

**Kelvin Valley & Falkirk LEADER LAG Meeting
June 10th 2014 @ 10am, Sealock House, Grangemouth**

Present:	Ian Howarth (Chair)	Falkirk Community
	David Greer	North Lanarkshire Council
	Frances Tonner	East Dunbartonshire Council
	David Tollick	Falkirk Council
	Jim O'Donnell	New College Lanarkshire
	Robert Hunter	Falkirk Community
	Frank Beattie	Scottish Enterprise
	Katie O'Donnell	Scottish Waterways Trust
	Paul Carter	Kilsyth Community Forum
	Ian Jarvis	Friends of Kelvin Valley Park
	Karen Herbert	CVS Falkirk
	John Kelly	EKOS

Apologies: Jimmy Hyslop (SNH) & Mike Ewart (CSGN)

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1 Welcome and Apologies

Ian Howarth welcomed everyone as new LAG Chair. Meeting passed to John Kelly to discuss revised LDS and Business Plan.

2 Revised LDS

Short discussion was held regarding revised LDS and feedback. However, in order to allow meeting to focus on developing Business Plan, it was agreed that comments on the LDS revisions would be sent to David Greer by Tuesday 24th June and that these would be collated and forwarded to EKOS to allow the LDS to be finalised.

3 Business Plan

It was agreed that the note on the Business Plan requirements previously e-mailed by John Kelly should be discussed on a point by point basis.

Structure: it was agreed that the LAG operating structure would be heavily dependent upon type/level of grant awards. It was agreed that two types of grants should be awarded – one 'fast track' grant award (£5,000-10,000 grant size) to support community activity and one larger award (£10,000 - £200,000 grant size) to enable more strategic schemes to be supported. It was agreed that no allocation should be set against either grant award at this stage but that the LAG should look to support a minimum number of larger scale projects (suggested a minimum of four £100,000+ awards) to meet programme objectives to fund more strategic interventions.

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	<p>It was proposed that no sub-groups should be formed at this stage but that all LAG members should score all applications (although noted that a fast-track electronic approval process would be required for the proposed small grant scheme).</p> <p>It was noted that the organogram should show potential reporting links to CPP structures as this was part of Scottish Govt. requirement for LAG.</p> <p>LAG Membership: It was agreed that a skills assessment should be prepared to identify any 'skills gap' for the LAG. Once complete, it was agreed that identified individuals who could address any skills gap should be formally invited to join the LAG. It was agreed that there should not be an 'open call' for new members.</p> <p>Decision Making: It was agreed that the decision making processes in last programme worked reasonably well but that formal procedures would be required for proxy and 'fast track' voting.</p> <p>Staffing & Resources: It was agreed that, given anticipated level of grant award, the Business Plan should highlight the need to employ a minimum of 2 'full time equivalent' staff to provide financial admin, development and project support (details of job roles/requirements, working patterns, hours etc. to be agreed). It was also proposed that new LAG members may require some training and that the LAG should look to source and adapt induction handbooks held by other LAGs.</p> <p>Project Selection: noted that the LAG is awaiting guidance from the Scottish Govt.</p> <p>Financial Plan: it was noted that there was a requirement to allocate LEADER funding across identified programme measures – agreed at this stage to do this equally but identify need to be flexible in Business Plan so that this can be adapted as necessary. It was also identified that there was a need to undertake further development work to identify/discuss programme with potential key match funders. Lastly, it was proposed that the three member LAs could provide loan funding to support a revenue budget to address cash flow issues for small projects (LA officers to scope potential funding support for this).</p> <p>Communications & Engagement Plan: noted that the LAG is awaiting guidance from the Scottish Govt. but highlighted by Karen Herbert that any process should be in accordance with National Standards for Communication & Engagement.</p> <p>Monitoring & Evaluation: noted that the LAG is awaiting guidance from the Scottish Govt.</p>	
4	AOCB	
	<p>David Tollick highlighted that a positive meeting had been held with Scot. Govt. and likely that funding would be made available to continue to develop the KVF LEADER Programme between June</p>	

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(when current budget ends) and December. David agreed to compile table of outstanding works/action plan and circulate for agreement/comment and feedback from LAG members on how gaps can be addressed.

It was also highlighted that where possible, inclusion of sensitive information should not be included in LAG minutes in case this gives rise to future programme issues.

5**DONM**

Monday 11th August, 10am – North Lanarkshire – Venue TBC

Monday 15th September, 10am – East Dunbartonshire – Venue TBC