

## BIG LOTTERY FUND

### MINUTES OF BIG LOTTERY FUND ENGLAND COMMITTEE MEETING HELD ON TUESDAY 8 March 2011 AT 1100 AT THE BIG LOTTERY FUND, APEX HOUSE, BIRMINGHAM

**PRESENT:**

Sanjay Dighe	<i>England Chair (in the Chair)</i>
John Gartside	<i>Board Member and England Committee Vice Chair</i>
Alan Billings	<i>England Committee Member</i>
Sue Charteris	<i>England Committee Member</i>
Margaret Hyde	<i>England Committee Member</i>
Danny Silverstone	<i>England Committee Member</i>
Albert Tucker	<i>Board Member and England Committee Member</i>
Nalini Varma	<i>England Committee Member</i>
Geoff Wilkinson	<i>England Committee Member</i>

**IN ATTENDANCE:**

Dharmendra Kanani	<i>Director for England</i>
Linda Quinn	<i>Director of Communications &amp; Marketing</i>
Tim Davies-Pugh	<i>Deputy Director Operations &amp; Programme Management</i>
Margaret Cooney	<i>Deputy Director Regions &amp; England External Relations</i>
Ambreen Shah	<i>Deputy Director England Policy</i>
Andrew Morris	<i>Deputy Director Business Development</i>
Jon Fox	<i>Head of England Policy</i>
Grahame Howe	<i>Senior Head of Programme Management</i>
Joanne O'Reilly	<i>Head of Planning &amp; Support England (Secretary)</i>
Angie Littleford	<i>Committee Manager England (Secretarial support)</i>

**BY VC - LONDON**

Peter Wanless	<i>Chief Executive (for Item 6)</i>
Michael Quicke	CCLA Chief Executive
Debbie Ladds	CDF Deputy Chief Executive

The Chair welcomed those present and introduced Angie Littleford as the new Committee Manager England.

1. APOLOGIES FOR ABSENCE

Lyn Cole sent her apologies.

2. DECLARATIONS OF INTEREST

The following declaration of interest was declared:

*Sue Charteris declared that her company has a financial and staffing relationship with the National Association of Neighbourhood Management which was part of one of the consortia bids for BIG Local.*

3. MINUTES OF ENGLAND COMMITTEE MEETING HELD ON TUESDAY 8<sup>th</sup> FEBRUARY 2011 (EC/(MINS11)1)

- 3.1 With the following amendment, these were agreed and signed as a correct record of the meeting:  
Paragraph 8.4(a): delete the term “nominal sum” and insert “no specific sum”.

4. MATTERS ARISING FROM MINUTES OF ENGLAND COMMITTEE MEETING HELD ON TUESDAY 8 FEBRUARY 2011

4.1 England Committee Learning Days (item 4.3)

*There will be an England Committee Learning Day in May 2011. The details to be circulated to the England Committee.*

**ACTION: A Littleford**

4.2 Youth in Focus (item 8)

*There will be a stakeholder event in June 2011.*

4.3 Reaching Communities Review (item 9)

*(i) Margaret Cooney set out the proposals to take forward the Committee’s ideas and suggestions for the review and improvement of Reaching Communities, noting that there are likely to be legal, audit and customer service related issues that will need to be taken into account.*

*(ii) The issues raised by the England Committee for improvements and developments to the programme, including lowering the threshold of grants and introducing a better appraisal of ‘value for money’ in applications, are likely to take longer than anticipated to implement. This is due to the consideration of the impact that these are likely to have on applications currently in the pipeline; the likelihood of being able to introduce these to have impact will be between 3 and 6 months.*

*(iii) The Committee expressed frustration at the apparent lack of progress made and the absence of tangible measures thus far, despite many assurances.*

*(iv) Dharmendra Kanani assured the Committee that notable progress would be made and clarity provided on exactly what is possible and if not possible why. Margaret Cooney will liaise with the Committee leads in this area in advance of the next Committee meeting, setting out an assessment of what is possible in the context of wider plans.*

**ACTION: M Cooney**

4.4 Parks for People (item 10)

*The England Committee confirmed that an item on Parks for People, setting out progress, including successes and challenges, should be introduced onto the England Committee agenda biannually. The dates for these will be confirmed by Angie Littleford.*

**ACTION: A Littleford**

#### 4.5 Contract Support

*The Committee agreed that the Infrastructure Fund should be included as an item on agenda for the next meeting in April.*

**ACTION: A Littleford**

#### 4.6 Equalities

*Dharmendra Kanani confirmed that background to this issue (previously noted) including the current understanding of how equalities is being factored into the work of the England Directorate is now in place. As a result, a meeting will be convened with the Committee leads and the UK Board lead in the near future.*

**ACTION: D Kanani**

### 5. FINANCIAL POSITION (EC/P11/21)

5.1 This paper provided an update on the financial position for England programmes, including historical information for the last two financial years and the current situation, based on the latest round of commitment and spend forecasting. Tim Davies-Pugh asked the England Committee to note that this was subject to the Resources Committee approval.

