

## Galloway Glens Landscape Partnership – 9th Partnership Board Meeting

07 March 2018, 13:00hrs at Castle Douglas Town Hall

### Partnership Board Attendees:

Sir Alex Fergusson	Chairman
David McNay	Scottish Environment Protection Agency
Ed Forrest	Galloway & Southern Ayrshire Biosphere
Emily Taylor	Working Group Chair ( <i>Landscape, Wildlife &amp; Land Management</i> )
Graeme Dickie	Scottish Power
Helen Keron	Glenkens Community & Arts Trust (GCAT)
Iain Howie	Working Group Chair ( <i>Cultural &amp; Built Heritage</i> )
John Raven	Historic Environment Scotland
John Young	D&G Council – Elected Member
Lyndy Renwick	Working Group Chair ( <i>Community, Economy &amp; Volunteering</i> )
Mary-Ann Smyth	Crichton Carbon Centre
Teresa Dougall	National Farmers' Union, Scotland

### Apologies:

Christine Clarke	Third Sector, Dumfries & Galloway
Doug Howieson	Forestry Commission Scotland
Roddy Fairley	Scottish Natural Heritage

### Officers in Attendance:

Simon Fieldhouse	D&G Council, Environment Team
McNabb Laurie	Galloway Glens Development Officer (Minutes)
Karen Morley	D&G Council, Environment Team

## 1. Welcome + Apologies

- 1.1 The Chairman called the meeting to order, noting apologies.
- 1.2 Particular welcome was given to John Young, as D&G Councillor and the formal representative of D&G Council on the Partnership Board, this being his first meeting.

## 2. Minutes of last meeting

- 2.1 The minutes from the 8<sup>th</sup> meeting had been approved electronically after the last meeting to coincide with the stage 2 submission to HLF. They were therefore just noted at this time.

### **3. Partnership board Actions Table & Matters Arising**

3.1 The Actions Table had been completed with the Stage 2 Submission. There were no other matters arising not covered by the agenda.

### **4. Pre-Start Meeting with HLF (25/01/2018)**

#### **a. Feedback on Stage 2 Application**

4.1 HLF had been positive about the Stage 2 Application, noting the amount of development work undertaken and the efforts to keep the activities together as a coherent scheme.

4.2 The Scheme retains the same Grant Officer from the development phase and mentor.

4.3 It was noted that the Landscape Partnership Scheme had now closed to new applicants.

#### **b. 'Permission to Start'**

4.4 Paperwork currently underway to allow formal approval and permission to start from HLF.

#### **c. Scheme duration**

4.5 Discussions are underway with HLF to confirm the delivery stage dates which are aimed to be April 2018 – March 2023. Likely actual start date is aimed for early April.

### **5 Getting Underway**

#### **a. Recruitment**

5.1 Members noted the proposed staffing of the scheme's delivery phase, in line with the Stage 2 Application documentation.

5.2 35 applications for project officer role – interviews scheduled for shortlisted candidates on 15<sup>th</sup> March. Chairman has agreed to attend interviews as a representative of the Partnership board.

5.3 Discussion took place particularly about the Project Officer role and the interest in ensuring the Scheme had a good balance between 'Cultural' and Natural' Heritage experience. Mindful of HLF's interest, this balance must be kept in mind.

5.4 It was acknowledged that the project officer was primarily an operational role, with a selection of projects that was largely already set, this balance should be reflected as a whole across the team. This range of experience was important to make sure the GG Core Staff were

able to capitalise on any developments through the delivery phase, and was based on the experience of a couple of members in other schemes.

- 5.5 This issue would remain under review and it was agreed that while there was an interest in appointing these two roles as soon as possible, the positions would not be filled unless suitable candidates were agreed upon.
- 5.6 The Senior Administrator role has received a similar number of applications. Interviews scheduled for 22<sup>nd</sup> March. Helen Keron has agreed to attend interviews from a Partnership Board representative.
- 5.7 Volunteers would be sought from the Board in coming months to attend interviews for the 'Heritage Skills & Training Officer', 'Education & Community Engagement Officer' and 'Land Management & Access Officer' roles.

