COLONSAY COMMUNITY DEVELOPMENT COMPANY

CCDC Board Meeting
10th August 2023

Document Pack

Public

Please note that not all items on the agenda have supporting papers

Confidential items (e.g. relating to staffing) are not published in public

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Colonsay Community Development Company Board Meeting
Public Minutes
Thursday 13 July 2023

DRAFT

1. Attendance and apologies

Present: Dannie Onn (DO), Callum Hay (CH), Andrew Abrahams (AA), Linsay Chalmers (LC), Helen Mann (HM), Lesley McInnes (LM), Caitlin MacNeil, William Joll (WJ)

Apologies: Darragh Keenaghan (DK), Carrie Seymour, Lizzie Keenaghan

2. Minutes of last meeting and matters arising

Minutes approved.

Meeting with SH

3. Declarations of interest

HM croft and campsite

4. Briefing Note

Circulated prior to the meeting. No comments or questions were made.

5. CCC briefing

DO provided a briefing note to the CCC at their recent meeting. The note was well-received and will be repeated before each CCC meeting. A copy of the draft CCC minutes is promised to the board.

6. Scalasaig update

Due to matters which must be taken in private, the report is now moved to the private minutes. For public record is the map to accompany the deed of conditions on Scalasaig land. The map includes areas in green which would be retained by CCDC rather than maintained for use by all. This is predominantly the area for attenuation drainage in the north-east part of the housing site. The board agreed to retain these areas for future development or projects

without levying a maintenance charge on them. DO to forward the decision to Harper MacLeod for completion of the deed.

7. Housing and business unit allocations

The finalised draft of the policy was circulated prior to the meeting. This is overdue as Communities Housing Trust are proceeding with allocations on the basis of the policy. Minor changes requested by directors have now been made. The board formally agreed to adopt the policy.

8. Housing management update

CH has drafted a letter to ministers, regarding the New Supply Shared Equity scheme for affordable house sales. This was circulated prior to the meeting. CHT to be shown the draft prior to sending it to ministers. All agreed for the letter to be sent. Ariane Burgess will be added to the list of those copied in.

HM circulated 25 housing management documents prior to the meeting. These have been based on standard housing templates and regulatory requirements. They will ensure that statutes are met. They include basic recommendations for landlords and a lot of common-sense recommendations from organisations and government. HM was thanked for the work she has done so far. Directors need more time to consider the documents, and they will be brought to future meetings in a co-ordinated way for formal approval.

9. E-bikes

CH reported difficulties with delivering the e-bikes project. The existing grant offers will not be taken up this year, but the funding will likely be repeated for the next financial year. Colonsay Boards and Bikes are happy with this decision and there will be a review this autumn.

10.Island Profile update

A sample cover and contents page for the profile were circulated to the board prior to the meeting. There was very scant information, and the board is disappointed that a lot more had not been presented. This follows Board concern from previous meetings as to what the document would cover. DO said there should be a meeting next week to put a timetable together for completion. DO and CH to attend. DO also suggested the profile should set out what data we have been able to find that supports our ambitions. He

DRAFT

reminded directors that this is a pilot project working with Scottish Government. The profile will also look at what lessons have been learned. A further report will be brought to the next meeting.

11.Community Secretarial post

At its meeting last week, CCC suggested that it would be helpful if all community meetings could be minuted or noted be a paid member of staff, funded by the Community fund (COCF). CCC felt they could not apply themselves to the COCF and asked if CCDC would make an application on the community's behalf. AA thought it a shame and a reflection on the state of the community, that someone isn't prepared to volunteer their time to take minutes. Directors agreed in principle that they would support a trial period. DO had offered to prepare a brief outline of a scheme for the CCC to consider at their next meeting and will share this with the board first.

12.AOCB

CCDC gate at Port Mor

DO has been asked by Sophie Furze if CCDC could do something about the last gate on the track between our land and Rhona Robinson's croft. The problem is expected to be resolved later in the year when WHHA develop the road for their housing site. The board agreed that if WHHA are not able to do anything this year, then CCDC will discuss again. DO to inform Sophie Furze of this decision.

DONM

DRAFT

COLONSAY COMMUNITY DEVELOPMENT COMPANY

GENERAL BRIEFING NOTE August 2023

CLS Study tour – housing at Eigg, Knoydart and Arisaig

Lizzie Keenaghan will be representing CCDC at this event, which will take place from 20 to 22 August. This should help us to understand how other community organisations have managed their housing projects and to share our experience. It will help Lizzie in her role as she works alongside Carrie to transform our organisation from project-led to asset-owning. Lizzie will report to the board on the event at a subsequent meeting. There will be no additional cost to CCDC.

