

MINUTES
THE NATIONAL LOTTERY COMMUNITY FUND
MEETING OF THE SCOTLAND COMMITTEE HELD ON
WEDNESDAY 20 NOVEMBER 2024 AT 11.30AM
AT BOARDROOM 4, THE SOCIAL HUB, GLASGOW & TEAMS

Present:

Kate Still	Scotland Committee Chair
Jackie Brock	Scotland Committee Member
Lindsay Graham	Scotland Committee Member (on teams)
Martin Johnstone	Scotland Committee Member
Janet Miles	Scotland Committee Member (on teams)
Aaliya Seyal	Scotland Committee Member
Naila Wood	Scotland Committee Member (items 1-12)

In attendance:

Nic Buckley	Chief of Staff (items 13-17)
Roddy Byers	Head of Funding
Liz Church	Director of People and Culture (items 13-17)
Richard Cook	Development Officer (item 6)
Rebekah Dundas	Senior Grant Making Manager (item 6)
Fiona Grant	Business Support Officer (Governance) (minutes)
Zaffir Hakim	Funding Officer (item 11)
Susan Johnstone	Development Manager (item 13)
David Knott	Chief Executive (items 13-17)
Lucy McDonald	Head of Knowledge & Learning
Rachel Mathers	Development Manager (item 6)
Neil Ritch	Scotland Director
David Sinclair	Head of Business Support
Landa Sullivan	Head of Communications & Engagement
Beatrice Thirkettle	Development Manager (item 13)

1. OPENING REMARKS

- 1.1 The Chair welcomed everyone to the meeting and noted the following:
- i. We will be joined later by Nic Buckley, Chief of Staff, Liz Church, Director of People and Culture and David Knott, Chief Executive

2 APOLOGIES FOR ABSENCE

- 2.1 There were no apologies for absence.

3 DECLARATION OF INTERESTS

- 3.1 There were no declarations of interest.

4 APPROVAL OF MINUTES OF SCOTLAND COMMITTEE MEETING HELD ON 2 OCTOBER 2024 (SCOTLAND COMMITTEE MINUTES 24/06)

- 4.1 The minutes of the Scotland Committee meeting held on 2 October 2024 were approved.

5 MATTERS ARISING

- 5.1 Members noted the feedback from Kate and Naila on the Board/Committee day held on 12th November. They highlighted that it had been good to have the opportunity to welcome the new UK Chair, Dame Julia Cleverdon to the Fund.
- 5.2 Neil informed the meeting that a young Committee member has been selected to join the Scotland Committee. This is part of Youth Voice and after they have received training from the Young Trustee Movement they will join the Scotland Committee in the Spring.
- 5.2 David gave an update on the recruitment of four new Scotland Committee Members. Members noted that we received 108 applications and are interviewing 15 candidates on 28th & 29th November.

6 YOUNG START PROJECT UPDATE (SCOTLAND COMMITTEE P24/45)

- 6.1 The Chair welcomed Rachel and Richard (along with Rebekah) to the meeting.
- 6.2 Rachel and Richard gave a presentation on the Young Start project highlighting the following:
- i. In the first year of the project the team have engaged with many colleagues at the Fund, third sector organisations, other funders and children and young people themselves
 - ii. Production has started on a youth led video and Young Start champion's pilot
 - iii. The team are currently undertaking a literature review looking at reports and engagements from the last three years to help inform the future plans for Young Start
 - iv. The team are making plans for a co-production pilot working with children and young people to start designing Young Start v3.0
- 6.3 During discussion the main points raised were:
- i. It was a very informative presentation
 - ii. There is huge expertise and learning in Scotland from organisations who work with and support children and young people that the team can utilise and build on as they continue to develop Young Start v3.0
 - iii. The Committee felt that it is important that the team make full use of existing data and research in shaping the next phase of Young Start
 - iv. It is important to consider what is proving effective in terms of action from previous reports and engagements with children and young people so that the result of their engagement can be evidenced and actioned
 - v. There has been ongoing contact with the Children's Commissioner's office about this work
 - vi. There is a need to ensure alignment with organisational policies and terminology applied as One Fund
- 6.4 The Committee noted the Young Start Project Year One Update report.
- 6.5 The Chair thanked Rachel and Richard for their helpful presentation.

