

Draft Minute

LAG Meeting – 26 September 2018

Winchester House, Elgin

Present	Alastair Kennedy (Chair), Bea Jefferson (Vice Chair), Erica Beck, Alex Walker, Aileen Buchanan, Laura Sutherland, Jana Hutt, Fabio Villani, Fiona Robb, Franziska Smith, Iain Findlay
Apologies	Gavin Clark, Pearl Hamilton, Jacqui Taylor
In attendance	Reni Milburn (Moray Council), Norman MacAskill (LEADER Programme Manager), Davina MacLennan (Finance & Admin Officer – note taker), Chris Muir (LEADER Development Officer), Michelle Gillibrand (LEADER Development Officer)
Private/Public Split	9 Private, 2 Public

Details	Action
<p><u>Welcome & Introductions</u> AK welcomed everyone and informed the meeting that Pearl Hamilton had resigned from the LAG.</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> There were no declarations of interest noted.</p>	
<p><u>Minutes of LAG meeting on 27 June 2018</u> AK referred to the minutes of the previous meeting and asked for any changes on the basis of accuracy.</p> <p>EB noted that although she had put apologies in for the meeting that this was not noted on the minute. The minute will be updated to reflect this.</p> <p>FV noted that the last line in the Accountable Body update, where it makes reference to a more supportive team, he requested that more is changed to 'very'.</p> <p>Accuracy of minutes moved by JH and seconded by FV.</p> <p>The approved minutes will be uploaded to the Moray LEADER website and to the appropriate locations on LARCs.</p> <p>There were no further matters arising from the previous meeting.</p>	<p>NM</p> <p>NM</p>
<p><u>Team update and overview from Programme Manager</u> NM said that the team had been working through a particularly busy time which was challenging. He also said that there was an intense and highly pressured time coming up with application deadlines, which will be managed, but the team may look to the LAG for support during this time.</p> <p>It was the open day for MacBeth's Hillock on 25 September 2018 which Davina had attended.</p>	

<p>Communications Strategy Update (Paper 2)</p> <p>NM provided a report on the Communication and Events Action Plan to September 2018. He said that there had been a lot of activity on Facebook but less so on Twitter. Some case studies also had to go on to the Website and that this would be done.</p> <p>The focus now would be targeting specific objectives where there had been less activity and interest from expression of interest.</p> <p>BJ asked what the intentions were to communicate the deadlines for EoIs and applications. NM said this would be done through the Newsletter, press release, upcoming seminars and also on social media.</p>	<p>NM</p>
<p>Update on Expressions of Interest and potential applications (Paper 3)</p> <p>MG tabled a paper on current Expressions of Interest, and advised on the current status and also on those invited to full application.</p> <p>She further updated that since circulating the table three new EoIs had come in that still needed to be technically checked.</p> <p>MG advised members who had any further comments or wished for more information to contact her by email.</p> <p>AK asked if MG could provide a brief overview to the group on State Aid which she did.</p>	
<p>Co-operation Projects Update (Paper 4)</p> <p>CM tabled the paper on Co-operation Projects and also gave a verbal update on some of the projects.</p> <p>Global Ecovillage Network (GEN) – Preparatory Project</p> <p>He informed the group that the recent trip to Estonia for the GEN Europe Conference which was the preparatory project, had been a worthwhile event in learning about the principles of Eco Village Movement and how this could be developed across communities in Moray.</p> <p>CM further updated that GEN are looking to build on the preparatory project and will be submitting a full application for the October 2018 deadline.</p> <p>The project goal is to build local capacity to improve community resilience using ecovillage whole systems design.</p> <p>GAL Burdinale-Mehaigne</p> <p>This Co-operation project with a Belgian LAG is a knowledge sharing project on brewing and processing the raw materials more locally. The Wallonia based applicant is seeking to support agricultural diversification through developing a craft brewery and exploring the feasibility of growing and processing crops which can create short supply chains for the brewing sector.</p> <p>A preparatory visit to Moray from the 29th-31st October has been approved and is being funded by GAL Burdinale-Mehaigne. Project activity for the preparatory visit is to be confirmed in the coming weeks.</p> <p>Windswept Brewery have confirmed their interest in potentially being the Moray based partner for this project. They were particularly interested in the proposal to research the feasibility of</p>	

creating brewery based micro-maltings. Windswept have also suggested that Balvenie Distillery and Corksy Farms may have an interest in being a part of any full cooperation project.

CM asked for any LAG members that may be interested in attending a visit to speak to him direct.

Scottish Crofting Federation (SCF)

Project based on the idea of Social Crofting and Care Farming: promoting social, mental, and physical wellbeing through working the land. The project will be aimed at smallholders in Moray. LEADER funding will be used to build capacity, allowing crofters and smallholders to develop skills and include green care as part of their business model.

Application expected for the Highland LAG 24th September deadline.

Speyside Community Transport Group

This would be a cooperation project between Moray, Cairngorm and Highland. The exact apportionment of costs and activity between the LAG areas has yet to be decided. The project has been assessed to constitute a high likelihood of State Aid, which could limit the level of funding they can be awarded. The applicant is seeking an intervention of 95%, at a total of £460,750.00.

Application expected for the 26th October deadline.

Financial Report (Papers 5A and 5B)

DM tabled a paper on Finance, including current and projected spend on administration and animation to Dec 2020 and information on live projects and claims to date.

