

LAG Meeting - 31 March 2017

Winchester House, Elgin

Present	Alastair Kennedy (Chair), Bea Jefferson (Deputy Chair), Fabio Villani (tsiMORAY), Alex Walker, Gordon Methven, Iain Findlay, Fiona Robb (HIE), Debbie Herron, Franziska Smith, Jana Hutt
Apologies	Gavin Clark (SNH), Drew McFarlane-Slack, Jim Grant (Moray Council), Tracey Gervaise (NHS), Aileen Buchanan, Ian Cowe (Forestry Comm)
In attendance	Reni Milburn (Moray Council), Norman MacAskill (Leader Programme Manager), Michelle Gillibrand (Leader Development Officer), Davina MacLennan (Leader F&A Officer), Joanne Taylor (tsiMORAY - note-taker)
Private / Public Split	9 private, 1 public

Details	Action
<p>Welcome & Introductions</p> <p>Due to attendance of new Leader team, all attendees introduced themselves.</p> <p>AK Noted that should any decisions be needed the quorum was met.</p> <p>Apologies were noted.</p>	
<p>Declarations of Interest</p> <p>Forms were supplied so that any interest could be noted that may affect any voting or decision making during the programme.</p>	
<p>Minutes of previous meeting</p> <p>AK updated the LAG that he had contacted Pearl Hamilton from the FLAG to join the LAG, she has agreed, and will send a second if unable to make any meetings. NM to make contact and invite to the development day.</p> <p>Accuracy of minutes approved by AW, seconded by GM.</p>	NM
<p>Team Update and overview by PM</p> <p>NM introduced the new LEADER team. NM's background is 15 years in Rural Policy and Development, very happy to be here with the opportunity to work in Moray and with tsiMORAY.</p> <p>The team are busy setting up and learning, LEADER started later than it planned with Moray significantly behind due to the unique set-up, however, this allows staff to learn and build from teams that have already started.</p> <p>The team has access to LARCS, the IT system used for LEADER, LAG will also need to get on this system as it will be the only way to see applications as there is no print ability from LARCS.</p>	

<p>NM introduced MG and DM, explaining that the previous F&A Officer Pam Fraser had left the job as she felt it was not for her. DM was a very strong candidate and her references are some of the best he has ever seen.</p> <p>The team had attended and ran a workshop at tsiMORAY's conference, Join the Dots, which served as a soft launch, raising awareness and getting people thinking.</p> <p>Team are working on Expressions of Interest (Eoi), and the mass of paper work required by Scottish Government including the monthly budget forecasts.</p> <p>Team are planning the LAG development day, 18 April, where it is hoped to build on the working relationships, share and discuss the application process and to introduce LARCS.</p> <p>The programme official launch is planned for end of May.</p> <p>Team are keen to get their presence out in the community, attending events and setting up workshops. Good information about the community groups being gathered from weekly tsiMORAY staff meetings.</p> <p>NM has seen that the LAG handbook needs updating, will probably not happen until after the launch.</p> <p>The team are looking forward to the busy, interesting and a bit challenging times ahead, especially given that the probable programme end is end of 2020. May ask for help and assistance from LAG members as suitable.</p>	
<p>Website and communications</p> <p>The website has been put out to tender using Public Contracts Scotland, close being end of first week in April. NM confident that there will be a good website by the launch date, the team are also strong on social media and a robust communications strategy is in the pipeline.</p>	
<p>Office base for LEADER team</p> <p>NM had drafted a paper with options, stated that team were happy to stay at Winchester House but decision was ultimately the LAG's. BJ – Stated shop front would push the budget and we would need to vire from other budget lines, which was possible. Budget for setting up, rent and utilities is approx. £12k, cost of shop front could easily exceed £15k per year. Also need to consider security, lone working and staff time managing the premises. BJ personal view is to stay at Winchester House.</p> <p>Discussions centred on ability to use budget to advertise better, Outreach pop-up events, needing to get word out in East Moray more as felt last programme not for them.</p> <p>AK – Consensus to stay at Winchester House – LAG agreed</p> <p>NM to officially accept rooms</p>	<p>NM</p>
<p>Update on Expressions of Interest</p> <p><i>FS stated that she had a conflict as one of the Eois were from her. AK declared as there were no decisions being made in this meeting this was not an issue.</i></p>	

