

Minutes of CALLP Scheme Delivery Committee Meeting

Thursday 14th May 2020, 10am-12:30pm, remotely via Zoom

<p>1</p>	<p>Welcome, introductions & apologies</p> <p>Present Ann Marie Firth-Bernard (AMFB) – CCDC, Local Development Officer Claire Belshaw (CB) – Assynt Foundation, Vice Chair Gordon Sleight (GS) – Historic Assynt, Director James McDougall (JMD) – Woodland Trust, Senior Outreach Officer Jorine van Delft (JvD) – CCWT, Director Julia Campbell (JC) – Coigach Community Development Company, Local Development Officer Lucy Graham (LG) – SWT, Head of Development Peter Muir (PM) – Coigach Salmon Fisheries Limited Richard Williams (RW) – JMT, Land Operations Manager Sarah Robinson (SR) – SWT, Director of Conservation (Chair)</p> <p>In Attendance Anne Campbell (AAC) – CALLP Sustainable Crofting & Rural Projects Co-ordinator Boyd Alexander (BA) – CALLP Scheme Manager Fiona Saywell (FS) - CCWT Project Officer (part time), CALLP Education Manager (job share) Katrina Martin (KM) - CALLP Education Manager (job share) Laura Traynor (LT) – CALLP Assistant Scheme Manager (Minutes) Meryl Carr (MC) - SNH, Operations Officer, Wester Ross and Skye Vickii Campen (VC) – CALLP Training, Events and Volunteer Co-ordinator</p> <p>Apologies Lewis Macaskill (LM) – Assynt Foundation, Chair Michelle Henley (MH) - SWT, Acting Reserves Manager - North</p>	
<p>2</p>	<p>Introduction to Zoom and Zoom voting features</p> <p>Agreement to record meeting.</p> <p>SDC agrees to record meeting for the purpose of assisting the writing of the minutes.</p>	
<p>3</p>	<p>a. Minutes of the Previous Meeting (4th February 2020)</p> <p>Minutes of previous meeting on 4th February 2020 agreed by committee that they are a true account of the meeting, subject to the following amendment:</p> <ul style="list-style-type: none"> • Correct numbering of agenda items, item 10 should be item 9 	

	<ul style="list-style-type: none"> Section 5 Eisg Brachaidh states “impact the tenant”. Change to “impact on the grazings of the tenant” <p>LT to make amendments to 4th February 2020 minutes as stated above.</p> <p>Action Points from 4th February 2020 and other matters arising not covered by agenda.</p> <p>Actions points: See Action Point Summary Table at end of minutes.</p> <p>Matters arising: No matters arising</p>	AP1 LT
4	<p>Email decisions - Update SDC ToR & IMT Croft House</p> <p>Update on Email Request for Approval of Year 4 Community Grant Scheme Awards and P20 Clachtoll Rangers Hut and P32 Isle Martin Croft House Briefs</p> <p>Items agreed by email.</p> <p>Email decisions - Update SDC ToR & IMT Croft House</p> <p>Items agreed by email.</p>	
5	<p>Project Progress Register (May 2020)</p> <ul style="list-style-type: none"> Project Tracker & Gantt Chart <p>SR explained that the Project Progress Register has been replaced by the Project Tracker report. This new format aims to make project statuses clearer and to aid decision making. SR expressed thanks to Scottish Wildlife Trust’s Knowledge and Evidence Manger and Project Organisational Support Officer for their work on updating the format of the quarterly reporting hubs and producing the new reports.</p> <p>LT asked for feedback on new format and highlighted the importance of the accuracy of data going into the hubs in producing accurate reports.</p> <p>SR highlighted that this new report will be good to show the NLHF monitor as an overview of the scheme.</p> <p>LG highlighted the traffic light (Red/Amber/Green) system on the final column of the report. Each partner is asked each quarter to assign a traffic light rating to certain things, i.e. on budget, on schedule etc. Using these ratings, the project overview column in the report picks up the worst status within each project and highlights this in the report. This places an onus on open/honest reporting and consistency between projects. Guidance on these ratings is available in the quarterly reporting hubs. On return of the reporting hubs the data contained therein will be sense checked by that project’s allocated CALLP staff member.</p>	
	BREAK 15 minutes	
6	<p>a) Corona Virus update</p> <p>BA stated that the CALLP office has been closed since 23rd March but CALLP staff employed by Scottish Wildlife Trust were working remotely. The CALLP Woodland</p>	