5.2 In discussion the main points raised included:

- 1) The portfolio is still in development; the cash flow for 2013 is more healthy than anticipated, with a nominal sum of around £30m to spend.
- 2) Mark Cooke's Risk scenario should be taken into account and a month by month cash flow should be considered.
- 3) The current position was better than the previous year, due to the performance of the Awards for All and Reaching Communities programmes.

#### 5.3 **The England Committee agreed:**

- a) to note the content of this paper;**
- b) to note the financial position stated;**
- c) to note that further decisions may be needed following the programme portfolio discussion.**

### 6. REVIEW OF ENGLAND PORTFOLIO (EC/P11/12) and (EC/P11/11)

6.1 This paper provided the context for a review of BIG's England Portfolio. It summarised both the internal and external context for review and outlined a range of work being undertaken that should inform decision-making.

6.2 In discussion the main points raised included:

- 1) Discussions with stakeholders, focussed around broad cuts and specific local issues, revealed stark differences between different local authorities.
- 2) The England Committee noted this paper as very useful and stated its commitment to remain focussed on how spending cuts are affecting communities.

Jon Fox agreed to extend the analysis within the report and circulate the findings to the England Committee.

3) The England Committee queried some of the outcomes shown in the report:

Jon Fox agreed to circulate a document to the England Committee, explaining the variables and considerations used in the Department for Communities Local Government formula. This will include any issues that the Committee needs to be aware of.

**ACTION: J Fox**

**6.3 The England Committee agreed:**

- a) to look in more depth and measure the impact of spending cuts on local areas and communities;**
- b) to consider a more proactive approach, with Regions identifying areas of need and poverty.**

*Peter Wanless joined by VC from London.*

6.4 Jon Fox organised the England Committee into three groups, to discuss the principles that will inform a review of the current England portfolio, including an early steer on the principles and approaches that should be adopted for the development of this investment.

6.5 The England Committee was invited to:

- (i) to agree that BIG moves towards the position where the agreed outcomes for People Powered Change take a central role in framing and communicating the focus of the England Portfolio and that these become the 'single front door' to BIG's range of programmes and initiatives in England.
- (ii) To review the analysis of the breakout group findings via a report from Jon Fox. This should be an item for discussion on the next meeting agenda.

**ACTION: J Fox and A Littleford**

**6.6 The England Committee agreed:**

- (a) to note this report and found the exercise useful;**
- (b) to look in more depth at the impact on communities and local areas;**
- (c) to return to this point at the next meeting.**

**7. BIG LOCAL TRUST – PRESENTATION**

7.1 The Chair welcomed Michael Quicke, CCLA Chief Executive and Debbie Ladds, Community Development Foundation (CDF) Deputy Chief Executive.

7.2 There was a presentation made by CCLA and CDF:

- (i) a business plan which sets out how the new Company Limited by Guarantee will be set up and how it will be run;
- (ii) Michael Quicke set out some possible options for the investment of the £200m focussed on achieving maximum impact and rate of return;
- (iii) a manual of regulations setting out how the Big Local Trust programme will operate: i.e. how the processes described above will actually be put into effect

- 7.3 In discussion the main points raised included:
- (a) The Committee noted their interest at the concept of a self sustaining fund, having the capacity to renew itself while investing in social needs.
  - (b) Assisting applicants to work with a range of funding opportunities.
- 7.4 **The England Committee agreed:**
- (a) to note this presentation as very informative;**
  - (b) to note that no decision was required, as the presentation was for information only.**

The Chair thanked the presenters from CCLA and CDF.

7.5 BIG LOCAL TRUST - UPDATE (EC/(P11)13)

Sue Charteris left the room for this item.

- 7.6 Margaret Cooney introduced this report. The purpose of the report was to provide the England Committee with a general update on BIG Local Trust. The Chair's action paper, 'BIG Local Trust – Getting People Involved', was formally signed by the Chair on the 2<sup>nd</sup> March 2011.
- 7.7 In discussion the main points raised included:
- (i) the strong focus in the CDF bid on continuous learning and sustainability was an important consideration in the overall success of their bid;
  - (ii) The Committee discussed the grant disbursement of the £200m and agreed to consider investment options as part of the assessment of CDF's plans at the June meeting of the Committee, which will consider the full business case before making a final decision.
- 7.8 **The England Committee agreed to note:**
- (a) Some good work has been done on this so far. This is to be noted and colleagues were to be thanked, specifically the Regional team, for their contribution.**

8. MONTHLY PROGRAMME MANAGEMENT DIVISION (PMD) REPORTING JANUARY 2011 (EC/(P11)14C)

- 8.1 The report was circulated by correspondence. The Committee welcomed the report and acknowledged the hard work and effort to produce such a high quality piece of information.
- 8.2 This monthly report will provide the England Committee with key information from the Programme Management Division, including current affairs, programme information, an update on volumes, sharing learning within and outside of the division, and good news for the reporting period.

