on course to end well and is working to bring together all the work it has done
- 6.8 The Chair thanked Douglas Graham for his time and very helpful update.
- 6.9 The Committee noted the key achievements and challenges outlined in the Life Changes Trust report and presentation.

7. DIRECTOR'S UPDATE (SCOTLAND COMMITTEE P19/27)

- 7.1 The Committee noted the Director's Update.

8. COMMUNICATIONS REPORT (SCOTLAND COMMITTEE P19/28)

- 8.1 Neil introduced the paper highlighting the following:
- i. The report reflects a lot of the work that has been going on around the 25th birthday of the National Lottery; connecting the National Lottery to good causes
 - ii. The Aardman film to launch the #Celebrate25 Fund, which will be open to applications for 2 weeks for the 25th birthday celebration will be shown on ITV on Saturday 23rd November a brief about this Fund will be sent to Committee
- ACTION, Business Support Officer Governance**
- iii. The announcement of a UK Portfolio grant of £4.6m to Action for Children generated strong media coverage
 - iv. Amongst other conferences the team attended Oxfam's Menu for Change conference

9. MID YEAR BUDGET REVIEW (SCOTLAND COMMITTEE P19/29)

- 9.1 Roddy introduced the paper highlighting the following:
- i. The Funding Teams and the Business Support Team have undertaken a mid year budget review
 - ii. This has resulted in a series of recommendations for moving some funds for the rest of the year going forward, to better reflect known business, pipeline expectations and varying demand across places

- iii. The subsequent propositions have been presented to the Management Team Scotland (MTS) and after careful discussion and probing have been agreed to be presented to Committee for change approval

9.2 The Committee agreed:

- i. To approve all the recommendations outlined from 2.1 to 2.5

10. OVERVIEW PAPER (SCOTLAND COMMITTEE P19/30)

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

10.2 Members gave some feedback on the new style of application reports highlighting the following:

- i. It would be helpful to have more information about evaluation in the Intended impact section
- ii. Finance information - it would be useful if all of fields were populated

11. CONSIDERATION OF APPLICATIONS

11.1 The Committee noted the tabled questions and answers.

11.2 The decisions are recorded in Annex B to these minutes.

12. AOB

12.1 Neil informed the meeting that he and the Chair had met with our minister Aileen Campbell. It was a straightforward and positive meeting.

13. DATE AND VENUE OF NEXT MEETING

13.1 The next meeting will be held on Wednesday 29th January 2020 at the National Lottery Community Fund office, Glasgow.

14. FINISH

14.1 There being no further business the meeting finished at 2.15pm.