**b) Office Accommodation**

- 5.8 The Scheme has agreed to take on 5, St. Andrews Street in Castle Douglas on a 5 year rental.
- 5.9 It is owned by the Castle Douglas Common Good Fund and has been empty for some years. Some preparatory works required, including assessment by D&G Council's IT team, boiler serviced and a deep clean.
- 5.10 The Scheme is aiming to be based there from April 2018, with staff being based there as soon as they are in post.

**c) Scheme Launch Event**

- 5.11 Members agreed a scheme launch event would be a good idea, focussed on projects that are getting underway. It would be great to include as many members of the Partnership board as possible and it would be ideally a format that would appeal to the press.

**d) Scheme Publicity**

- 5.12 The second Galloway Glens Scheme newsletter had been sent out to 454 recipients. These would become more frequent in their distribution.
- 5.13 Quotes from relevant board members will start to be sought for press releases to vary the voices heard but also to confirm the Scheme was overseen by a partnership board.

## 6 Governance

### a) Delivery Phase Governance - Overview

6.1 All present were led through the proposed scheme governance arrangements, with discussion focussing on each element in turn:

### b) Partnership Board – Membership/Omissions

6.2 As we approach the delivery phase, it was felt to be an appropriate moment to review Partnership board membership. All current members indicated that they wanted to remain on the Board going forward.

6.3 It was clarified that having a project receiving support through the scheme did not prohibit anyone remaining on the partnership board, with any potential conflicts of interest to be recorded at each meeting and, if deemed appropriate, by leaving the room during that item.

6.4 The potential for a young person to join the Board was explored. It was agreed that this would be an excellent avenue to pursue but role and the appeal of the position must be considered.

6.5 It was also queried whether a Modern Apprentice could be taken on by the Scheme. This had been discussed in the development phase but would be explored further as the delivery phase got underway – with a 5 year modern apprenticeship obviously aligning well with the scheme duration.

6.6 Discussion took place about potential additional Board members. It was felt there was the capacity for a couple of additional members and this would be explored further.

### c) Steering Group

6.7 The proposal put to the Board sought two volunteers to join an internal steering group.

6.8 The terms of reference for this group had not yet been drafted but, in line with HLF best practice, this group would meet more often than the Board, suggested monthly, to both provide support to Scheme staff but also allow scrutiny of the scheme's activities on a more forensic level.

6.9 Much discussion took place – with suggestions received including a more appropriate name for the group (perhaps 'Monthly management group', 'Project Management Group'), a suggestion that this group be opened out to include external attendees and that its relationship with the Working groups be considered.

- 6.10 It was suggested that the Steering Group should aim for a good gender balance if possible.
- 6.11 Ultimately it was agreed that this group's function was to act as an internal sounding board for issues raised by Scheme staff and projects and to give the broader Partnership Board a sense of security that the detail was being considered, without distracting the full Partnership board from its strategic role.
- 6.12 In the first instance, Helen Keron agreed to join the Chairman of the Board, the GG Team leader and the D&GC Service Manager for the initial couple of meetings as this group refined and established itself.
- 6.13 The Chairman thanked Helen Keron for her offer which was gratefully accepted.

**ACTION: Progress on the Steering group's establishment and operation would be reported back to the Board.**

#### **d) Working Groups**

- 6.14 It had been suggested that the Working Groups operate on an electronic or 'virtual' basis with only an annual conference.
- 6.15 Members disagreed with this proposal, particularly in light of the above discussion. The role of working groups would obviously change as the scheme moved from 'development' to 'delivery' but they should be formally arranged, meet regularly and act as the broader community input into the scheme governance.
- 6.16 The Chairs of the working groups agreed with this position and it was noted that new project ideas would continue to be required as projects undoubtedly fell away and to address emerging challenges and opportunities. It was agreed that the Working Groups would be a great benefit to the Scheme itself and the staff on a more day-to-day level.
- 6.17 It was also commented that the partnerships developed through the working groups would form part of the Scheme's legacy.
- 6.18 It was suggested that perhaps individual projects be allocated as 'under the purview' of a particular working group.
- 6.19 Members approved of the concept of an annual Galloway Glens conference to which all working groups would be invited.

