

## Moray LEADER Local Action Group (LAG) Meeting

<b>Meeting Date</b>	03 November 2016
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<b>Present</b>	Alastair Kennedy (Chair), Bea Jefferson (Deputy Chair), Fabio Villani (tsiMORAY), Alex Walker, Gordon Methven, Iain Findlay, Aileen Buchanan, Fiona Robb (HIE), Debbie Herron, Franziska Smith, Ian Cowe (Forestry Comm), Gavin Clark (SNH), Tracey Gervaise (NHS), Jana Hutt, Jim Grant (Moray Council)
<b>Apologies</b>	Janne Pirie, Reni Milburn (Moray Council)
<b>In attendance</b>	Joanne Taylor (note-taker)

Details	Action
<p><b>Welcome</b> AK invited all around the room to do a quick introduction. A list of contact details was passed round for all to check and amend as necessary.</p>	
<p><b>Minutes of previous meeting</b> The minutes from the LAG meeting on 30 June, which had been previously circulated, were <b>approved</b>. Proposed: Gordon Methven, Seconded: Alex Walker.</p> <p>Updates from previous minutes; Memorandum of Understanding approved by tsiMORAY board so is now live. Other actions completed or on Agenda for today.</p>	
<p><b>Brexit – News today</b> An update has been published that suggests that funding is guaranteed for projects entered into before the UK leaves the EU, even if the project end date is beyond the leave date. However discussions are still in progress between Her Majesty’s Treasury and Scottish Government, so caution is still advised.</p>	
<p><b>Recruitment</b> This is behind the original plan as confirmation has been sought from Scottish Government on the length of contracts that can be offered.</p> <p><b>Action:</b> An email will be sent to propose 2 year period to SG.</p> <p>It is assumed that the relevant person will have knowledge and understanding of EU processes and so be aware of uncertainties, however caveats will be reinforced during the recruitment process. tsiMORAY has taken employment law advice. Interviews will be conducted by a recruitment panel made up of AK, BJ and FV.</p> <p>LAG asked to delegate responsibility to the recruitment panel to develop the job descriptions. – <b>Approved.</b></p>	<b>FV</b>

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<p>Process will be open and transparent, promoted locally as well as nationally. LAG will be kept informed of process. Closing date for applications to be before Christmas. Interviews in January, with potential to have roles filled in February and start awards from April onwards.</p>	
<p><b>Derogation of tsiMORAY Staff</b> Following the survey completed by 10 LAG members after the Development day the LAG are asked to approve the use of <b>tsiMORAY</b> own staff, namely Fabio Villani and Joanne Taylor, to work part of their time on supporting the LAG and the LEADER programme. The derogation letter sent to SG was circulated showing current costs, at full cost recovery, and expected time for staff to spend on the programme (see attached) FV explained the key roles of staff: FV – Line manager of LEADER programme manager, LAG support, contact with Scottish Government and other stakeholders JT – Admin and Finance support. Questions were encouraged from the LAG and then FV and JT left the room to allow free discussion.</p> <p><b>Notes taken by BJ in JT's absence:</b></p> <p>Who will monitor time spent by <b>tsiMORAY</b>? Proposed AK and BJ.</p> <p><b>Approved by LAG</b></p> <p>Observed that time needed may increase once staff in place to allow training and hand over.</p> <p><b>LAG approved the proposal to refund tsiMORAY for time and costs for FV &amp; JT, subject to approval by Scottish Government</b></p>	
<p><b>Fisheries Update</b> Update circulated prior to meeting, read by AK in meeting. Request for MORAY LAG representation on FLAG – see AOCB JG advised that arrangements are being finalised for a part time post with Fisheries (.5 of a Full Time Equivalent) to cover Moray. Noted that the members of prior FLAG are on FLAG Advisory Group.</p> <p>Query on detail of working arrangement with FLAG and its reports to LAG, is this for information or does LAG have an oversight role?</p> <p>JG explained it was to update on connection to LDS, Moray LAG not able to tell FLAG what to do.</p>	
<p><b>Expression of Interest – Mailbox</b> FV advised that there is a Moray mailbox currently being held by SG until the team is in place. So far there have been 6 EOIs, who all received a generic holding email, one was submitted in Dec 15.</p>	