Manager (EM) has been furloughed from 6th April by Woodland Trust (due for return on 1st June), and John Muir Trust furloughed RG and DoD from the following week and are reviewing every 3 weeks.

b) NLHF - Update if any pre meeting requests

Covered in next item.

c) COVID-19 Impact & Changes in Output request for NLHF

NLHF requested a summary of the impact of coronavirus restrictions on the scheme. This is paper E.

BA contacted projects to identify what impact there would be on delivery based on 3-month and 6-month lockdown scenarios. Most projects said there was little difference in impact between these scenarios and submitted feedback based on a 6-month lockdown scenario.

The following four projects highlighted that they would be likely to have difficulty completing their outputs by the end of September 2021: Woodland Expansion, Outdoor & Woodland Learning, Woodland Artisan, and Crofting projects.

Difficulties in the Woodland Expansion project were partly due to SNH and Scottish Forestry Covid-19 working restrictions. JMCD stated that staff in these organisations are working from home and that work on the ground (e.g. ground truthing or site visits) is difficult to arrange, particularly for new planting schemes. JMCD stated that it is currently unclear whether the restrictions would result in the need to extend the Woodland Expansion project past the current September 2021 end date but that this will be reviewed over the coming months.

BA stated that the Outdoor & Woodland Learning project was currently unable to carry out its planned work with schools due to school closures. The project is taking guidance from similar projects including the Cumbernauld Living Landscape scheme, who were working on ways to engage with children through the schools virtually (following feedback from NLHF).

The Woodland Artisan project will be reviewing whether it will be able to deliver all its remaining workshops and whether there is scope to deliver any of these virtually.

The Crofting project faces several issues in addition to coronavirus, including seasonality affecting the timings of works on the ground and workshops, and the impact on financial support for crofters from the UK leaving EU at the end of the year. The project is investigating whether it could be extended to continue to provide help to crofters facing changing regulations.

SR stated that SWT has had discussions with NLHF who are very supportive in trying to help their funded schemes to adapt and are very accommodating towards changing the approved deliverables of the scheme. However, NLHF has stated that no additional funding is available to achieve this. There was potential to extend end dates for projects within the existing budgets but the additional support around the projects would require further funding (i.e. core costs including staff time). NLHF also highlighted that if projects

are working with vulnerable people they're still vulnerable during this time, if not more vulnerable, so NLHF are keen for projects to alter their engagement methods to still deliver for these groups. This principle would also apply to engagement with the community in general, and if we can adapt our methods we can speak to the NLHF about changing those deliverables and they would be very welcoming of new ways of approaching engagement and working with the community, particularly as it is unclear at this stage what restrictions will be in place over the next year.

MC stated that the position from SNH was the same: they are flexible regarding outputs and timing but there is no further funding available.

LG reiterated that we need to look at deliverables, be proactive, and think about alternative ways of doing things. There are certain areas of the scheme where we have hit our targets already, but the result might be that we do not deliver everything we set out to deliver. Funders in general are being flexible but there is no further funding available.

PM highlighted the upcoming changes to the furlough scheme and emergency funding for the Third Sector. LG stated that SWT has been looking at all the available funds but has not identified any that SWT are eligible for, but that other partners may be eligible. SR highlighted that furloughing staff would require pausing works and this has been deemed to be too disruptive to the scheme, and that SWT interpreted the furlough scheme as not being applicable for SWT employed CALLP staff as the NLHF funding is classed as public funding.

