

Kelvin Valley & Falkirk LEADER LAG Meeting
Tuesday, 11th Aug 2015 at 10.00 am @ New College Lanarkshire: Kirkintilloch Campus

Present:	Ian Howarth (Chair) Robert Hunter Mike Ewart Paul Carter Frances Toner Jim O'Donnell Ellen Archibald Ian Jarvis David Tollick Jimmy Hyslop Katie O'Donnell	Falkirk Community Falkirk Community CSGNT Kilsyth & Villages Community Forum East Dunbartonshire Council New College Lanarkshire North Lanarkshire Council Friends of Kelvin Valley Falkirk Council SNH Scottish Waterways Trust
Apologies:	Karen Herbert Frank Beattie	Falkirk & District CVS Scottish Enterprise
In Attendance:	Liz Buchanan Emma McMullen Anne-Michelle Ketteridge	Visit Scotland KVF Development Officer FVL LEADER

Item No.	Subject	Action By
1	<p>Welcome & Apologies</p> <p>Ian Howarth, Chair opened the meeting and informed the members present that he had received news that Frank Beattie from Scottish Enterprise was recovering well and hoped to return to work sometime soon. The LAG offered their best wishes to Frank on a speedy recovery.</p> <p>Apologies were accepted from Karen Herbert.</p>	
2	<p>Presentation by Inner Forth Landscape Initiative</p> <p>Ian Howarth introduced Kate Studd from the Inner Forth Landscape Initiative (IFLI). IFLI is a Heritage Lottery Funded partnership scheme. It operates in the Upper Forth area of the River Forth. Partners to the scheme include RSPB, SNH, Falkirk Council, Clackmannanshire Council, Central Scotland Green Network Trust, Historic Scotland, Stirling Council and Sustrans. The Inner Forth area is a varied landscape.</p> <p>There are 50 projects under four different themes:</p> <ul style="list-style-type: none"> • Conserving and restoring; • Recording and celebrating; • Exploring and learning; • Skills and training. <p>These themes were set by HLF. There are new themes for new</p>	

applications through HLF: around 6 or 7. These are on the HLF website.

IFLI has a Board, steering groups and working groups. They have generated £1.5m in match funding from partners. They commenced the application process at the start of 2011 and started delivering the four year programme in May 2014. Funding was provided by HLF for a development stage. It took three years to build up the initiative and application, but this resulted in a very strong partnership. They have had less capital projects in the first year as a result of the lead-in time, but these are now progressing.

Questions and answers:

Q: Does having RSPB as the lead organisation help due to the scale of the organisation?

A: IFLI benefits from a cashflow point of view due to receiving funding retrospectively from HLF. Many landscape partnerships are led by local authorities. AMK noted that SNH is involved at the Carse of Stirling.

Q: Were the 50 projects decided up front?

A: There is a two-stage application process. Stage 1 involves selling the landscape, the need and the partnership and outlining an idea of the projects. However, budgets need to be set at this stage. The development year adds detail to the plans and flexibility can be built in to decide on plans later on, however with the budget being set in Stage 1, you need to have an idea of the projects that will be included. RSPB defined the intervention rate for the whole Initiative at 49%. This is not the HLF rate. In kind and voluntary time is allowed.

Q: Does the intervention rate carry through into the individual projects?

A: IFLI tries to implement this but it is not an HLF requirement.

Q: What skills and training projects have there been?

A: They have worked with Falkirk Council Employment & Training Unit to place trainees on IFLI sites. The ETU provides trainees and supervisors. Training Tomorrow's Talent: 10 trainees were placed with IFLI and partners. This lasts for one year and trainees receive the national minimum wage and a training allowance. They have also worked with Clackmannanshire Council ETU. They have also done some information training provision for local heritage groups.

Q: What about match funding and the role of LEADER?

A: LEADER was essential to the development of the programme as it is difficult to obtain development funding. You need to have a good idea of where the match funding is coming from and year 1 can't start

without match in place.

