

Moray LEADER Local Action Group (LAG) Meeting

Meeting Date	30 June 2016
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Present	Debbie Herron, Janne Pirie, Alastair Kennedy, Franziska Smith, Alex Walker, Dr Bea Jefferson, Aileen Buchanan, Iain Findlay, Margery McLennan, Fiona Robb, Fabio Villani
Apologies	Drew McFarlane-Slack, Tracey Gervaise, Gordon Methven, Andrea Fuller, Jana Hutt, Gavin Clark, Ian Cowe, Jim Grant (Moray Council), Reni Milburn, (Moray Council)
In attendance	Callum Steatham (tsiMORAY , note taker)

Details	Action
<p>Welcome</p> <p>In the absence of an elected Chair, Fabio, as meeting organiser, welcomed everyone to the meeting. It was agreed that, until a Chair was elected, Fabio would facilitate discussion, with the agenda and the running order of discussion agreed collectively using tools adapted from <i>dynamic governance</i>.</p>	
<p>Minutes of previous meeting</p> <p>The minutes of the LAG meeting of 24 March 2016 were approved</p>	
<p>Update on progress</p> <p>Fabio confirmed that discussions between Scottish Government and tsiMORAY were proceeding satisfactorily. The agreement will be in the form of the standard Service Level Agreement (SLA) accompanied by a side letter setting out the additional support mechanisms put in place to enable tsiMORAY to act as the Accountable Body for the delivery of LEADER in Moray.</p> <p>Additional support mechanisms will include the direct payment by the Scottish Government of project claims. The process will include local checks and processing by the Local Development Strategy (LDS) team, employed by tsiMORAY and reporting to the LAG, as well as checks by the Scottish Government. The stated agreed aim is for Scottish Government to process all payments within 10 to 12 working days of all checks being completed. The local team will be able to flag up any projects which would benefit from prioritised processing.</p> <p>It was agreed that local documentation should set out the details of this process, so that applicants are aware of, and can factor in the processing time.</p> <p>The SLA and side letter are due to be signed in August.</p>	

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<p>Memorandum of Understanding (MoU)</p> <p>The previously circulated draft MoU between the LAG and tsiMORAY, based on the original draft from the Moray Council, was discussed, amended and agreed. This was subject to the addition of an explicit statement setting out the ability of the LAG to commission external evaluation and to reviewing the appendix.</p> <p>Action: Fabio to circulate MoU as amended to the LAG and to seek approval for the amended MoU from the Board of tsiMORAY. To be formally signed off in September.</p> <p>Action: Appendix to be reviewed in due course</p>	<p>FV</p> <p>LAG</p>
<p>Local Development Strategy (LDS)</p> <p>The Local Development Strategy (LDS) was approved by the previous LAG following extensive community engagement. It was agreed the LDS should be rolled out and its implementation started in its current form and that it should be reviewed after its first 12 to 18 months.</p> <p>Action: Fabio to circulate copy of Local Development Strategy</p> <p>It was also agreed that it would be helpful for LAG members to receive relevant briefings, particularly in relation to economic development.</p> <p>Action: Fiona and Margery to forward relevant briefings to Fabio for distribution to LAG</p>	<p>FV</p> <p>FR, MM, FV</p>
<p>Business Plan</p> <p>It was agreed the Business Plan needs to be reviewed and updated to reflect recent changes, including those resulting from the change of Accountable Body to tsiMORAY and from the revised approach to delivering the Fisheries programme.</p> <p>Action: Fabio to review, amend and circulate to LAG, inviting feedback. If necessary, short life working group (Alex, Debbie, Iain F) to meet once to complete review</p>	<p>FV (AW, DH, IF)</p>
<p>Recruitment</p> <p>It was agreed to proceed to recruitment as soon as possible once the Service Level Agreement had been signed and the Business Plan revised.</p> <p>Ideally jobs to be advertised by the end of August with interviews taking place in September or early October. Interviews to be</p>	

Moray LEADER Local Action Group (LAG) Meeting

<p>staggered, with two weeks between manager and staff interviews, potentially giving the manager the opportunity to participate in the recruitment process. Recruitment panel composition to be confirmed; it should include both male and female members and will include the LAG Chair and the Chief Officer of tsiMORAY. Initial duration of posts to be agreed with Scottish Government, to reflect challenges associated with Euro referendum outcome.</p> <p>Action: Fabio to source examples of job descriptions and adapt to tsiMORAY format and paying scales, in line with revised Business Plan</p> <p>Fabio to consult Scottish Government and prepare draft adverts</p> <p>Recruitment panel composition to be confirmed</p>	<p>FV</p> <p>FV</p> <p>LAG</p>
<p>Election of Chair and Deputy Chair</p> <p>Alastair and Bea were elected to act as interim Chair and Deputy Chair</p> <p>Action: Fabio to notify Scottish Government and to include discussion of Chair and Deputy Chair role and election to roles for longer term to programme for the development day (see below)</p>	<p>FV</p>
<p>Development Day</p> <p>The date for the LAG Development Day was confirmed as Thursday 15 September. Event to be facilitated by Scottish Rural Network and held in location readily accessible by public transport.</p> <p>Programme to include opportunities to learn more about, and where appropriate discuss issues around:</p> <ul style="list-style-type: none"> • what is expected from individual members of the LAG, including responsibilities and risks associated with being on the LAG • what is expected from the chair and deputy chair • relationship with the Fisheries programme • how best to structure the LAG in terms of internal structure (e.g. whether to stick to the structure set out within the Business Plan, which includes a separation between the strategic and decision making roles of the LAG, and the setting up of sub-groups or sub-committees for specific tasks) • how best to structure the LAG in terms of its legal form, envisaged as an unincorporated voluntary organisation in the current business plan • general introduction to conducting a skills and expertise audit to identify strengths and challenge areas for the current membership of the LAG 	

