

WEST LoTHIAN LEADER PROGRAMME



Local Action Group - Minutes of Meeting

Time / Date: Tuesday 24th May 2016
Location: West Calder Community Centre

NAME	ORGANISATION	✓		NAME	ORGANISATION	✓	
Alan Riach	Scottish Beekeepers Association	✓	N	Fraser Falconer	Linlithgow Community Development Trust	✓	N
Ally Aiken	Beechbrae Orchard	✓	N	John Jackson	Police Scotland	X	S
Andy Gibbs	Land Manager	✓	N	Karen McGhee	CAB	✓	N
Brenda Cummings	West Lothian Chamber of Commerce	X	N	Kerry Barr	National Farmers Union Scotland	✓	N
Bruce Fairbairn (Vice Chair)	West Lothian Financial Inclusion Network	✓	N	Bridgette Patterson	Voluntary Sector Gateway West Lothian	X	N
Carol Campbell	Central Scotland Green Network Trust	X	N	Janice Winning	Scottish Natural Heritage	✓	S
Councillor David Dodds	West Lothian Council	X	S	Rob Pooley	West Calder and Harburn Community Development Trust	✓	N
Des Martin (Chair)	Scottish Rural University College (Oatridge Campus)	✓	S	Robert Russell	Fauldhouse Community Development Trust	X	N
Eric Burton	Stoneyburn Future Visions Group	✓	N	Sheila Fraser	Sheila Fraser Associates	✓	N
Frank Beattie	Scottish Enterprise	✓	S	Simon Amor	Forestry Commission Scotland	X	S
George Hipwell	D R Rural	X	N	Tony Foster	Kirknewton Community Development Trust/Visit West Lothian	✓	N
George Hotchkiss	West Lothian College	✓	S	Vacant			
Kat Purser	LEADER Co-ordinator	✓	L	Kenny Wheeler	West Lothian Council	✓	L

S = Statutory body (Public) N = Non Statutory Body (Private) L = LEADER Team (does not count towards quorum)

Quorum requirements must be met before any meeting can go ahead or any decisions be made.

All LAG members to have completed the Register of Interests and declared their interest in any agenda items.

	Required	Actual
Minimum LAG members	9	15
Maximum public authority	49%	20%
Maximum single interest group members	49%	13%
Maximum of either gender	66%	66%

Interest declared? No

Are quorum requirements met? Yes

1. Apologies

Brenda Cumming
Carol Campbell
Simon Amor

George Hipwell
David Dodds
Robert Russell

2. New Members

Introductions for:

Ally Aiken – Beechbrae Orchard
Karen McGhee – Citizens Advice Bureau
Fraser Falconer – Linlithgow Community Development Trust
Janice Winning – Scottish Natural Heritage

Bridgette Patterson will be replacing Margaret Clarke (VSGWL) as of June 2016

3. Minutes and Action Points from 16th February 2016

KP (Kat Purser) to check if evening meetings are still necessary and or suitable for LAG members.

Minutes agreed by Eric Burton, seconded by Rob Pooley.

4. Project Scoring Workshop

KP: Once the LARCS system is up and running applicants will complete forms online.

Scoring worksheet was looked at (LAG Administration - '2016-05-16 – LAG Scoring Training – LEADER').

Scoring will be completed offline and the scores and outcome of the assessment meeting will be uploaded to LARCS.

The LAG looked at the scoring matrix produced by the government. Various options were discussed from changing the 1-3 score to 1-10. A higher weighting for the 'Strategic Fit' was mooted but it was decided that eligibility checks will ensure every project fits with the development strategy and there was therefore no reason to give this section a higher weighting.

The number of criteria (16) was considered high and that changing scores to 1-10 would be too much if there were 16 criteria. Discussion was had as to whether any criteria could be removed or merged. It was decided that although there may be some overlap it would be useful to keep all 16 criteria.

It was decided that the LAG would not make any changes to the scoring at this stage but wait and see how it well it works.

KP stated that once an application is received she would set up workshops for the LAG to try out the scoring.

5. Data Protection Presentation

KP outlined the principles of data protection (see LAG Administration '2016-05-20 - LAG - Data Day Hygiene Quiz – LEADER'). LAG agreed to watch the short film on data protection in their own time and complete the quiz and return a signed copy to KP.

6. Expressions of Interest

The LAG began looking at the EoI forms but concluded there was not enough information in them to make decisions as to whether the projects could proceed to application. FB (Frank Beattie) said the Scottish Borders have a longer form they are asking applicants to fill in. KP suggested she devise a more comprehensive form and send it round the LAG for approval before asking applicants to complete it.

7. Subgroups

KP: Annual Focus subgroup has not yet taken place due to busy schedules and sickness. KP to rearrange.

Volunteers for Farm Diversification and Rural Enterprise subgroup: Frank Beattie, Des Martin, Bruce Fairbairn, Kerry Barr, George Hipwell, Brenda Cummings. Andy Gibbs to act as a

reserve and be kept informed. KB (Kerry Barr) suggested that the group may want to invite additional external members for greater expertise. KP said it was entirely up to the LAG if they wanted to do this.

DM (Des Martin) noted the Rural Enterprise Officer has been advertised. He also noted that a meeting with Forth Valley and Clyde Valley and Falkirk Leader groups who were keen on sharing resources in this area.

8. AOP

KP asked if the annual focus should be on a calendar or financial year basis. Consensus was it should be calendar.

Annual Focus for 2017 was discussed and agreed that it should align with Scottish Government and Visit Scotland's focus on History, Heritage and Archaeology.

KP informed the LAG that due to the contractors workload they have not started on the website but it would be under construction soon. TF (Tony Foster) suggested getting Facebook and Twitter up and running. KP indicated that she did not have time to do this right now. TF offered to do it instead.

KP said that she hoped to start looking at a programme of events soon and asked for suggestions or events we could have presence at to be put forward. TF said there is a Development Trust meeting in June in Fauldhouse. KP to seek an invite.

An ICT subgroup was suggested. KP said it might be worth waiting until the administrator post was filled as updating social media would be part of their remit.

9. AOB

KP said she had been contacted by Rachel White of Scottish Land and Estates who would like to join the LAG but said if we already had members in the LAG there might not be a need. AG (Andy Gibbs) said he was a member. KB said she worked closely with her but suggested they might want to call on her expertise for the Farm Diversification and Rural Enterprise subgroup.

10. Date of Next Meeting

18.00 – 20.00 (TBC), Wednesday 17th August

Venue to be confirmed

Prepared by [Signature] 17th August 2016
seconded by Alan Riach 17-8-16

Actions and Decisions

Item number	Action	Responsibility	Date completed
3	To check if evening meetings are still necessary and or suitable for LAG members	KP	26/05/2016
4	Scoring workshops to be arranged once a full application is received	KP	N/A
5	To watch Data Protection short film, complete quiz and return to KP	LAG	Check at meeting
6	To devise a more comprehensive form for enquiries and send to LAG for approval	KP	26/05/2016
7	To make further suggestions for information needed on form Subgroup meetings to be organised	LAG	26/05/2016
8	West Lothian Leader Facebook and Twitter accounts to be started Suggestion for events to be held or ones to have presence at To ask to attend Development Trust Meeting in June	TF	01/06/2016 & 06/06/2016
9	Revisit suggestion for ICT subgroup once administrator in post To find out if earlier time slot for next meetings preferred and confirm venue	LAG KP KP KP	01/06/2016 26/05/2016

Item Number	Decisions
4	The LAG agreed not to change the scoring or weight criteria at this stage
8	Annual focus to be on calendar year basis 2017 focus to be 'History, Heritage and Archaeology'