Machair Wind

The community presentation by SPR will have taken place the day before our board meeting. A verbal update will be given by director's present. They will also have met separately with Colonsay Estate earlier on Wednesday.

A draft MoU has been sent to SPR following the involvement of Sandy Abrahams. It has been acknowledged, and they hope to get back to us shortly.

DTAS visit

We have been approached by Laura Worku, who is the Development Officer the Argyll and Bute, Perth and Kinross, Stirling area for DTAS. Laura is planning a trip to some of the islands this September or October. She is keen to meet the board and staff, and to visit our projects. She would also like to explore how DTAS can best support us and could be available for a training session. The latter could follow on from our review in May(?) to provide directors with further guidance on discharging their responsibilities and directing the organisation. We are currently searching for a suitable date in early October.

Scottish Island Federation meeting with the Housing Minister

Dannie will be joining an online meeting with Paul MacLennan on 9 August. This is billed as a part of his summer tour and will be focussing on the emerging Remote Rural and Islands Housing Action Plan.

We have also been invited to join a SIF housing working group. This is a new initiative and open to any director. We will assess whether this group might provide opportunities to help us meet our own housing ambitions.

Dannie Onn

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Scalasaig Development

Project	Scalasaig Development			
Report Compiled by	Caroline Seymour			
Reporting Period	August 2023			
Project Status	Previous Status:		Current Status:	

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

TSL PROGRESS – Contractor's Report from 20th July.

Plots 1 and 2

Plots 1 and 2 are now on the decoration stage and should be complete by the painter by 24th July

Issues with the plumbing and electrical works as TSL did not fully realise the requirement for cabling for the I-Mist system, This is all now in place and only decoration to complete.

There is still the hooking up of the air source heat pumps and the PV panels but this will need to be done when there is electricity and water on site.

Plots 3 and 4

In exactly the same position as plots 1 and 2

Plots 7 and 8

Decoration finished and electrically and plumber also complete

Small snagging items to do as a few holes made to run cables for I-mist

Plot 9

Plots 9 is in the same position as plot 7/8

Plot 10/11

These plots are also ready for painting and should be decorated by early August

General

We are still awaiting I-mist to complete their works in all plots but are booked in for 31st July and for 3 days to complete and test system

Business units

Electrician has first fixed the units and Joiners booked in for 24th to sheet the walls and ceilings ready for plumber to fit Doc M pacs and kitchens

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Scalasaig Development

Plumber on site next week to complete his section of works.

RCC has still not been issued, Cowal Design are being pushed by TSL to produce new drawings but it is unlikely that they will start on this phase of the development before September.

SSE supply to Business Units has still not been decided. TSL are awaiting a design proposal from SSE.

A Draft Programme dated 20th July 2023 has been issued by TSL with a completion date now showing as 21/2/24. This completion date is still dependent on obtaining design information from Cowal.

PRIVATE – Confidential contractual and allocation matters have been moved to Private business

Business Units

Additional information has now been submitted by applicants and a panel is being set up to review the applications for the Business Units. Jane Millar from Gigha Heritage Trust will chair the panel. The Gigha trust has a good deal more experience than CCDC on the letting of business property.

Lizzie has been requesting quotes from solicitors for drawing up leases. HIE have advised that there is a fund that we can apply to help with these costs. Lizzie is taking this up and will discuss further with HIE next week.

2. KEY ISSUES

- The completion date for the Business Units has moved to December 2023 and the houses to February 2024.

3. FORMAL APPROVALS / DECISIONS REQUIRED

None required

4. NEXT REPORTING PERIOD ACTIVITIES

- Continue to work with CHT regarding RHB v NSSE
- Allocate Business Units and draw up leases.
- Review housing rental allocations policy with CHT
- Finalise Deed of Conditions and MOWI Heads of Terms
- Progress Standard Security with Scottish Government

5. APPENDICES

- None

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – Old Baptist Manse

Project	Manse			
Report Compiled by	Lizzie Keenaghan			
Reporting Period	August 2023			
Project Status	Previous Status:		Current Status:	

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

- Working with Dannie to create a brief for development of the site and renovation of the house. This is in progress and will be submitted to the Board for the September meeting. The brief takes into account the Board's reaction to the initial pro bono sketch ideas from Native Architect – noting and cautious of over-development. It's to be based on RIBA architecture Stages, asking for work to Stage O, Strategic Definition. There's to be a risk register alongside - work in progress this month.

