**OC STEERING GROUP 5 FEB 2024**

Present: Charlotte McLean, Arlene Cullum, Loz Slavin, Alistair Lamont (Chair)

Euan Wright Convenor OC Group

Apologies Nick Davies

**Finance**

Loz presented the financial statement (App A) noting that next year’s funding is, at this stage, indicative. There is a need to align the financial statement that the SG uses with the workplans that the Management Group produces. Arlene asked about authorisation to commit funds, it was noted that the steering group have the stage, indicative authority to approve funding on behalf of the Trust.

The amount being spent on meeting rooms is a concern; Euan will discuss this with the Management Group to see what free/ cheaper options are available

Post Meeting Note. Funding for the next financial year has now been confirmed.

**OC update**

Euan provided an update (based on the papers at App B)

Arlene asked if there is a mechanism that confirms that group activity aligns with the results of the survey, Euan advised that there is at form-based system which is used, inter alia, to confirm alignment. Additionally, a scoping document will be produced by the working groups to be presented to the Management Group.

There was a discussion about the website. Euan thanked the SG for approving funding and explained that in addition to the build cost there will be an additional annual cost. It is intended that the go live on the website will coincide with the start of the OC lottery. Loz advised that the Youth Cafe had been identified as the proposed beneficiary of the first tranche of funds and that confirmation of the café’s proposals for the spend of the funds is awaited before final approval is given.

**Procurement Process**

Following a discussion on the level at which a form of competition on the awarding of contracts/purchases in support of the of programme, it was agreed that £3k is a suitable level. Arlene stated that she will provide the Management Group, through Euan, with details of organisations that can provide signpost to tendering website for various areas.

**AOB**

It was agreed that the working groups should provide the Steering Group with formal progress reports, at the meeting it was suggested that the reports be forwarded on a quarterly basis, however this does not align with the SG meeting schedule and ex committee it was agreed that the reports should be on a once every 4 months basis and that the WGs be spilt into 2 groups group A reporting in January, May and September and group B March, July, and November. The reports should be with the SG no later than two weeks before the SG is due to meet.

Charlotte confirmed that she is not yet able to take over as chair, as such the SG will continue as is.

DoNM rearranged to 8 April 19.30

**APP B**

* Actions from last meeting
* Method Statements for next 2 months
* Workplan Review and necessary adjustments, including budgeting (see EW budgeting calculator tool)
* Actions/activities for next 2 weeks
* Group updates and next actions
* Finance update
* Communications update
* SKS Update and latest timesheets
* AOB

Present:

Ali, Susannah, Gauri, Nicola J, Anne Strachan, Sheena, John A, James, Euan

**Actions/Activities**

* EW circulated latest financial statement – N.B we have 8 weeks to plan the spend on the final 23K from PY2.
* Sailing Club event Saturday 3rd Feb, eventbrite for details.
* MOD…..EW to chase in Jan 2024 via Nick Davies
* Engagement for social housing/other demographics (EW Sarah Frood to chat in Jan), EW to talk to Sarah frood about the leaflet we’ve prepared at the same time.
* SKS meeting next week cancelled in person, replaced with 11am zoom call for 1 hour. SKS to set up .
* Website – Signed off – Gauri to explore contract with Veronika and get things moving. Set up Loz meeting for payments to squarespace for Monday 5th Feb
* Dev officer – James to collate everyone’s brief thoughts and re work the document.
* EW to send Steering group update ahead of Steering group meeting on Monday 5th Feb.
* LDS – Approved – James to set up a planning meeting prior to an initial strategy meeting with LDS.

**Groups**

Thanks Anne for providing working documents documents (scoping, goals and progress report). James and Anne to meet, finalise templates and circulate before 15th Feb.

EW to coordinate conversation with the group leaders, make contact and confirm date of Monday 19th Feb at 19.30. EW to coordinate content of meeting with James/Anne and management team input and ideas.

**Ongoing**

Management Team Structure, roles and responsibilities – on going clarity needed. Priority to make sure Empowerment group is stable/robust and we have a ‘groups coordinator’. Ew and Anne are in discussion.

**Other Activities:**

James and Anne updated the group on standardised group admin, including mapping out the process. Breaking down the various components of the process and associated actions.

Groups need a way to contact each other as well.

Template form, collate and circulate all processes including progress reporting. Project execution

Ew to put out e mail to leaders (wait on James for Monday) Monday 19th ACTION 19.30

Visioning document – we didn’t get to this but, if it’s in a place to go our to groups by 19th it would be preferable.

Other group updates

**Empower** – Nicola sent e mail to the group for suggestions on scoping doc and comments and is setting up a new meeting.

