

# WEST LoTHIAN LEADER PROGRAMME



## Local Action Group – Working Group Session

**Time / Date:** 09:00 – 12:00 noon/Friday 24<sup>th</sup> February 2017

**Location:** Howden Park Centre, Livingston

NAME	ORGANISATION	✓		NAME	ORGANISATION	✓	
Alan Riach	Scottish Beekeepers Association	✓	N	Kerry Clark	National Farmers Union Scotland	X	N
Andy Gibbs	Land Manager	X	N	Janice Winning	Scottish Natural Heritage	✓	S
Carol Campbell	Central Scotland Green Network Trust	✓	N	Robert Russell	Fauldhouse Community Development Trust	✓	N
Councillor David Dodds	West Lothian Council	X	S	Sheila Fraser	Sheila Fraser Associates	✓	N
Des Martin (Chair)	Scottish Rural University College (Oatridge Campus)	X	S	Tony Foster	Kirknewton Community Development Trust/Visit West Lothian	✓	N
Ally Graham	Beechbrae Orchard	X	N	Jon Iles	Forestry Commission Scotland	X	S
George Hotchkiss	West Lothian College	X	S	George Hipwell	D R Rural	X	N
Frank Beattie	Scottish Enterprise	X	S				
Dave Greaves	West Lothian Council	✓	L				
Kat Purser	LEADER Co-ordinator	✓	L	Susan Hamilton	LEADER Administrator	✓	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	6
Maximum public authority	49%	
Maximum single interest group members	49%	
Maximum of either gender	66%	

Interest declared? N/A

Are quorum requirements met? No

**Note:**

Due to the meeting not meeting quorum requirements the decision was taken to go ahead with an informal discussion of matters arising with suggestions to be put forward to the full LAG via written procedures. **Minutes and Actions to be approved by LAG before taken forward.**



## 1. Apologies –

Andy Gibbs, Kerry Clark, George Hotchkiss, Frank Beattie, Des Martin, David Dodds, George Hipwell, Ally Graham and Jon Iles

## 2. Minutes and Action Points from 03/11/2016

Vice chair to be nominated after recruitment of new LAG members, carry forward to next LAG meeting.

It was suggested that we require 4 or 5 new LAG members.

## 3. Nominations for Vice Chair

Please see note above.

## 4. LAG Member Recruitment

- KP meeting West Calder and Harburn CDT on 01/03/2017 to discuss membership.
- Email sent to Stoneyburn and Bents Future Vision Group but as yet no response.
- DG to promote membership at Key Community Organisation Group meeting on 28/02/2017.
- Posters promoting Leader and seeking new members have been ordered.
- Publicity to be arranged showcasing Almond Valley award. Will be used to publicise scheme and invite new members.

Robert suggested contacting Julie at Fauldhouse CDT as she may have another contact for Stoneyburn & Bents Vision Group. Promotional posters are on order and email all CDT's in general too. Please see list below of potential organisations to contact for LAG membership

- LUCS
- Voluntary Sector Gateway West Lothian
- Hopetoun – Donald Noble
- Winchburgh CDT
- West Lothian wide credit union – Blackburn/Seafield
- Wider local businesses
- Community Groups
- Women in Business coffee morning (usually last Thursday of the month)
- West Lothian Rotary Clubs

## 5. LEADER Staff Recruitment

Update from DG regarding full time Rural Enterprise Officer role. DG advised a recruitment advert will be on My Job Scotland website in the next 2 months. After discussion it was suggested that the advert could also be put on Good Moves (charity & voluntary sector recruitment website). DG to check with HR on advertising externally out with My Job Scotland. Ideally the temporary contract would be till March 2019.

Recruitment advert email out to SRN, NFUS, SRUC, advert on our Twitter and Facebook accounts. Contact previous members and ask if they wish to re-join as we are now in a position to bring feasible projects through for consideration of approval.

## 6. LDS Update and Rural Enterprise Plan

LDS and Enterprise Plan sent to LAG on 14/02/2017.

Changes to be discussed and a poll after meeting to confirm changes.

