

Draft Minute

LAG Meeting – 20 September 2017

Winchester House, Elgin

Present	Alastair Kennedy (Chair), Bea Jefferson (Deputy Chair), Fabio Villani (tsiMORAY), Alex Walker, Debbie Herron, Jana Hutt, Drew McFarlane-Slack, Aileen Buchanan, Pearl Hamilton
Apologies	Gavin Clark (SNH), Ian Cowe (Forestry Comm), Iain Findlay Gordon Methven, Fiona Robb (HIE), Franziska Smith, Sarah Lamb
In attendance	Reni Milburn (Moray Council), Norman MacAskill (Leader Programme Manager), Michelle Gillibrand (Leader Development Officer), Davina MacLennan (Leader F&A Officer note-taker)
Private / Public Split	9 private, 0 public

Details	Action
<p><u>Welcome & Introductions</u></p> <p>AK welcomed everyone to the meeting and noted apologies.</p> <p>AK noted that should any decisions be needed the quorum was met.</p>	
<p><u>Declarations of Interest</u></p> <p>AK informed that there were two Declarations of Interest, from Debbie Herron and Alex Walker. Relevant forms completed.</p>	
<p><u>Minutes of previous meeting</u></p> <p>AK referred to the minutes of the previous meeting and asked for any matters arising. AW had a query in relation to the ELARD comment within the CLLD update. It was agreed that a word was missing from the last sentence. Draft minutes to be updated to read ELARD 'does'.</p> <p>Accuracy of minutes approved by DMS and seconded by AW</p> <p><u>Matters Arising</u></p> <p>NM updated that he had circulated the first draft of the LAG Handbook for comment.</p> <p>NM advised that he was due to meet with Anita Milne (Moray Transport Forum) next week in relation to representation at the LAG.</p> <p>AK noted there were no further matters arising from the previous meeting.</p>	DM

Team Update and overview by Programme Manager

NM thanked everyone for coming.

He updated that the Team whilst still under a steep learning curve, had gone through a very busy and intense time working through the first round of LEADER applications. He commended the hard work and commitment under time constraints with tight deadlines.

NM further updated that a programme of LEADER events had been arranged across Moray throughout the months of September and October. This has received good coverage in the press, twitter and Facebook.

LEADER Newsletter - The second newsletter was issued in August. This will now be produced bi-monthly.

Meeting with Accountable Body and Scottish Government (SG) - NM updated that he had attended a recent meeting with Accountable Body and Scottish Government. There are still some practicalities to be sorted in relation to working practices particularly around Claims and timescales involved in the banking process.

Discussions with SG indicated that the process for paying claims could take in the order of 90 days. The LAG's view was that this period would be unacceptable and could cause difficulty for many projects.

FV informed that there was a commitment by SG to make things work and move quickly however it was noted that they currently have staffing pressures.

LARCS System - Feedback from applicants in relation to the LARCS system was positive. It was believed that a lot of the issues were not about the system itself rather ambiguity around guidance.

LARCS training – A programme of 2 days training has been arranged for the LEADER Team during October 2017.

LAG Development Day – The next LAG Development Day has been scheduled for Friday 6 October 2017. Further details on agenda and venue to be agreed and circulated to all.

Expression of Interest (Eol's), (Paper 1) - MG tabled a paper on all Eol's received and updated that 18 Eol's had been invited to the second stage. The paper had been circulated to all members for information. MG updated that she would welcome any feedback or comments.

BJ asked if there was a way to identify % of costs allocated to objectives under Eol's and Applications. NM informed that he will look at introducing a table to identify areas of project spend.

Finance and Budget – NM advised that the budget still needed some work done with forecasts and this information would be available for the next meeting.

DM provided a verbal update to the meeting on the LAG Admin & Animation Drawdown's submitted to Scottish Government and expenditure to date. An overview on costs included was explained. There are no project claims to report on.

DM further updated that new budget and finance templates were being worked on and it was hoped that these would be available to circulate at the next meeting.

NM

Report from Project Assessment Committee (PAC) held on 4 September 2017

AK informed that 5 applications were considered by the PAC and a note of the meeting was circulated. At this stage all applications were returned for re-work.

- Findhorn Social Enterprise Hub
- MacBeth’s Hillock
- Moray Poverty Centre
- Renovation of Elgin Museum for Modern Tourism
- Apple Juice Production

JH asked what the reason was. MG explained the applications returned for re-work were almost there but just needed a little more work. It was largely down to evidence, costs, estimates and descriptions not ‘marrying up’.