FS stated she had been tweaking project outputs but perhaps should have a deeper review of the outputs and change more dramatically. FS stated it is difficult to anticipate what schools are going to be doing in the next few months to a year. SR suggested that if schools were struggling to do their basic activities that additional work from us might be too much for them to incorporate. FS stated that she had tried to test the waters in what is possible but little feedback forthcoming as they are struggling to do their workload as it is. SR stated we may need to say to NLHF that we can suggest these are our initial thoughts on deliverables but then we will continue to review on a regular basis. LG recommended communication between CALLP and other SWT projects doing similar engagement and other LP schemes.

BA explained that the paper showed a traffic light system for whether the project would complete on time by August 2021, whether match funding was confirmed as match funding may become more difficult to get, and if there was an organisational risk. For example the Woodland Expansion project has completed many of its outputs already (green), the match funding is secured (green), but the status of the organisational risk it is red because it the largest project in the scheme, the presence of external risks from SNH and Scottish Forestry, and the impact from furloughing staff. BA asked for feedback on how the paper is presented for reporting to the NLHF monitor.

SR stated that the key thing for the SDC was to confirm was that the details in Annex 2 of the paper are correct and with the fact in mind that this was going to be discussed in the

NLHF paper next week, and asked if any partners had any concerns that were highlighted by the paper.

SR stated confusion on status of organisational risk column, particularly on projects with red on their status of completion and match funding but green on organisational risk, e.g. Fox Point Path. BA stated that he had labelled as red any project that required permission to start or had not started yet, for example Fox Point Path or Clachtoll Ranger Hut. The status of organisational risk was not just to do with the partner but also with contractors and their ability to weather due to the coronavirus restrictions, e.g. Clachtoll Broch platform fabricator.

RW gave update on the Fox Point Path project and confirmed he had spoken to BA earlier this week, hoping to move towards amber ratings on the first column, progressing.

For clarity, it was agreed to relabel the third column as "Covid impact risk" prior to NLHF meeting.

FS queried whether the list of outputs going to NLHF is still able to be considered flexible, i.e. this is a starting point on what we feel now and could we review as needed. SR confirmed these outputs as our best guess currently and will provide that caveat to NLHF. SR suggested if something that seems to need to be updated already that it would be best to update before NLHF meeting.

LG asked if this table was conflating two things, i.e. if the table represented changes needed anyway and changes specifically due to Covid. LG suggested updating table with a column indicating whether the change is due to Covid or other change. FS highlighted that the table also includes additional outputs from new projects e.g. extra Culag paths work.

CB requested further information on the guided walks and talks stated as part of the High Value Open Habitat Survey Project as would be on Glencanisp and whether they were expected to take place this summer. BA stated the walks and talks would be led by Assynt Field Club and Assynt Foundation are not required to deliver these.

JMcD requested the Covid impact risk for the Woodland Expansion project be downgraded from red before the meeting with NLHF as he was confident there was no large risk to the project overall and would not want NLHF to get the impression that the project was at a critical point.

GS stated that the fabricator for Clachtoll Broch viewing platform was expecting to remain operational to deliver as contracted, and GS will be in discussions with the fabricator to clarify plans when restrictions are eased by the Scottish Government. GS to update BA with platform plans once confirmed with fabricator.

BA to make the following changes to Paper E ahead of the NLHF meeting and circulate to SDC for sight prior to meeting:

- Update Annex 1 table to change heading of organisational risk column to "Covid impact risk".
- Update Annex 2 table to add an additional column stating whether the proposed change of output is Covid related or not.

AP2 BA

- Updating the status of the Fox Point Path.
- Updating the status of the Woodland Expansion project.
- State that changes required due to coronavirus are a best guess at this time and confirm with NLHF that they can be flexible and adapted as the situation changes.

d) Date of Confirmed Implementation

BA stated that only 16 months remain until all projects should have concluded and wanted to set a date to where all projects must declare whether they will be implemented. SR suggested referring to the Project Tracker report and Gantt Chart to highlight which projects this may affect and that this discussion is to confirm that the SDC is happy to set a deadline date for each of the projects to reassure the SDC that projects will be completed by September 2021 and that this will ensure all the grant money is spent. SR stated that the date could be the point at which discussions regarding replacement projects would also take place.