BJ asked what the average timescale was for project claims being paid out by Scottish Government. DM updated members that it was averaging between 30-40 working days. This is from the date the claim had been submitted by the applicant.

Application assessment and decision

One project was presented to the LAG for discussion. This application had not been considered at a PAC. There were no declarations of interest.

Project Title	Applicant	Total Project Costs	LEADER Award	Intervention Rate
Reach Out & ReBOOT (plastics and waste project)	Reach Out	£43,543.29	£30,464.69	69.96414373%

NM informed the LAG that whilst it was an eligible application, in a sense it is a partnership project working in collaboration with ReBOOT. Whilst both projects are complementary to each other they are two separate applications. The challenge for the LAG would be to consider one project without the other when the staff activity and element of the project was to support both projects.

It was felt by the LAG that targets and outputs of project delivery are dependent on ReBOOT. Also the application from ReBOOT will be based on equipment costs that would support the Reach Out project. The impact on Reach Out not having this equipment and the potential impact on the project activity would need to be explored.

NM said that ReBOOT had not yet submitted an application to LEADER but was confident one would come in, although they were also applying to other grant awarding bodies. It was agreed

<p>by the group that should an application come in that it could be assessed and considered by email.</p> <p>NM stated that the Reach Out application could be discussed and scored today with the possibility of three outcomes.</p> <ul style="list-style-type: none"> • Defer the decision on Reach Out until both projects could be consider side by side. • Approve with conditions • Decision in principle and only issue an offer of grant once the ReBOOT project could be considered. <p>AK invited comments from the group in relation to the project.</p> <p>It was recognised that a lot of hard work gone into the application and it was generally felt that the project was sound. Some members found it difficult to separate the two projects whilst only being able to consider one application at this stage. It was felt the project for ReBOOT would be necessary to the project delivery of Reach Out.</p> <p>There were reservations expressed that if the application was deferred it would delay the recruitment process for the Development role to work on the project. There was discussion around what the key purpose of the Development Officer role was and if the post was required for a full year. It was also mentioned that the salary seemed low.</p> <p>AK asked members to vote on whether to score or defer the application. The majority voted to proceed to score the application recognising there may need to be conditions.</p> <p>The LAG, which was confirmed as quorate with 11 members (split 9 private/2 public), unanimously agreed a score of 74% and unanimously APPROVED the project with the following CONDITION:</p> <ol style="list-style-type: none"> 1. Confirmation that the partner project run by ReBOOT which is referenced in the application has been funded and has a start date. 	
<p><u>Report from Monitoring and Evaluation sub-group (paper 6)</u></p> <p>BJ tabled a paper which outlined proposals for a mid-term evaluation of the Programme, which would feed into Scottish Government’s 2019 review.</p> <p>The proposed aims of the evaluation are:</p> <ul style="list-style-type: none"> • To assess the extent to which the LEADER approach has been embedded in the Moray LEADER programme • To evidence the added value of the LEADER approach as applied in Moray • To assess the impact on the programme of a unique (to Scotland) delivery model with a third sector accountable body • To assess progress to date against Moray LEADER’s LDS objectives • To assess impacts made by projects funded to date, and likely impacts of these projects in the future • To synthesise lessons learned at a project, programme and policy level <p>BJ asked the LAG if they were content to commit money to an evaluation which the LAG agreed to. She also asked the LAG to consider if the proposed timescales in the proposal would collide with anything.</p>	<p>ALL LAG Members</p>

<p>She requested the LAG provide feedback on what the key questions are. This feedback is to be provide to BJ by 3 October 2018.</p> <p>A further paper was tabled providing information on the M&E Strategy and the role of the M&E sub group.</p>	
<p><u>Accountable Body Update</u></p> <p>FV Updated the meeting that it had recently been reported by Scottish Government that the SLA is not considered a contract with the Accountable Body in terms of continued Admin and Animation costs after March 2019.</p> <p>He said that conversations were ongoing with Scottish Government and tsiMORAY Board on how staff contracts can be managed after March 2019.</p> <p>With the recent announcement of the Programme Manager retiring in March 2019, various discussions have taken place to look at the future shape of the team. He said that the LEADER team were involved in this process and were considering proposals on how this can be managed.</p> <p>FV also tabled a note about a proposed application from tsiMORAY for a project called Moray Enterprising Third Sector Collaborative which would aim to increase opportunity to participate in local labour markets through a well-developed enterprising third sector. The LAG agreed that it would consider treating this as a 'commissioned project', which could be eligible for a 100% intervention rate, subject to reviewing and assessing the application.</p> <p>RM asked whether commissioning a project would require a tendering process, and NM confirmed that it would not be required for this form of 'commissioning' by the LAG.</p>	
<p><u>FLAG update</u></p> <p>RM informed the meeting that the part-time FLAG Development Officer had started in July 2018 and all was going well.</p> <p>One application had been received for Cullen Sea School for £150,000 and several expressions of interest had been received and were being assessed. RM said that all funding should be committed for Moray.</p>	
<p><u>AOCB</u></p> <p>AK had attended the LAG Chairs meeting in Stirling and will circulate a brief report to members. AB informed members that the Spirit of Crofting Conference was happening 5-6 October 2018 and that both she and Michelle Gillibrand would be attending.</p>	
<p><u>Meeting Closed</u></p> <p>AK thanked all for attending and closed the meeting.</p>	