

Tyne & Esk Rural Communities Development Fund

Local Action Group Meeting

2 November 2022 (9.30am-12:30pm): Virtual Meeting by MS Teams

Members Present:

A McDonald (Chair); A Hastie (Vice Chair); J McMillan (ELC Elected Member); D Bowen (Midlothian Council Elected Member); S Poole (Independent/Business); H Smith (Community - North Berwick Area Partnership); L Wyper (Scottish Enterprise); C Brown (Third Sector), P Playfair (Independent/Business)

Members Apologies:

S Pettigrew (Edinburgh College)

Observers Present:

A Watt (Midlothian Council ED); L Kelly (MC Community Planning Partnership Rep/Midlothian TSI); J Baker (Lead Partner Rep); M Allan (East Lothian TSI)

In Attendance

J Adamson (CLLD Officer)

AMcD welcomed everyone to the meeting and asked all to introduce themselves.

AMcD introduced and welcomed JA as the newly appointed Community Led Local Development Officer (CLLD), who will officially start on 7th November 2022

There were no Declarations of Interest. Confirmed the meeting was quorate.

AH and HS attended Susan Smith's funeral on 1st November 2022. A vote of appreciation was given to Susan for all the work she had done over the years for Economic Development in East Lothian but also Susan's support and encouragement for the LEADER programme, staff and LAG.

Minutes of previous meeting (5th October 2022). **Approved.**

Matters Arising From Previous Minutes

Legal and Incorporation Structure

AH had distributed an email from Brodies Solicitors, the lawyers who had been on the SG/Inspiring Scotland panel of 'experts' on this topic requesting they provide a quote for advice on the options and drafting a Constitution/Articles that could (1) be capable of achieving charitable status and (2) could be set up as an 'arms length' company.

The quote was between £3,000 - £3,500 (exc VAT)

For the LAG to change to a charity in the future this process could take the Office of Scottish Charities Regulator (OSCR) up to six months to process.

Action:

- LAG delegated AH authority to instruct Brodies Solicitors
- LAG approved up to £5,000, from the animation budget to cover the Solicitors costs
- Quorum of approval

1 CLLD Programme – Governance Matters

1.1 JB to follow up securing approval from the Lead Partner (ELC) for the Memorandum of Understanding. **Action: JB**

1.2/ 1.3 AH to re-circulate copies of (1) Memorandum of Understanding; (2) Register of Interests and (3) Group Protocol. All LAG Members (only) must sign and return (2) and (3) to her. **Action: All**

2 New CLLD Programme 2022-23

2.1/ 2.2 Staffing: JA has been appointed as the CLLD Officer and officially starts on 7/11/2022. AH thanked SP, LW and Angus & Scottish Borders CLLD who helped with the construction of the application and guidance.

Action: AH will have a handover session with JA

2.3 AH had a meeting on 31/10/2022 with Ewen Lamont regarding the new website. Email and several pages are ready. The new website will go live on 02/11/2022

www.tyneesk.co.uk

Note: The old website will continue to be live due to minutes, etc needing to be kept public. This will become: www.tyneesk.co.uk/leader

- LAG scoring forms/ system will be on the website
- LAG members will login to the website and will be able to vote for the projects. This is similar to how LAG members voted on LEADER applications
- Calendar on website:
LAG members will be able to confirm attendance at meetings
Calendar will show site visits, notifications will also be sent out

Action:

- AH and JA to discuss technical system re LAG voting and scoring
 - AH and JA web training with Ewen Lamont on 10/11/2022

It was agreed to discuss subject 5 before the break

5 Sub Groups

It was agreed to continue having sub groups within the LAG to allow business to move forward at meetings. The sub group business could be via virtual or email exchange. Groups would consist of 4/6 LAG members/observers

Sub Groups:

- *Governance:* It was suggested that DB would be beneficial on this group with his legal background.
- Appeals/ Complaints: procedures/processes would remain the same as previous LEADER – currently on website but to be amended.
- Co-operation: Scottish Government would like these projects to happen in the future. Tyne Esk and Scottish Borders have discussed co-operating on a project. This would be for a future CLLD programme not the 2022/23.

Action:

- **AH currently assessing complaints and appeals forms from previous LEADER Programme**
 - **JA to email LAG and Observers to ask them to join a sub group**

3 Break

4 Projects

4.1 Draft Application Form and Guidance for Applicants

- LAG to alert applicants that the Programme will go live on 7/11/2022. Use networks e.g. Economic Development to circulate to businesses, on Council website, Locate in Midlothian etc
- LAG will score on the website
- LAG meeting 7/12/2022 to discuss applications and approve grants

Action:

JA to complete a Doodle Poll re meeting date as not all LAG members can attend 7/12/2022

- Offer letters to approved Projects will be sent out after the LAG meeting.
- Key Dates have been set by the Scottish Government. These cannot be changed
- CB and LK highlighted there could be an issue with revenue project spend and key dates.