Q: How will the programme continue after the end of the HLF funding?

A: They can't apply for another HLF grant. They are considering setting up a community interest company or legacy group.

3

Previous minutes and matters arising

The Chair took the previous minutes (June 3rd LAG meeting) page by page (6 pages) and requested a proposer and seconder that they represented a true and accurate record of proceedings.

Proposed Paul Carter and seconded by Jim O'Donnell

4

Programme approval update: SLA, LDA and MoU

Falkirk Council have approved the Service Level Agreement (SLA) and are now formally the responsible body for the KVF LEADER Programme.

The Scottish Government intend to meet with all SLA signatories to address what is expected of them, responsibilities, give feedback, refine Business Plans and discuss the "Toolkit". Attendees for KVF LEADER will report back at the next LAG Meeting.

The Scottish Government have expressed that it is advisable to have a Memorandum of Understanding (MoU), which illustrates who does what. DT will circulate a draft MoU to the LAG.

DT

LDS is to be discussed with the Scottish Government and refined.

EMcM

5

LAG Recruitment and LAG Member Training

4 applications were submitted by potential new LAG Members. Ian Howarth, Robert Hunter and Ellen Archibald met as a sub group to review the applications. It was unanimously agreed to adopt Liz Buchanan onto the LAG and Ian Howarth welcomed Liz as a full member.

The remaining applicants' skills and experience was discussed and it was agreed that all three applicants be invited to attend the next LAG meeting.

EMcM

6

Programme Administration Arrangements; Draft Programme Budget, LEADER Staff Team, Grant Programmes

A draft programme budget was compiled and circulated by Emma previously. Budget was approved by LAG.

Required roles were discussed including; F/T Project Manager, F/T Development Officer, F/T Admin Officer and possibly a P/T Rural Development Officer (where a budget for this role comes from is TBC). Programme Manager post is to be advertised and is expected to be posted internally first (via Falkirk Council) next week.

DT

All other posts will be dealt with after a Programme Manager is in place.

The LAG agreed that negotiations should begin between KVF LEADER and Forth Valley LEADER regarding Emma's contract, which ends at the end of August. The LAG would ideally like to extend the contract to November and to have a four week handover period with the new Programme Manager.

DT/IH

The LAG discussed the possibility of delivering the Rural Development Post across multiple LEADER areas as a project, rather than staffing. Forth Valley LEADER (FVL) and West Lothian LEADER (WLL) LAGs have been approached. WLL are considering administering this differently. The LAG would like discussions with FVL to continue in order to explore this possibility further.

A minimum grant award of £5,000 and a maximum grant award of £125,000 were agreed by the LAG. An average intervention rate of up to 50% will usually be applied (at the discretion of the LAG).

7

LEADER Launch Event

Event to take place Thursday 29th Oct at Colzium House
4pm-9pm – LAG Members/ 5:30pm-8pm – Community Invites

Publicity leaflets, pop-up banners etc. to be sourced. Menu #4 was chosen from selection circulated with drinks (non-alcoholic) to be ordered for Launch.

EMcM

The LAG agreed it would be beneficial for event attendees to be able to discuss potential projects with LAG Members at the event.

8

Website

Website information to be circulated by e-mail by EMcM following the meeting.

EMcM

9

Consultancy Support Contract (update)

Circulated previously and discussed under Item 6.

10

AOCB

Ian Jarvis will add LEADER launch event info onto the Friends of Kelvin Valley website. **IJ**

Ellen Archibald mentioned the possible benefits of using Event Brite for the Launch event. LAG happy for this to be used for the invite/RSVP process.

David Tollick mentioned an upcoming event that may be of interest to LAG Members. Dumfries & Galloway's LEADER Day of the Regions Celebration Event information to be circulated to the LAG. **EMcM**

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DONM

Wednesday 23rd Sept @10am at New Port Downie building, Falkirk Wheel