

Minute

LAG Meeting – 16 January 2019

Winchester House, Elgin

Present	Alastair Kennedy (Chair), Erica Beck, Aileen Buchanan, Jana Hutt, Fiona Robb, Gavin Clark, Laura Sutherland, Drew McFarlane-Slack, Fabio Villani, Iain Findlay
Apologies	Bea Jefferson, Tim Gordon-Roberts, Franziska Smith, Alex Walker
In attendance	Davina MacLennan (Finance & Admin Officer – note taker), Chris Muir (LEADER Development Officer)
Private/Public Split	6 Private, 3 Public (up to Moray Eco-village Development project) 7 Private, 3 Public (Moray Enterprising Third Sector Collaborative, where IF joined the Meeting – IF joined the meeting at this point)

Details	Action
<p><u>Welcome & Introductions</u> AK welcomed everyone to the meeting.</p> <p>Apologies were noted and it was agreed that the meeting was quorate and the public/private balance was observed.</p>	
<p><u>Declarations of Interest</u> The following declaration of interest was noted and relevant form completed.</p> <p>Fabio Villani – Moray Ecovillage Development (13/P00034) Moray Enterprising Third Sector Collaborative (13/P00041)</p>	
<p><u>Minutes of LAG meeting 12 December 2018</u> AK referred to the minutes of the previous meeting and asked for any changes on the basis of accuracy. All matters arising from the meeting had been dealt with and accuracy of minutes moved by FR and seconded by EB.</p> <p>There were no further matters arising from the previous meeting.</p>	
<p><u>Team update</u> In the absence of the Programme Manager, CM and DM provided a team update.</p> <p>Application Deadline 14 December 2018 15 applications had been received at the last deadline of 14 December 2018. These still had to be technically assessed by the Team.</p> <p>Strategic Approach to Project Applications A timetable was presented to the LAG with details of applications to be assessed, showing weighting by strategic objective. With Objective 3, already being oversubscribed, CM said that with the agreement of the LAG, the Team intended to prioritise the technical assessment of seven applications which are non-tourism related first and the remainder of the applications to be assessed thereafter. The LAG was supportive of the approach.</p> <p>CM presented the Project Register which provided an overview on strategic objective by project and an overall forecast on budget allocation, based on committed funding to date, including those applications received by 14 December deadline.</p>	

If funds are not fully committed consideration will be given to opening up the application process.

Co-operation Projects

CM updated the LAG that there were three cooperation projects.

- Moray Ecovillage Development: A Model for Sustainable Community Building in Scotland, which will be considered by the LAG today.
- Foraging Fortnight
- Windswept

The LAG agreed to review both the Foraging Fortnight and Windswept projects by written procedure.

Claims and Drawdowns

DM informed the LAG that the Admin and Animation drawdown for costs defrayed in November and December 2018 would be submitted to Scottish Government by 20 January 2019.

Application assessment and decision

Three applications were considered at the Project Assessment Committee held on 16 January 2019 and are tabled to the LAG for decision.

Project Ref	Project Name	PAC Score	PAC Recommendation
13/P00032	Accelerating an increase in capacity of Green Bridge Coffee Company	75%	APPROVE
13/P00034	Moray Eco-village Development. A model for Sustainable Community Building in Scotland	83%	APPROVE
13/P00041	Moray Enterprising Third Sector Collaborative	68%	DEFER FOR REWORK

1. Accelerating an increase in capacity of Green Bridge Coffee Company

No declarations of interest were noted.

AK advised the LAG of the PAC score and recommendation and invited comments from the group in relation to the project and recommendations.

The LAG raised concern in relation to referencing employing a 'young person' and if this had potential to be considered a form of age discrimination. It was agreed that further clarity should be sought from the applicant. The LAG were in agreement that this would not be a condition upon any funding award. CM to make contact with the applicant.

There was discussion in relation to the costings for premises and if these were accurate, also if premises had been secured. CM updated members he was certain that premises had been secured since the application was submitted. He further updated that costs for premises were not part of the funding application and was not certain what these were.

There was general consensus that the marketing plan could be better evidenced and stronger, to support a positive lasting impact and legacy beyond the end of the funding period.

Initial discussion in relation to the product being sold through Amazon and if this was ethical was raised. The majority of members agreed that Amazon was likely one of the most effective routes to marketing and about connecting businesses. There was no concern.