Action:

JB to discuss with SG re revenue dates for project end claims

- Encourage people to look at the Guidance, especially for section 3 of the application
- Finance will be for 'new' projects. Can be continued projects e.g. extra hours for a member of staff to do additional work in a CLLD area
- Waiting for a licence for the Social Value Engine, Will seek update from Lynn Douglas (Manager of CLLD, SG). Training is meant to be given also.

- **Action:**

- **JA to discuss with SG licence/training for Social Value Engine**

Application Amendments:

Section 3.4

Amendment: LAG agreed to change section to:

Add weblink for Fair Work to Young Person's Guarantee, Green Skills and Fair Work

Section 4.2

Discussion regarding the condition that management/overhead costs should not exceed 4% of the costs. It was felt that to increase the percentage would assist projects because of the short time scale

Amendment: LAG agreed to change section to:

management/overhead costs should not exceed 15% of the costs.

Section 4.3

The LAG asked why there was a capital restriction of 30% of the total costs. AH advised this was a SG restriction

Section 5.1

Discussion regarding the declaration:

"I confirm that we will deliver our work in line with Scottish Government Fair Work First principles"

Amendment: LAG agreed to change section to:

I confirm that we will deliver our work in line with Scottish Government [Fair Work First](#) principles if relevant to the activity

Data Protection Statement (DPS)

Discussion regarding how there are three organisations involved (SG, ELC and LAG) do you need all within the DPS?

Amendment: LAG agreed to change section to:

Include LAG in the third paragraph re ELC contractor.

Action:

JB will seek advice from ELC

AH is attending training on DP and will ask advice

Section 6

Amendment: LAG agreed to change section to:

“Building Projects/ Evidence of Statutory Regulatory Requirements” heading to
“Statutory Regulatory Requirements”

Action:

JA will do a technical check on this section

Guidance Amendments:

Amendment: LAG agreed to changes on Pg3 and 4

- Text “excluding eligible area” to be in bold
- Phone number to be taken out
- Text “The decision of the LAG is final” to be in bold

Section 4.3

Amendment: LAG agreed to change the following:

- Expenditure prior to 07/11/2022 not 01/11/2022
- “more than 20% of total project costs spend on professional fees” is to be deleted. It was agreed that this could be confusing for Projects as “professional fees” isn’t fully explained

Action:

**AH and JA to discuss what a professional fee is e.g. legal and architect
100% funding for a feasibility study**

HS asked if it was possible for a project to apply for a Capital and Revenue project, instead of a combined project to allow them not to have the 30% cap on capital within a combined project?

Action:

AH and JA to discuss wording for this

Data Protection Statement (DPS)

Discussion regarding how there are three organisations involved (SG, ELC and LAG) do you need all within the DPS?

Amendment: LAG agreed to change section to:

Include LAG in the third paragraph re ELC contractor.

The Tyne Esk LAG gave approval for the application and guidance with the amendments discussed within the minutes. Quorum of approval

4.2 LAG process for approving Projects

- All on website. Scoring sheets, etc
- Applications will be loaded on to the website
- ONLY LAG will score
- Website is protected and password access only
- As applications are received they will be added to the website to allow scoring

Action:

AH will alert LAG Members when this is live. If they require a new password they will contact AH

AOCB

- SG Queries re LEADER Projects/ AH has been in correspondence with SG regarding logo usage. A Watt (MC) has been given the job of following up this issue. AH stated that in LEADER Guidance there is no statement regarding time scale that logos must be shown and all websites are not relevant to a Project.

Action:

AH will follow up with AW

- LAG spending: AH discussed an idea regarding a collaboration with the East Lothian Rural Economy Group to take forward an Agri Tourism Diversification Event. This could be a Tyne Esk event involving Planning from ELC and MC, food supply chains, previous applicants, energy and short term licensing discussion.

The event would be hosted Jan/Feb 2023

- If the budget has not been spent/ allocated the LAG must inform the SG by the end of January 2023
- Vote of thanks to AH, SP and ShP in developing the Application Form and Guidance.

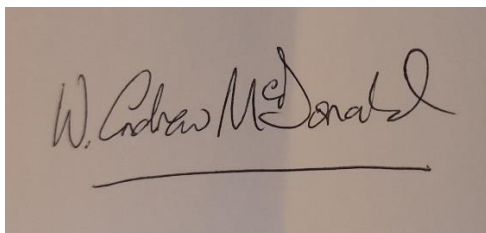
DONM

7th December in person with a Christmas lunch. Some members are unable to attend on this date.

Action:

JA to complete a Doodle Poll re meeting date as not all LAG members can attend 7/12/2022

Time Attendees Left The Meeting	
J McMillan	09:51
M Allan	10:20
A Watt	11:00
J Baker	11:30



21/11/2022