7 COMMUNICATIONS REPORT (SCOTLAND COMMITTEE P24/47)

- 7.1 Landa introduced the paper highlighting the following:
- i. This has been a busy month for the team
 - ii. There were 58 motions laid in the Scottish Parliament following the latest funding announcement
 - iii. There was a good piece in the Daily Record celebrating one of the first groups to receive National Lottery funding 30 years ago and more recently a Community Led grant
- 7.2 Members asked about the Fund's approach to social media. Officers responded that the current approach is to engage more regularly on social media platforms such as LinkedIn but with some continued presence on X as this remains the preferred platform of certain stakeholders.
- 7.3 The Chair thanked the Comms team for their hard work particularly over the last few weeks.

8 DIRECTOR'S UPDATE (SCOTLAND COMMITTEE P24/48)

- 8.1 The Committee noted the Director's Update.

9 PLACE UPDATE (SCOTLAND COMMITTEE P24/49)

- 9.1 The Committee noted the place update and noted that it is interesting to find out the breadth of projects that are being supported.

10 OVERVIEW PAPER (SCOTLAND COMMITTEE P24/50)

- 10.1 Roddy introduced the paper highlighting the following:
- i. The current budget position
 - ii. The pipeline for Supporting Great Ideas
- 10.2 Members raised the issue of staff retention particularly among Funding Officers. They highlighted that it would be useful to understand what this means at an operational level. It would be helpful to have a better understanding of the reasons people have for leaving. Officers responded that we can share some learning with Committee at the next meeting in January 2025.

ACTION, Roddy

11 UPLIFT REQUEST - CEMVO (SCOTLAND COMMITTEE P24/51)

- 11.1 The Chair welcomed Zaffir to the meeting.
- 11.2 Zaffir gave an overview of the uplift request. The Committee commented that it was good to hear about the positive work that is happening and thanked Zaffir for his work with CEMVO.
- 11.3 After discussion the Committee agreed the uplift request of £40,926 to CEMVO.

12 UPLIFT REQUEST - THE ASTHMA & ALLERGY FOUNDATION (SCOTLAND COMMITTEE P24/52)

- 12.1 The Committee agreed the uplift request of £54,546 to the Asthma and Allergy Foundation.

The Chair welcomed David, Liz and Nic for the remaining items on the agenda.

13 NEW PROGRAMME IMPLEMENTATION UPDATE (SCOTLAND COMMITTEE P24/46)

13.1 The Chair welcomed Beatrice and Susan to the meeting.

13.2 Beatrice and Susan introduced the paper highlighting the following:

- i. The launch of the new programmes is taking place on 27th November at the Kinning Park Complex
- ii. Fairer Life Chances and Community Action, the two responsive programmes, will open for applications on this date
- iii. Staff training on enquiries and assessment will take place in December and January
- iv. The content for Strengthening Organisations has been signed off after customer testing; user testing will take place in January

13.3 At a separate session on 5th November the Committee met to discuss the open strategic funding programme and agreed:

- i. The focus of this programme is carers
- ii. The programme will fund projects making long term, transformational and impactful change for communities in Scotland who are most experiencing challenges
- iii. To delegate all further operational decisions in relation to the finalisation of this programme to Management Team Scotland

13.4 During discussion the main points raised were:

- i. The Committee are delighted with the amount of the work that the New Portfolio Development team has achieved in a short space of time
- ii. It has been an iterative process with Committee and colleagues from across the Fund
- iii. The team have undertaken a training needs analysis and they are working closely with the Knowledge & Learning and Learning and Development teams to help support staff's training needs
- iv. The Committee are undergoing change in and are in the process of recruitment
- v. Some initial training for Committee will take place in early January
- vi. The Committee would like to support and be involved in the move of the delegated decision limit from current levels to £500,000.
- vii. The Committee wants to be assured that the support, processes and timescales for the move to delegated decision limits from current levels to £500,000 are robust.
- viii. The role of the Committee needs to be agreed
- ix. It is important to capture the initial learning from early decision making in the new responsive programmes
- x. A paper setting out options will be presented at the Committee meeting in January.

ACTION, Roddy & David

13.5 The Chair thanked Susan and Beatrice for the update.

14 UPDATE FROM CHIEF EXECUTIVE

14.1 David Knott gave an update on the 30th Birthday celebrations, strategy and leadership at the Fund and an overview of the changes likely to follow as a result which the Committee noted.

15 AOB

15.1 There were no items for AOB.

16. DATE AND VENUE OF NEXT MEETING

16.1 The next meeting will be held on 23 January 2025 at a central Glasgow location.

17. FINISH

17.1 There being no further business the meeting finished at 2.45pm.