<p>MG had been working on Eols and removed ineligible ones. LAG will have sight of Eols, even though they do not need to go to them for assessment as the team assess and then assist to build the full application which the LAG reviews and decides on.</p> <p>A paper summary had been distributed which MG then went through in the meeting.</p> <p>Discussions covered:</p> <p>Applications can be received from anyone, including small and micro businesses with a turnover of under £10m</p> <p>10% of funding is to be used on rural enterprises, a further 10% on farm diversification.</p> <p>FV – would help for LAG to have a strong grasp of Local Development Strategy paper. Also really happy with the layout of the form.</p>	
<p>LARCS System update</p> <p>Team are now on system, training environment being used. Team will go to Edinburgh for training.</p> <p>LARCS to be used by applicants, team devising a more user friendly information sheet than the current Scottish Government version. Once Eol approved and full application being made, team will guide applicants through the processes as required. Errors on LARCS could jeopardise a project. LARCS also used for monitoring and evaluations.</p> <p>NM will send log on invitations to LAG members, passwords must be secure. Again stressed there is no printing from LARCS.</p>	<p>NM</p>
<p>LAG Development Day</p> <p>Confirmed as 18 April, Horizon Scotland in Forres is suggested location. (Since meeting this venue has been confirmed)</p> <p>Possible agenda items discussed:</p> <ul style="list-style-type: none"> • Application process, start to finish • Introduction to LARCS • Strategic target areas • Co-operative projects (Including multiple LAG projects) <i>AK noted that the North Aberdeenshire LAG are keen to discuss one involving tourism of Moray coastline.</i> • Local Development Strategy – 2 changes allowed per year. RM suggested linking to other EU strategies, FV suggest priority be on changes in priorities from 2014 to 2017. • Monitoring and Evaluation, early thoughts. • Intervention rates 50% - Exceptions? • Working relationships with LAG, Accountable body and LEADER team. <p>Team building with external facilitators – discussed but concerns about actual outcomes.</p> <p>Decision making process and Team still to be discussed and finalised.</p> <p>Going through theoretical applications on LARCS training identified as being important on deciding structure and processes.</p> <p>NM to create agenda with AK and BJ.</p>	<p>NM/A K /BJ</p>

<p>Suggestion that members bring own laptops or tablets to development day to allow team to assist in setting up LARCS.</p>	<p>All</p>
<p>Programme Launch & Schedule of LAG meetings</p> <p>Vote on best day of the week for meetings, majority agreed Wednesday is preferred day of the week. 10am start time preferred.</p> <p>Conversation on whether application process reviews should be responsive or structured.</p> <p>Length of meetings discussed, two hours suggested but longer once applications being processed.</p> <p>RM stated Fisheries could manage in 2 ½ hours, applications scored in advance so no deep discussions needed at meetings.</p> <p>Structure and powers of Project Assessment Committee to be drawn up.</p> <p>Launch suggested date Friday 26 May. Approved</p> <p>Fridays better for MSPs to attend.</p> <p>Suggested that local previous successful applicants attend and present. RM to supply lists.</p> <p>Suggested venue could be one that has previously received funding.</p> <p>Transport to venue to be investigated – “Leader Express Bus”</p> <p>Roadshow dates to be looked at.</p>	<p>AK</p> <p>RM</p> <p>Team</p>
<p>Update from Accountable Body</p> <p>AK asked FV to give an update.</p> <p>FV – Not a lot to report, work been done on budget information requested by Scottish Government. A lot of email traffic, capacity not enough to keep up with this. FV is the main contact for the accountable body.</p>	
<p>AOCB</p> <p>Membership of LAG – suggested to approach Moray Speyside or Chamber of Commerce. Moray College not yet approached.</p> <p>AK to approach Jacqui Taylor at Moray college, Chamber of Commerce and Moray Speyside Tourism.</p> <p>FV Update – FV advised the LAG that he was a candidate in the upcoming elections, should he be successful he is required to step down from tsiMORAY and would no longer attend LAG members as accountable body representative. FV thanked all for support given to tsiMORAY.</p> <p>RM update – RM informed the LAG of a Fundraising seminar on 27 April, 10 am to 3pm. Lots of workshops, Bernard Ross talking on Crowdfunding, Scottish Land Fund, and MG will be running a workshop for LEADER.</p>	<p>AK</p>
<p>Meeting Closed</p> <p>AK thanked all for attending and closed the meeting.</p>	

JT – 13 April 2017