**ARIA Fund LAG (A-LAG) MEETING**
**5th Oct 2022**
**9:30 – 11:30am**
**Virtual – MS Teams**

**Attendees**

| LAG Members | | | |
|---|---|---|---|
| **Non- Public Sector** | **Attended** | **Public Sector** | **Attended** |
| Jean Brown (JB) | X | Eddie Bulik (EB) | X |
| Kevin Brown (KB) | X | Sarah Baird (SB) | X |
| Barbara Conner (BC) | X | Bruce Davidson (BD) | X |
| Chris Campbell (CC) | X | Emma McMullen (EM) | X |
| Christine Cuthbertson (CCu) | | Jamie Tait (JT) | X |
| Elaine Stewart (ES) | | | |
| Marie Oliver (MO) | | | |
| Jim Watson (JW) | X | | |

**LAG Advisors**
NA
**LAG Staff**
Angela Lamont, (AL), Co-ordinator
**Other**
NA
**Apologies**
Christine Cuthbertson (CCu)
Mike Newall (MN)
Marie Oliver (MO)

| | Actions |
|---|---|
| **Welcome/Introductions**<br>JW welcomed everyone to the meeting.<br><br>**Quorum**<br>The meeting had 10 LAG Members in attendance from a possible 13 so had the required 50% quorum. It had 50% public sector:50% non-public sector, so it was agreed if voting 1 public sector representative would abstain.<br><br>**Register of Interests**<br>AL reported she had received Register of Interest forms from all LAG Members apart from JT. He said he would complete it following the meeting. AL said the register of interest item would stay as a standing item on the agenda to record updates as the fund progressed.<br><br>**Conflicts of Interest**<br>AL said an application by Radio City Association would be discussed later and asked if anyone had an interest. BC said she had worked with them previously but did not have an interest.<br><br>**Approval of Previous (24th Aug 22) Meeting Minutes**<br>The meeting minutes were approved.<br><br>AL ran through the actions: | JT to complete Register of Interest form |

**Continued**

- AL/JW to raise possibility of upfront payments to Lead Partners from 23/24 with SG later in 22/23. **Completed – SG reported Local Authority grants for all SG fund were paid retrospectively and this was unlikely to change**.
- AL/Project Officer to monitor projects split by area as they come in, to strive for fair split among LA areas. **Ongoing.**
- AL to provide key information on applicant accounts pre-assessment, and short training session for LAG on this, time permitting. **Important points on accounts to be noted in Technical Check. No time for training.**
- AL to pursue LAG Advisor representation for new priority themes, disability groups and groups from areas of deprivation from **autumn 22. Continued.**

**New**

- AL to seek written LAG approval on amending guidance to include continuing as well as new projects. **Completed.**
- AL to circulate 25th Oct 22 meeting to be held in person. **Completed.**
- BD/MN/JW to proofread applicant guidance ahead of fund launch. **Completed.**
- MN to return SG grant award letter. **Completed.**
- AL to send link to eligible area map for LAG to test. **Completed.**
- AL to investigate fillable PDF for application form. **Completed.**
- AL to amend application form and send to LAG for final approval. **Completed.**
- AL to revert to graphic designer for final changes to logo. **Completed.**
- KB/MN/JW to establish MoU/amend constitution in short life working group with deadline of mid-Sept 22. **Continued. Internal Audit action that the constitution and MoU are in place prior to allocation of grants.**
- LP representative's non-voting role on LAG to be made clear in constitution/MoU. **Continued.**
- AL to seek written LAG approval that register/conflict of interest process is sufficient to cover VASA/TACT sitting on LAG and providing Project/Claims Officer. **Completed.**
- AL communicate to VASA/TACT demarcation of ARIA/mainstay work, application confidentiality and to seek amended ROI form from BC/AMcW. **Completed.**
- AL to remove 'core functions' wording associated with statutory duties from guidance. **Completed.**
- AL to revert to EM with advice on CWB conference application running past LAG first. **Completed.**
- AL to send MS Teams invite for 5th Oct 22 LAG meeting. **Completed.**

1. **Updates**

- **New Funding Breakdown**

AL reported clarity had been provided by SG on the breakdown of the funding pot, as below:

| | £ |
|---|---|
| **Total Allocation** | £533,604 |
| **Capital – Max 30%** | £160,081.20 |

| | £ |
|---|---|
| **Revenue – 70%** | £373,552.80 |

| | £ |
|---|---|
| **Revenue – Staff/Resourcing – 15% of total** | £80,040.60 |
| **Revenue – Projects** | £293,512.20 |

The revenue slice for staffing gets taken off the revenue pot once capital has been allocated, not removed first as previously thought.  This gives a slightly greater allocation for capital projects and slightly less for revenue projects.