BA stated that he had discussed the Fox Point Path project with RW and that other projects have an idea of when they might be able to deliver. PM highlighted that he has not heard from his main contractor for several weeks as they have furloughed staff so is unable to confirm timescales. PM asked if it could be a provisional rather than a hard deadline and whether he could get an extension. SR suggested that this request would be something to propose in September 2020 as more information and a schedule of works should be available by then. SR highlighted the need for funds to be spent in the CALL area which is why reviewing whether projects can go ahead is needed.

PM also highlighted that the provisional quotes given a few years back for the Badentarbet Ice House project were half of the value of the tenders that came back. PM stated that he was looking at reducing the number of bothies in the Coigach Salmon Fisheries Bothies project to one and reallocating remaining budget to the Badentarbet Ice House project. PM to discuss with BA to come up with initial plan to be taken to the NLHF meeting next week and then further developed for the next SDC meeting or via email.

JMcD asked for clarity on September 2020 date and highlighted this gives a year for delivery. SR stated this date would allow the SDC to be convinced that the projects can start and be confident of delivery by September 2021. JMcD asked if the project completion date could be flexible and highlighted planting seasons an issue for the Woodland Expansion project. SR suggested there could be some flexibility in completion date and that reviewing timescales by September 2020 would show whether this would be necessary, but that it is important that project delivery does not drift too much. JMcD welcomed this approach as it made forecasting easier.

AMFB queried why the Signage Project was not on the chart. BA highlighted that it is not on the chart as it is a new project but that it would be covered in a later agenda item.

AMFB highlighted that the Music & Tales project would still be waiting for confirmation on funding by 1st September 2020 but hoped to have it confirmed by October.

AP3 PM, BA

Decision 1

	<u>Decision: SDC approves 1st September 2020 as date for partners to confirm timescales and for an additional SDC meeting to be held to discuss this matter only.</u>	
	BREAK 5 mins	
7	<p>Finances and Fundraising</p> <p>a. NLHF Finance Report</p> <p>Expenditure in Year 4 Quarter 2 (1st January to 31st March 2020) was £186,450, bringing the total scheme expenditure to date to £2,576,098.</p> <p>LT highlighted that this is just over the halfway spend mark for the scheme and that the report against the cashflow now compares spend against the November reforecast cashflow.</p> <p>LG highlighted there was already a sizeable variance (i.e. a £322k underspend) between the November reforecast and the expenditure to the end of March.</p> <p>LG queried why the report says contingency is zero when some contingency has been allocated to projects. LT stated this was because confirmed contingency amounts were incorporated into project budgets and were not identified separately in the reporting hubs from which this report is generated. LT and LG to discuss how contingency allocations can be better displayed in reporting, particularly if using this report for reporting to NLHF.</p> <p>b. Match funding update - Project Funding & Project Funding Chart</p> <p>LT presented new match funding paper and highlighted that there were some issues, including that the total for NLHF funds allocated in the hubs is approximately £400,000 less than the total NLHF grant available. LT to identify where issues relating to NLHF funding and match funding occur in the hubs and LT, LG and BA to meet to resolve issues with project funding report ahead of NLHF meeting.</p> <p>LT asked whether a year by year forecast of future funding was still needed to be added into the report. LG stated that given the time needed to reformat the report by SWT staff then this was not the best use of their time. SR highlighted if we have a figure for funding being sought that would be sufficient at this stage of the scheme.</p> <p>c. Tenders & Changes</p> <p>i) P04 High Value Open Habitats (HVOH) – tender appointment £15,600</p> <p>BA stated work had been tendered for and awaiting approval from NLHF.</p> <p><u>Decision: SDC approves appointment of contractor subject to NLHF approval.</u></p> <p>ii) P10 Marine Project - budget increase £2,900</p> <p>BA stated that during the November 2019 reforecast he had missed an expected invoice in the cashflow and the budget was therefore underestimated. LG queried whether this reallocation comes from contingency or underspend. BA stated this was an overspend</p>	<p>AP4 LT, LG</p> <p>AP5 LT, LG, BA</p> <p>Decision 2</p>