  As a result of this in progress, it's become clear that some works needing doing at the Manse are basic for good habitation standards there, aren't complex design-wise and most likely can't wait until a fully formed and funded development & renovation project comes together – for the Board to discuss.

2. KEY ISSUES

- The following 4 areas are known to need attention at the Manse:
  - **access/parking**
  - **bathroom, and associated floor/ceiling**
  - insulation/energy efficiency/damp
  - lack of natural light/poor solar gain

This request to the Board to consider the affordability of works is only to address the first two of these, the others best left until renovation works, unless thought otherwise.

- The property currently has poor access and parking. The passing place on the road across from the property is currently used as parking, as the track isn't safely suitable for a car. This isn't ideal with young children, or visitors to the family finding parking also. Damage to the underside of a car has happened on the rocky ridge of the track up to the house. It needs scrapping, pecking in places and resurfacing with stone. It also needs some drainage works to keep it in good winter condition, and as current drainage lids are sited right at the track edge. It needs some clearing of vegetation and the creation of a better parking area at the house. This would not need planning permission, just a willing contractor and some funds.

PROJECT REPORT – Old Baptist Manse

- The property currently has a bathroom with some issues – old shower, water from showers making its way to the floor, and cracked plaster below in the living room which looks as if it could be related, concerning at least.

What could be achieved:

There would be a better standard of living for tenants if the access track and house parking could become suitable for an ordinary car, a fresh and robust basic bathroom fitted, and concerns around the floor/ceiling there investigated & addressed.

CCDC needs to move towards getting the best out of the community-owned asset, both in terms of it being a secure home for a couple/family, and in the rent that it's possible to ask for it. These works would be an initial step in that direction.

It might be better to be proactive on these two issues rather than waiting until work is urgently needed.

- **Current tenants:** There's currently a family living at the Manse, who need the accommodation it offers to be able to stay on the island. They have children attending/soon to attend the school, and are developing a CCDC croft. Any work done needs to be around the current occupants.

- **Funds & income:** The only income generated by the Manse is the rent currently taken, and that taken from previous contractors there. This currently has to cover insurance and any additional expenses – Council tax, internet contract, TV license?

  The funds needed for repair & improvement works will need to come from the Manse's own income, unless possible to use any of CCDC's limited reserves, or consider an application to the Community Fund? The hardship portion of this fund could maybe be considered.

.

3. FORMAL APPROVALS / DECISIONS REQUIRED

- Treasurer opinion on being able to afford some or all of these works – enough to progress it to approaching contractors for quotes

4. NEXT REPORTING PERIOD ACTIVITIES

- If thought to be possible – feedback from contractors approached

5. APPENDICES

- None – but feel free to ask Colm & Tanya for their impression of works needed
- There is a new bath purchased by the Baptist Unit in the outside shed – if useful to know.

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Staff flexible working policy

July 2023 edition Draft

Contents

- Introduction
- What is flexible working?
- Types of flexible working
- The needs of the organisation
- Eligibility
- Submitting a flexible working request
- Meetings regarding flexible working
- Responding to a flexible working request
- Right to appeal decision
- Trialling of new working arrangements
- Varying an employee's contract
- Complaints and further information

Introduction

This policy aims to encourage staff to consider flexible working arrangements. The organisation recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Therefore, the organisation wants to support its employees achieve a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning, and other interests. The organisation is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

The policy recognises and enshrines long-standing flexible working arrangements in CCDC which are available to all employees except where a physical presence on site at fixed times is necessary to CCDC.

It is the organisation's policy to encourage open discussion with employees. An employee that thinks they may benefit from flexible working is encouraged to contact the CCDC staffing director to arrange an informal discussion to talk about the options.

What is flexible working?

Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works.

The following flexible working options are considered to be the typical arrangements that employees will request but the organisation recognises that there may be alternatives or a combination of options which are suitable to both the organisation and the employee:

- Annualised hours
- Compressed hours
- Flexitime
- Home-working
- Job-sharing
- Part-time working
- Term-time working

Types of flexible working

- **Annualised hours** where an employee's contractual working hours are calculated as the total number of hours to be worked over the year, allowing flexible working patterns to be worked throughout the year.

  Usually the hours will be divided into rostered hours, which are set, and unallocated hours, when an employee can be called into work as demand dictates (and to cover unplanned work and employee absence). Payment will be in 12 equal instalments (although arrangements may be permitted where the pay for the work actually done is in the period to which the payment relates).

- **Compressed hours** is where an employee works their usual full time hours in fewer days by working longer blocks meaning that there is no reduction in their pay. For example, a 5-day week is compressed into four days, or a 10-day fortnight into 9 days.