George V – ABC own it….Nicola following up, James to go back to registers Scotland to confirm

Scottish Land Fund – would fund purchasing of certain land we’ve given as an example, thanks Nicola for those actions

**Green**

Update goals matrix

Skills and time audit

Meeting in two weeks TBC

**Arts** – started scoping. Nicola chairing next meeting to follow up.

**Heritage** – first draft of scoping doc. SM/long term activities captured.

**Sports** – next meeting in a few weeks

**Paths** – green isle Matthew Calderwood in the loop – putting in for funding for paths at the moment.

**Businesses** – JA – good first meeting, anticipation of next meeting is good. Next one is 21st Feb 16.00 pm CBH. Shona and SKS coming back with minutes from workshop 1 next week.

Development Officer Notes:

It was agreed to set a deadline and sub committee on dev officer at our next meeting. James is updating the draft job outline in the meantime.

Latest group comments on ‘dev officer’ role:

Fairer work policies – under 16 hours a week might not tick that box.

ASAP from Gauri, 20 hours from Ali and Susannah.

Simplify it. Can develop over time. Clarity on main skills and what we need. Program management experience – juggling things.

Project management skills.

Sheena – stay flexible when advertising – start with 16 then go from there. Right person is key. Close to retirement etc – know about the peninsula.

JA – agree with Anne – different role from convenor. Working closely with the empowerment group.

Short term need for a really good admin – scope to grow the role. Nicola may have solutions to funding if skills hole there.

**Next meeting Thursday 15th February.**

**Notes of OC Management mtg 20 – Cove Borough Hall 18/01/24** – Present: Anne S, Nicola J, Gauri R (part), Susannah C, Sheena E, John A & James M.

Actions from last meeting

* MOD contact – O/S, EW to action through Nick Davies (note SKS were trying to make contact too)
* Consultation engagement with School Road residents – O/S, EW to discuss with Sarah Frood. Status of additional consultation sheet not known at meeting – chase with SKS
* Web site – Gauri reported contact had been made with providers and quotes + timeframes awaited. Discussion with the trust required re coordination and branding etc. Probably using square space, possibly asking Stephen to run it.
* Development Officer – the meeting had not seen the job description so were not able to discuss – Gauri to circulate current draft for comment. Nicola made the point that the local authority commitment to getting involved may mean we need less of a development officer role – to be discussed at 1st Feb meeting.
* Business group update – JA summarised position – some 30+ businesses contacted via letter, email and social media. An initial meeting led by Shona of SKS is being organised. JA voiced the opinion that the businesses had not been listened to for 2 years and was concerned. The meeting felt this was an unfair comment.
* Business group and Kilcreggan Village funding – Following submission of programme, estimated costs and cashflow SKS and LDS funding signed off. Understood comparative prices being acquired to justify LDS value. Described what we had bought from LDS – 6 cycles of workshop followed by distillation of community input for critiquing next time. The outcome to be a functional and spatial diagram (not a formal masterplan) that could be developed going forward as part of masterplan. There is a need to have a strategy meeting before we start the process to agree approach and getting landowners and others involved. Discussed the allocation of budget to groups and explained some money put in but this would need to be adjusted to suit group needs when they had determined them.
* Anne and James briefed the meeting on proposals for administration of the groups and standard forms for reporting and communicating. These to be circulated. We discussed getting the groups aligned in reporting progress monthly and to target getting all groups to submit the scoping document and goals matrix by the end of Jan so the management group can do a first review. Some discussion of where Empowerment Group should sit in the organisation but agreed for time being it remained as one of the groups and requests from groups to them were copied to Management team.
* Meeting asked about the Rootwave demonstration and those who were there thought it a good tool for control of invasive species and other weeds. The Green Group to discuss and make a recommendation about possible purchase.

Agenda Items

* Visioning document was discussed, and meeting view was it was poor. Did not reflect the progress made and groups that had been activated. Requested people’s comments to enable coordinated response to SKS.
* Workplan review as above
* Actions for next 2 weeks:
  + 1st draft of scoping docs and goals matrix from groups
  + Review programme and cost estimates to be circulated and comment.
  + Circulate standard forms and communication diagram for comment.
  + Comments on Visioning doc
  + Chase additional consultation doc from SKS
  + Organise strategy meeting for Kilcreggan Village
  + Review Development Officer job description.
* Group Updates
  + Walks & Trails – good progress – scoping, matrix and progress report done – funding request for green isle initiative imminent.
  + Empowerment – docs being prepared – good progress with contacts with the council and commitment of assistance from them.
  + Green Group – scoping and goals matrix done – further meeting planned and Rootwave will be discussed.
  + Renewable Energy and housing – initial meeting has taken place, further meeting on 29th. Scoping and goals matrix O/S.
  + Arts Group – meetings had taken place and beginning to think about scoping and goals matrix.
  + Clearwater – initial meetings taken place – group leader has had to pull back due to family reasons so in process of reorganising.
  + Sport – understood to be progressing well – initial docs being prepared
  + Business – As above
  + Heritage – Gauri to update -
  + Kilcreggan Village – as above.

AOB - None.

Post meeting note:

Sheena E felt that the surgery should be included in the business group activities as it is vital to the village.

At Renewable Energy meeting Toni Taylor expressed a wish to be involved with the business group.

Next meeting Thursday 1st February