Members agreed there was a very clear exit strategy with no risk of dependency and delivery plans were robust and in place. It was evident that there was strong organisational compliance and that there was the right level of resources, skills and capability to deliver the project.

There was consensus that this was a positive project overall.

CM

The LAG which was confirmed as quorate unanimously agreed the score of 75% and unanimously APPROVED the project with no conditions.

Project	LAG Decision	Quorum	LAG Score	Project Total	LEADER Intervention	Award requested
13/P00032 Accelerating an increase in capacity of Green Bridge Coffee Company	APPROVE	6 private 3 public	75%	£34,526.65	69.99998552%	£24,168.65

2. Moray Eco-Village Development. A model for Sustainable Community Building in Scotland

FV declared an interest in the application and left the meeting whilst the application was considered.

AK advised the LAG of the PAC recommendation and score and invited comments from members.

The LAG commented that the application was difficult to understand with the project plan being long and repetitive. It was also felt that there was a lack of evidence to support the skill set of the people involved in the fact finding sessions and costs for travel were high.

Whilst members were supportive of the concept to spread the notion across Moray, there was discussion about whether it would work across Moray and also the possible risk of how successful it would be.

There was dialogue around what other green energy sources were being looked at to ensure that it was not older technologies.

The LAG sought clarification around which models of green energy technologies would be promoted as part of the project and also sought clarification to confirm the extent of the expertise within the team to promote and develop this aspect of the project. It was agreed that this would not be a condition upon any funding award. CM to make contact with the applicant to seek further clarification on these points and report back to the LAG.

CM

It was noted that the project scored high in Eligibility and had a strong strategic fit and delivery against the LDS. The LAG felt it was a good project to build local capacity to adopt and change the way things are done in Moray communities.

The LAG which was confirmed as quorate unanimously agreed the score of 83% and unanimously APPROVED the project with no conditions.

Project	LAG Decision	Quorum	LAG Score	Project Total	LEADER Intervention	Award requested
13/P00034 Moray Eco-Village Development. A model for Sustainable Community Building in Scotland	APPROVE	5 private 3 public	83%	£89,708.97	100%	£89,708.97

3. Moray Enterprising Third Sector Collaborative

FV declared an interest in the application and left the meeting whilst the application was considered.

IF joined the meeting at this point.

AK informed the group that the PAC's recommendation was to Defer the project for rework.

He said the work that had gone into the application was recognised and the PAC were generally supportive of the overall concept and principles of the project. However due to the size of the project further information was being sought from the applicant.

There was general consensus that the application did not demonstrate clear outcomes which were deliverable and the delivery plan could be clearer. The legacy was not sound in what the project would deliver beyond the funding period and there was lack of clarity on what the end product would bring.

There was discussion around links with community and locality plans that are already in place to ensure partners were aligned and not working in silos. Further clarification was needed to show this.

Further evidence was requested in relation to the recent restructure of the tsiMORAY Management Team and also to establish that the criteria for the Community Development Officer will include business experience.

The LAG which was confirmed as quorate unanimously agreed with the score and unanimously agreed to DEFER the application for rework with the following actions being requested.

- Demonstrate a stronger link with community plans already in place in Moray
- Demonstrate a clear link with Local Outcome Improvement Plans and Community Locality Plans
- Engage with the Community Support Unit at Moray Council, to avoid duplication of activity and ensure there is an awareness of what one another are doing
- Provide a more robust delivery plan which includes clear targets, outputs and outcomes, and a monitoring and evaluation framework, to demonstrate how project legacy will be captured
- Amend the criteria of the Community Development Officers job description, to ensure post holder's possess business experience to foster enterprise development
- Provide a clearer explanation about the restructure of the tsiMORAY Senior Management team, to demonstrate that Project Leaders will have suitable capacity to deliver the LEADER project

CM and DM to inform the applicant of the points to be addressed.

DM/CM

Project	LAG Decision	Quorum	LAG Score	Project Total	LEADER Intervention	Award requested
13/P 00041 Moray Enterprising Third Sector Collaborative	DEFER	6 private 3 public	68%	£245,080.73	100%	£245,080.73

AOCB

Future meeting dates were discussed for both PAC and LAG meetings and the LAG agreed them as follows

- 28 February 2019 - PAC meeting
- 6 March 2019 - LAG Meeting
- 21 March 2019 - PAC Meeting
- 27 March 2019 - LAG Meeting

All meetings will commence at 1000 hours and the venue will be Winchester House.

Meeting Closed

AK thanked all for attending and closed the meeting