<p>but had not identified where the reallocation could come from. SR suggested pausing decision to next SDC when have clearer idea of underspend.</p> <p>BA to identify underspend in another area of the scheme to facilitate increase in Marine project budget by £2,900.</p> <p><u>Decision: SDC requests decision on Marine Project budget increase is brought to the next meeting with further information on where reallocation comes from.</u></p> <p>iii) P20 Clachtoll Ranger Hut - permission to start</p> <p>LT stated that Clachtoll Ranger Hut had been offered £6,000 of match funding from the Highland Council but that formal written confirmation had not been received. Due to budget restructuring at the Highland Council as a result of the impact of coronavirus it is uncertain if this offer of match funding is still available. To enable the project to start work as soon as possible and assuming match funding is not received from the Highland Council the SDC is asked to grant permission to start and approve a reallocation of £9,907.20 of excess NLHF funds generated due to additional match funding brought in across the scheme. BA to follow up on formal confirmation of Highland Council funding for Clachtoll Ranger Hut.</p> <p>LG highlighted this reallocation comes from additional fundraising by SWT.</p> <p>PM highlighted the need to design the building around what would be going in it. PM to send LT details of a good design example from the Airborne Museum at the Bridge in Arnheim.</p> <p>PM queried accuracy of the visitor figures in the outputs. LG requested outputs in brief to be clarified in advance of NLHF meeting.</p> <p><u>Decision: SDC approves permission to start and the reallocation for up to £9,907.20 for match funding.</u></p> <p>iv) P21 CALL Landscape Routes - SoP tender appointment £8,000</p> <p>BA stated that work was tendered and contractor appointed.</p> <p>v) P24 Acheninver Hostel Renovation - tender appointment £12,000</p> <p>BA stated that lime rendering work was tendered for and preferred contractor selected.</p> <p><u>Decision: SDC approves appointment of the preferred contractor for lime rendering work.</u></p> <p>d. Additional Projects update</p> <p>AP01 Little Assynt All Access Path & Culag Woods upgrade & Signage</p> <ul style="list-style-type: none"> - Project is identifying sources of match funding. <p>AP02 Eisg Brachaidh Habitat Restoration Project</p>	<p>AP6 BA</p> <p>Decision 3</p> <p>AP7 BA</p> <p>AP8 PM</p> <p>Decision 4</p>
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	<ul style="list-style-type: none"> - Project has secured the full match funding required. BA highlighted that WT need to ask the SDC for permission to start. - BA to discuss with JMcD to produce paper requesting permission to start from SDC for decision by email. <p>AP03 Coigach & Assynt Signage</p> <ul style="list-style-type: none"> - Project is investigating VisitScotland Growth Fund for match funding. <p>AP05 Assynt Fishery Oral History</p> <ul style="list-style-type: none"> - Project is confident they will secure match funding from Historic Environment Scotland. <p>AP06 Recommissioning Composting toilet at Little Assynt</p> <ul style="list-style-type: none"> - Project secured match funding required and has begun delivery. 	AP9 BA, JMcD
8	<p>Risk Register (May 2020) – By exception review</p> <p>By exception review of Risk Register undertaken and the following changes made:</p> <ol style="list-style-type: none"> 1. Move “(NLHF requires grantees to undertake 10 years of maintenance following Scheme completion)” from Current Controls in Place to corresponding Risk column. 2. Amend Current Controls in Place from “Ultimate responsibility lies with SWT” to “Although ultimate responsibility for maintenance lies with SWT there are legal agreements which delegate that responsibility to individual partners”. 3. Add new risk specific to the impact of coronavirus. <p>LT to update risk register with the changes recorded above.</p>	AP10 LT
9	<p>AOCB</p> <p>No additional business</p>	
10	<p>Date of the next meeting(s)</p> <ul style="list-style-type: none"> · 5th or 12th August 2020, BA to send out doodle poll. <p>Additional meeting September for start date, BA to confirm nearer time</p> <ul style="list-style-type: none"> · 10th or 11th November 2020 	