NM advised that the full Technical Check Assessment could not be signed off if evidence was missing. He reinforced the requirements of LARCS and what is covered on the Technical Assessment.

Application Assessment and Decision

There is currently one application which has been submitted to the LAG, with the other four applications still requiring re-work.

AK sought views on having another LAG meeting to consider the applications that were returned for re-work. It was agreed that this could be included as part of the Development Day on 6th October 2017.

MG to make contact with applicants and inform on decision to extend the deadline for resubmitting applications following re-work.

NM advised that the deadline could not be extended further and that future deadlines would be strictly enforced.

Application for Assessment and Decision: MacBeth’s Hillock 13/P00002

AK reviewed and asked for any comments on the application for MacBeth’s Hillock. Following discussion AK confirmed that the LAG was in agreement to support the project.

Project	Project No	Decision	Quorum	Project Total	Leader Intervention
MacBeth’s Hillock	P00002	Approved	9 private, 0 public	£169,164.38	70% - £118,415.07

No Declarations of Interest were noted in respect of the project

MG to make contact with applicant to inform on decision.

Scoring of Applications

There was discussion around the scoring of applications and in particular whether there is a minimum score for approval of an application. NM advised that was a decision for the LAG, and it was agreed that it should be discussed further at the Development Day on 6th October.

MG

MG

<p><u>CLLD for Rural Scotland</u></p> <p>AK updated that, in his role as LAG Chair, he had recently attended a meeting on ‘Securing the Future of CLLD for Rural Scotland’ and had circulated the note of the meeting to all.</p> <p>The purpose of the group was to:</p> <p><i>Be a delivery vehicle to assist the Chairs/AB and Staff Groups to execute their objectives through Co-ordination, liaison between all CLLD Groups, Government and any relevant group to secure the future of the LEADER Process in any future rural development.</i></p> <p>This group was set up to inform the National Council of Rural Advisers (NCRA) which has been set up by Fergus Ewing, Cabinet Minister of how the LEADER system works and the advisability of continuing to use the LEADER process after Brexit.</p> <p>Two of the Scottish Government Rural Communities Team were in attendance and will commission a piece of consultancy work to help draw up a report that will showcase some best examples of where a small LEADER intervention made a big difference. This has to be done before NCRA report back on all EU funding streams in February.</p> <p>There was general discussion between the group around what is being done to continue Rural Development in Scotland.</p> <p>AK stated that once the Consultant was in place that this would be the avenue to feedback any thoughts and ideas.</p>	
<p><u>Moray LEADER LAG Sub Groups</u></p> <p>Monitoring & Evaluation – MG had circulated a note for information following the first Monitoring & Evaluation Group which was held on 24 July 2017. NM informed that he will now represent Moray LEADER on the group.</p> <p>LDS Review Group – AK asked for any volunteers who would be keen to sit on the group. FV, BJ, DH all agreed. The group will meet and propose any changes for consideration at the next LAG meeting in December 2017, with any change requests being submitted to SG by March 2018.</p>	
<p><u>FLAG Update</u></p> <p>NM gave a verbal report from Sarah Lamb, Highland & Moray FLAG Co-ordinator providing an update for the Highland & Moray Fisheries Local Action Group.</p> <p>NM reported that there as concern regarding lack of activity in Moray.</p>	
<p><u>Update from Accountable Body</u></p> <p>FV updated that tsiMoray had undergone a recent external HR review on how they were working. He further updated that there had been an increase in the turnover of staff and that it had all happened at the same time. However, they were looking to recruit these posts.</p> <p>FV informed that they were receiving good support from HIE on how they can be more joined together in how they work with stakeholders and Social Enterprises. Support was being provided on how to structure this.</p> <p>FV informed the group that the tsiMoray AGM was on 2 October at 1730 hours.</p> <p>Also the Social Enterprise Impact Awards were being held on 6th October 2017.</p>	

<p>AOCB</p> <p>PH updated that the Federation of Small Business had shared on their website information about FLAG/LEADER.</p>	
<p>Meeting Closed</p> <p>AK thanked all for attending and closed the meeting.</p>	

Draft Minute Noted and typed by – DM 27 September 2017

Draft Minute Checked by – NM 28 September 2017