**ACTION: The Working Groups be reactivated as discussed to provide a support function to the delivery phase.**

e) **'Our heritage' – Small Grants Scheme Panel**

- 6.20 The design was sketched out in the development phase for a Small Grants Scheme, with a budget of £100,000 over five years.
- 6.21 It was suggested that the Board nominate five people to act as the Small grants panel, noting that final decisions would be subject to ratification by the full Partnership board.
- 6.22 Much discussion took place on the appointment of the five individuals, including the potential for publicly advertising for interested parties.
- 6.23 Mindful of the Biosphere's significance in securing the HLF funding and the potential role as the Scheme's legacy partner, it was suggested that the Galloway & Southern Ayrshire Biosphere be invited to nominate one representative for the panel.
- 6.24 Mindful of earlier discussions regarding the reactivation and realignment of the working groups, it was agreed that each working group should be able to appoint one person to the Small Grant panel.
- 6.25 For the final place, the Board asked that Karen Morley be appointed to the panel. Karen was happy to do this.
- 6.26 The membership of the Small Grants Panel was therefore specified and staff would seek to convene the first meeting as soon as possible.
- 6.27 One of the first actions would be to discuss and refine the criteria, which could then be used to put a clear and robust decision making process in place.

**ACTION: The Biosphere be invited to nominate someone for the Small Grants Panel**

**ACTION: The Working Groups be asked to nominate one representative each to the Small Grants Panel**

**ACTION: The Small Grants Panel be convened for its inaugural meeting and to consider the criteria and scheme design in more detail.**

## **7 Scheme Overview**

a) **Project Matrix**

- 7.1 A 'project matrix' summarising each project and its current position had been circulated with Board Papers. As the delivery phase gets underway, this will become an increasingly important document to give Board members an overview of project progress.

- 7.2 The matrix will be refined from meeting-to-meeting to incorporate feedback. It had been suggested that a 'traffic light' system be used to highlight 'issues', 'potential issues' or 'fine', from a Board point of view.
- 7.3 At this time the matrix was just circulated to allow members to get a feel for the document.
- 7.4 Members felt the current design was a useful document and, if developed effectively, could serve multiple purposes – e.g. as a management tool, for the working groups etc.

**b) Match funding Update**

- 7.5 A snapshot of the Scheme finances was similarly circulated to Board members for information. This could be used at each meeting to record an overview of Scheme funding.
- 7.6 It was suggested that this should acknowledge fundraising plans and applications underway to better reflect fundraising activity as well as decisions.

**8 AOB/Partners Update**

- 8.1 It was agreed that delivery phase expenditure with D&G suppliers should be recorded to allow the Scheme to measure direct local investment.
- 8.2 It was suggested that connections should be explored with the South West Scotland Environmental Information Centre (<https://swseic.org.uk/>) to act as a repository of Scheme evaluation data, perhaps in concert with cultural heritage datasets, particularly those maintained by DGC Archaeologist, Andrew Nicholson.

**ACTION: Explore opportunities for the scheme to work with SWSEIC**

- 8.3 Easy accessibility of the Scheme data/evaluation figures locally would be a critical measure of success. Perhaps even setting a benchmark for the collection and measurement of data.
- 8.4 The recent 'Borderlands' and 'South of Scotland Enterprise Agency' initiatives were mentioned, stressing that there should be clear channels of communication when necessary. These were felt to be in place at the moment but would need to be maintained going forwards.
- 8.5 The 10,000 voices project run by The Crichton Trust was mentioned as a potential partner for Galloway Glens evaluation and data recording purposes.

## 9 Date & Time of Next Meeting

- 9.1 The next meeting had been proposed for July 2018 but the chairman felt this was a critical time for the scheme and so suggested it be brought forward to early June 2018. This was agreed and a doodle poll would shortly be circulated to agree a date.
- 9.2 The Chairman thanked everyone for their input and brought the meeting to a close at 14:40hrs.

Action Ref	Issue
9.6.13	Progress on the Steering group's establishment and operation would be reported back to the Board.
9.6.19	The Working Groups be reactivated as discussed to provide a support function to the delivery phase.
9.6.27	The Biosphere be invited to nominate someone for the Small Grants Panel
9.6.27	The Working Groups be asked to nominate one representative each to the Small Grants Panel
9.6.27	The Small Grants Panel be convened for its inaugural meeting and to consider the criteria and scheme design in more detail.
9.8.2	Explore opportunities for the scheme to work with SWSEIC