8.3 The Chair requested comments on the paper that was circulated by correspondence.

**8.4 The England Committee agreed to:**  
**1) Note the contents of the report.**

9. PAPERS CIRCULATED BY CORRESPONDENCE

9.1 The following papers had been circulated by correspondence:

- (i) Monthly Programme Management Division (PMD) Reporting – January 2011 (EC/(P11)14C)
- (ii) Programme Progress Report – Advice Plus (EC/(P11)15C)
- (iii) Programme Progress Report – Changing spaces (EC/(P11)16C)
- (iv) Programme Progress Report – Reaching Communities (EC/(P11)17C)
- (v) Programme Progress Report – School Sports Co-ordinators/OSHL (EC/(P11)18C)
- (vi) Programme Progress Report – Family Learning (EC/(P11)119C)

10. ANY OTHER BUSINESS

10.1 People Powered Change

Sanjay Dighe, John Gartside, Sue Charteris and Nalini Varma (for the partnership with the Evening Standard) will be leading on this programme. A paper (ECA/11/002) was presented to the England Chair requesting approval of the business case to solicit CFN and the chair requested that this is tabled in order to gain views from the wider Committee.

Dharmendra Kanani drew attention to the background of the proposal before the England Committee, restating the original thinking behind People Powered Change and its overarching purpose. In addition to the planned launch activity, which is progressing well, a number of potential opportunities have been explored to work with a range of media partners nationally and locally. The intention is to promote PPC at a local level using creative techniques and partnerships with regional press. As noted in the paper ECA/11/002 an effective partnership has been brokered with the Manchester Evening news and there are plans in each of the Regional offices to announce People Powered Change.

The proposal seeks the Committee's approval for the recommended solicited application assessed under the People Powered Change: The Community Foundation Network – The Dispossessed Fund.

10.2 **The England Committee agreed:**  
**(a) to note its appreciation at the speed of progress made;**  
**(b) the recommendation to progress via a Solicited Service Level Agreement with the Community Foundation Network;**

- (c) to set up a decision making committee, with Sanjay Dighe as the Chair and Nalini Varma as the Lead;**  
**(d) to move £1m from the 2013 to 2012 budget.**

10.3 Volunteering England

The Volunteering England paper sets out the business case for inviting the organisation to apply for funding for its project to use volunteering via volunteer centres. The objective is to help tackle the longer term effects of the recession in the hardest hit communities and the on-going economic disadvantage likely to result from the effect of current spending cuts. The England Chair asked for this item to be considered by the Committee and for the Chair's Action (ECA/11/003) to be circulated for information only.

10.4 In discussion the main points raised included:

- (i) Committee confirmed that the outcomes for this work are still, if not more relevant in the current context;
- (ii) That the proposal needs to be clearer about the nature and viability of the partners to this proposal;
- (iii) There needs to be a better explanation of how Volunteering England intends to measure impact;
- (iv) The England Committee suggested that further work should be done on the application before any final decision is made. The Chair requested more information from VE that provided more intelligence regarding the legal and financial structure of the organisation, consideration of the external changing environment and more definition on what we are now investing in. The England Committee suggested a short timeframe should be applied for the resubmission, to avoid further delays.

10.5 **The England Committee agreed:**

- (a) to defer any further discussion until the rework on the application is carried out and resubmitted to England Committee;**
- (b) to make a final decision at the next meeting, based on the resubmitted proposal;**
- (c) Tim Davies-Pugh agreed to speak to the CEO of the organisation to establish the longevity and sustainability of the organisation. He will explain the points raised by the England Committee (noted above) and request the additional information.**

**ACTION: T Davies-Pugh**

11. DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 12<sup>th</sup> April 2011 at 1100, at the Big Lottery Fund, Plough Place, London.

12. Presentation by Grant holders

John Taylor, Head of Region, West Midlands, organised for three successful grant applicants to present their projects to the England Committee.

- 12.1 Domestic Violence Support, Sutton Coldfield: This project provides counselling and support to victims and their families (aged 11+ yrs) in the Sutton Coldfield and surrounding areas. Accredited counsellors work for the organisation and the presenters personally thanked the Committee for their decision to provide funding for the project.
- 12.2 Bike-Light: This project offers safe motorcycle activities to under-privileged or troubled young people in Walsall. The objective is to encourage young people to become involved in a community project. By teaching them to ride motorbikes safely and also encouraging them to maintain the track, grounds and equipment, they become involved in a safe activity and learn new skills. The project is also open to other youngsters with own bikes and equipment for a nominal fee.
- 12.3 Arley Parochial Church Community Building: The new community building is physically connected to the back of the Arley Parochial Church and is now established as the new community centre in Arley, North Warwickshire. This is providing a meeting place for the local community.
- 12.4 The England Committee posed a question to the presenters of all three projects: If you could change one thing about your experience of accessing BIG funding, what would it be?
- (i) Bike-Light: We have noticed positive changes in the process recently, so it is already better.
  - (ii) Arley Community Centre: It would be interesting to be put in touch with other similar projects in similarly deprived areas. We think it would have been useful to speak to another group that was working towards the same goals.
  - (iii) Domestic Violence Support: We wouldn't change anything. The process was excellent and worked as well as we could have hoped.

The Chair and the England Committee thanked the presenters for their time and noted that they found the presentations very interesting.

There being no further business, the Chair thanked the attendees and the meeting closed at 17:40.

England Chair