- **ICT**

AL reported that due to Information Governance intervention the fund would be run from South Ayrshire Council (SAC)'s systems after all, with SAC email addresses.  The fund files would be held on MS Teams which the LAG would have access to for project assessments. AL to send instructions on Teams access.

- **Social Value Engine**

AL reported this was a version of Social Return on Investment SG had bought licences to and which would be made available to all LAG areas for monitoring and evaluation. It would be a simplified version with training/support.

- **Ayrshire Tourism Representative**

AL reported they were struggling to recruit a new Ayrshire tourism representative following the resignation of Simon Huison-Crawfurd and sought suggestions from the LAG.  SB raised Ayrshire Chamber of Commerce and Federation of Small Businesses. AL to make contact.

*AL to send LAG instructions on Teams access prior to application assessment*

*AL to contact Ayrshire Chamber of Commerce/Federation of Small Business for replacement LAG tourism rep*

2.  **Final Document Agreement**

AL ran through the final fund documents which had been circulated before the meeting for LAG comments/agreement.  Agreement was reached informal without a vote. The documents were:

- Funding Agreement
- Claims Guidance/Change Request Policy
- Scoring Template
- Technical Check

Suggested amendments were made, eg: in the funding agreement, to ensure the term approved funding is used, points are clearer and more formal language is used.  The risk to applicants of withholding the final 25% was raised with capital projects. AL suggested this be reviewed in 23/24.

AL to make the changes and circulate to the LAG.

Further comments:
- **Change Request Procedure**

An agreement was not reached on this at the meeting. AL to circulate ideas and seek LAG agreement in writing.

*AL to make changes to final fund documents and circulate to LAG*

| | |
|---|---|
| • **Scoring Template**<br>AL suggested a good way to gather/assess scores anonymously was Survey Monkey, with a matrix criteria vs score given for each project on 1 survey. This had the added benefit of providing an electronic footprint, favoured by auditors. AL reported scoring would be open from 1pm on Thurs 27th Oct 22 and close at midnight on Mon 31st to allow for sufficient analysis ahead of the assessment meeting. 1 LAG Member requested the range of scores as well as average for each criterion.<br>• **Technical Check**<br>EM raised a potential misunderstanding of Community Wealth Building (CWB) when it comes to the technical check and LAG scoring. She offered training, and JW also raised the need for just transition to net zero training. The time issue prior to assessments was acknowledged, and an agreement was made to circulate a summary on each topic prior to assessments. EM and AL to action. | EM to circulate summary sheet on CWB and AL on just transition to net zero prior to project assessments |
| **3. Number of Projects/Applications**<br>AL raised an issue with staff resourcing: the 1.6 FTE provision was proving light for the number of enquiries/applications (especially since the 0.6 FTE was split between 2 officers, giving 1.5 days/week each) and raised concerns over what was manageable post-approval. The LAG said they did not want to put an upper limit on the application number at this stage. Possible suggestions for increasing resource were discussed, the most viable being use of LAG time. AL to circulate list of duties and table with space for LAG to indicate availability.<br><br>AL also said the applications would naturally be sifted at technical check, but raised the option of a staff sift for the LAG to set the criteria of. Ensuring a fair split between North, South and East Ayrshire had previously been discussed. The LAG said the preference was without a sift, requesting all applications passing technical check be presented to them. | AL to circulate list of duties for LAG involvement post-approvals & availability table |
| **4. Guidance on Project**<br>AL reported with the discussion in point 3 this item was not necessary. | |
| **AOCB & Next Meeting**<br>Date of next meeting – project assessment meeting on Wed 2nd Nov 22. To be held in person at SAC County Buildings, Ayr. | |

## Actions
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**New**
- JT to complete Register of Interest form.
- AL to send LAG instructions on Teams access prior to application assessment.
- AL to contact Ayrshire Chamber of Commerce/Federation of Small Business for replacement LAG tourism rep.

- AL to make changes to final fund documents and circulate to the LAG.
- EM to circulate summary sheet on CWB and AL on just transition to net zero prior to project assessments.
- AL to circulate list of duties for LAG involvement post-approvals & availability table

James Watson

LAG Chair