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<p>EOI is easy form containing contact details for applicant and 500 words to describe their project.</p> <p>LAG request that mailbox brought in house asap, and communications to early EOIs be made by LAG, not SG, to update them on current timeframes.</p> <p><b>Action:</b> FV to contact SG to transfer mailbox</p>	<p><b>FV</b></p>
<p><b>Website</b></p> <p>Agreed that the last website was good and so would prefer to transfer over rather than start from scratch.</p> <p>Request to update website with a holding message until team in place.</p> <p><b>Action:</b> JG to advise re process for giving website administration access to <b>tsiMORAY</b>; FV to talk to SG re: covering any costs</p>	<p><b>JG; FV</b></p>
<p><b>Derogation for AK</b></p> <p>Due to AK being on the board of <b>tsiMORAY</b>, derogation needs to be granted by SG to approve appointment of AK as Chair of LAG. LAG asked to confirm its approval – <b>Approved subject to SG sign off</b></p> <p><b>Action:</b> FV to liaise with SG</p>	<p><b>FV</b></p>
<p><b>Business Plan</b></p> <p>Amended Plan reflecting comments received was circulated; plan to be agreed by LAG before SG will review and approve.</p> <p>Changes / notes to be made;</p> <p>A query arose regarding the spend profile, it was agreed that this was just a guide/best estimate and will be reviewed in 6 months when the project has started running.</p> <p>Change requested for page 6 to update that <b>tsiMORAY</b> has signed the MoU.</p> <p>Inconsistencies regarding title of staff to be corrected.</p> <p>It was pointed out that there is no reference to community planning or the 10 year plan. Discussion regarding these themes which some LAG members did not know about. Suggestion to have a speaker go through this at next meeting, not agreed, but AK to distribute 10 year plan to LAG.</p> <p>LDS is what LAG is delivering on so is to be prioritised, however clear connect needed to 10 year plan.</p> <p>This is to be added to the bullet points on page 3.</p> <p>Subject to changes above LAG <b>approved</b> the Business Plan.</p>	<p><b>AK</b></p>

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<p><b>Action:</b> Business plan to be updated and LAG approval communicated to SG</p>	<p><b>FV/AK</b></p>
<p><b>Feedback on Development Day</b> Annex B Skills Audit, skills identified as lacking included: Health – covered by TG Architecture/historic buildings and archaeology – covered by JH</p> <p><i>IC left the meeting at this point due to other commitments</i></p> <p>LAG <b>agreed</b> to approach Moray Speyside Tourism to put representative on LAG</p> <p>LAG can be up to 25 members, scope for a second tranche of recruitment, quorum for Public vs Private ratio to be checked and monitored.</p> <p><b>Action:</b> Contact list to be updated and circulated for each member to classify themselves as public or private</p> <p>Resignation of Margery McLennan has been received and reluctantly <b>accepted</b> by LAG</p> <p><b>Action:</b> AK write to MM to formally accept resignation and thank her for her contribution on behalf of LAG</p>	<p><b>All</b></p> <p><b>AK</b></p>
<p><b>Future LAG Handbook</b> The previous handbook is to be updated and distributed to the LAG as soon as possible. Eligible LAG expenses, from 12 September 2016, can be claimed on attached form, eligibility rules to be distributed. Expenses to be sent to <b>tsiMORAY</b> for approval and payment. <b>tsiMORAY</b> board has approved opening a separate bank account for LEADER.</p>	<p><b>FV</b></p> <p><b>FV</b></p>
<p><b>AOCB</b></p> <p><b>FLAG</b> – Call for a member of LAG to volunteer to join FLAG – no interest. Proposal to invite Pearl Hamilton from FLAG to join LAG <b>approved</b>.</p> <p><b>Action</b> – AK to approach PH.</p> <p><b>Premises</b> – BJ has been investigating, suggestions: CAB building on Batchen Street – Rent high but could look at only renting ground floor. Premises on High street, rent high but property serviced. Shop in St Giles centre Moray Council to be approached if anything suitable.</p>	<p><b>AK</b></p>

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<p>Proposal that LAG or <b>tsiMORAY</b> take forward premises hunt. LAG <b>approved tsiMORAY</b> to move this forward.</p>	
<p><b>Next Meeting</b> Frequency still to be agreed, may need to be more frequent in short term especially for LAG development, although LAG interest is low in this. General agreement that community centre is not suitable for meetings.</p> <p>Next meeting set for Thursday 12<sup>th</sup> January 2017, 10am - 12pm Venue: still to be confirmed but expected to be Community Hub, Alexander Graham Bell Centre, Moray College.</p> <p><b>Action:</b> JT to book venue</p>	<p><b>JT</b></p>

14 November 2016

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