Key changes are:

- Change to quorum: To discuss - Due to difficulties gaining enough numbers at meetings we are suggesting reducing the quorum. The minimum number required by the government is 5 LAG members **p59**
- Change to gender balance **p52**
- Delegated powers and quorum for Rural Enterprise Subgroup **p54**
- Appeals and complaints process **p22-23 of General Applicant Guidance Version 4 (24/02/2107)**
- Change request procedures **p62**
- Written procedures for decision - **suggested changes to be added to p54**
- Rural Enterprise Plan

After discussing the above changes the following suggestions were made:

- The quorum for future LAG meetings to be changed from 9 to 7.
- Gender balance requirements for quorum to be dropped as it can be a barrier to recruitment. However, a gender balance should still be pursued but not be a bar to people joining.
- Approval of Rural Enterprise projects to be decided at a full LAG meeting.
- Appeals procedures. Due to limited staff resources and the need for a good knowledge of LEADER procedures it is suggested that an agreement be made with neighbouring LAGs to review each other's appeal cases.
- AB & a LAG chair will review appeal.
- Change requests to be amended only minor and major with 4 weeks to be increased to 6 on minor changes.
- Written procedures – As discussion can be key to decision making, project

assessment should not be carried out via written procedures. In exceptional circumstances LAG meeting to be rescheduled.

- Rural Enterprise Plan: Approval of projects to be full LAG. Food and drink figures to be added as well as a section on isolation as a significant challenge in addition to technological difficulties and skills set.

## **7. Annual Operating Plan and Annual Focus Subgroup**

It is suggested due to the nature of the two projects already awarded and projects in the pipeline from Visit West Lothian, a co-operation project based around the Union Canal and the Annet House Relocation project, that the LAG may want to change this year's focus to attract projects from another priority area.

Targets for this year to be set in AOP.

After discussion continue with current annual focus but to target community groups. Targets to be suggested and sent via written procedures as above.

## **8. Project and Enquiries Update**

Change Request for Oils Shale Discovery Space:

Robin Chesters' had submitted a change request to move of funds between budget headings. Due to insufficient supporting evidence the request has been returned. Once evidence has been provided the LAG will be asked to log on to LARCs to view the request and submit their response.

LUCS Update:

The boat builder, Elton Moss, who had been selected for the lowest quote is seeking an additional £30-40,000 to meet with Marine Coastguard Agency (MCA) requirements for passenger craft (as opposed to recreational craft which was originally quoted for). The boat would be built in Czech Republic and MCA will need to make visits to check it meets with specifications, hence the increase in costs. LUCS have identified that the alternative quote from AL Gordon, although originally £15,000 more expensive than Elton Moss, will only require an extra £2,000 to meet MCA approval as it will be built in Falkirk. They will therefore be submitting a change request for an additional £17,000. Evidence that they have sort funding from elsewhere will be submitted with the request. If approved the builder can begin immediately and the boat should be in the water by July. A change request will follow.

- LUCS change request is a major change and will require full LAG approval.
- Almond Valley Heritage Trust is a major change and will require full LAG approval.
- Rural Enterprise and Farm Diversification: Pentland Produce and other rural products including food and drink within West Lothian to be targeted.
- Efforts have been made to ensure LEADER compliments other schemes and initiatives in West Lothian, e.g. community planning, regeneration. KP/SH to reinstate meeting which were held last year with Martin Thompson, Community Regeneration and Community Planning.

- It was suggested that the difficulties faced by small communities in implementing project is down to a lack of resources and that rather than focussing on building capacity in these groups we should be supporting/funding project managers to deliver on physical projects that can be seen as beneficial to rural communities. KP to discuss at meeting regarding Village improvement fund and with WLSN who are discussing a capacity building project with local CDT's.

## 9. Any Other Business

CC asked regarding charities with members over 50. The micro and small businesses is based on number of employees.

General Applicants Guidance version 4, published 5<sup>th</sup> January 2017.

LAG Project Assessment Guidance version 3, published 5<sup>th</sup> January 2017.

## 10. Date of Next Meeting – 08/06/17, 5.00pm – 8.00pm

### Actions

Item Number	Action	Responsibility	Date Completed
2	Recruitment of new LAG members	KP and LAG	
3	Election of Vice chair at next meeting	LAG	
6	Make suggested changes to LDS and Enterprise Plan and send to LAG for approval	KP	
7	Convene subgroup on History Heritage and Archaeology with focus on instigating small, community projects	KP/SH	
8	Reconvene meetings with community planning, regeneration and Business Gateway 3 <sup>rd</sup> sector advisor (Martin Thompson)	KP/SH	
8	Discuss the possibility of a project manager for CDT's and small community organisations	KP	