- **Flexitime** allows an employee to choose, within certain limits, when to begin and end work. An employee is required to work during a core time and must work an agreed number of hours during the accounting period relevant to their post. Their hours of attendance will be recorded and added up at the end of each accounting period. An employee can carry over an excess of hours or a deficit of hours from one accounting period to another subject to approval of the staffing director. A deficit of hours should be made up in the following accounting period. Excess hours may be used to either reduce attendance outside of core hours or, take additional leave (flexi-leave), in any accounting period. Additional leave should be requested and agreed with the employee's line manager in the same way as annual leave.

- **Homeworking** is when an employee regularly carries out all, or part of, their duties from home rather than the employer's premises. The organisation can consider homeworking being an occasional agreed day, a mix of home and office based work each week or a full time arrangement.

- **Job-sharing** is an arrangement where a full-time post is divided into two part-time roles. The two job holders then share the overall duties and responsibilities. Their skills and the hours each employee wishes to work must be compatible, and meet the needs of the organisation. Pay and benefits are shared in proportion to the hours each works. Job sharing can be considered where the creation of a single part-time post is difficult, or where two individuals wish to work part-time. The suitability of posts for job-sharing will be stated in any internal or external advertisements.

- **Part-time working** covers any arrangement where an employee is contracted to work anything less than typical full-time hours for the type of work in question. For example, an employee who only works Monday to Wednesday. The organisation believes that all posts will be available on a part-time basis, except where a critical examination by line management proves this to be impracticable. The suitability of posts for part-time working will be stated in any internal or external advertisements.

- **Term-time working** is where an employee reduces their hours or takes time off during any school holidays. Any weeks above their annual leave entitlement will be unpaid. Salary can be paid in 12 equal monthly instalments (although arrangements may be permitted where an employee is only paid for the time worked and receive no pay during the holidays apart from their entitlement to annual leave).

The needs of the organisation

The organisation is committed to providing a range of appropriate working patterns. However, employees and management need to be realistic and to recognise that not all flexible working options will be appropriate for all roles.

Where a flexible working arrangement is proposed, the organisation will need to take into account a number of criteria including (but not limited to) the following:

- the costs associated with the proposed arrangement
- the effect of the proposed arrangement on other staff
- the need for, and effect on, supervision
- the existing structure of the organisation
- the availability of staff resources
- details of the tasks specific to the role
- the workload of the role
- whether it is a request for a reasonable adjustment related to a disability
- health and safety issues

Eligibility

Any employee with at least 26 weeks of employment service has a statutory right to request flexible working. However, the organisation has taken the view that employees in all areas, and at any level, are entitled to submit a request for flexible working regardless of their length of service.

Submitting a flexible working request

An eligible employee is entitled to submit **a** flexible working request at any time. An employee is entitled to additional requests if they relate to a statutory entitlement, for example the Equality Act 2010 right to request reasonable adjustments.

All requests must be made by email to the staffing director. Any request made must include:

- the date of the application
- the changes that the employee is seeking to their terms and conditions
- the date from when the employee would like the proposed change to come into effect
- what effect the employee thinks the requested change would have on the organisation
- how, in their view, any such effect could be dealt with

- whether this is a statutory or non-statutory request
- whether a previous application for flexible working has been made
- the dates of any previous applications

If the employee is making the request in relation to the Equality Act, e.g. as a reasonable adjustment relating to a disability, this should be made clear in the application.

If an application does not contain all of the required information, the staffing director will explain to the employee what additional or amended information they need to provide and ask the employee to resubmit the request.

Meetings regarding flexible working

Upon receiving a written request for flexible the staffing director will usually seek to arrange a meeting with the employee to:

- discuss the request
- find out more about the proposed working arrangements
- how it could be of benefit to both the employee and organisation

If a meeting is arranged, it will be held within 14 days of the organisation receiving the request. This time limit may be extended with the agreement of both the employee and the staffing director.

The employee will be given advance notice of the time, date and place of the meeting. If the initial date is problematic, then a further date will be proposed. If a face-to-face meeting is difficult to arrange then, if agreed by the employee and the staffing director, the meeting may be held over the telephone.

At the meeting the employee may, if they wish, be accompanied by a workplace colleague or a trade union representative.

If the employee fails to attend a meeting and then fails to attend a rearranged meeting without good reason, their application will be deemed to have been withdrawn.

Where a request can, without further discussion, be approved as stated in the employee's written application a meeting to discuss the request may not be necessary. The employee will be informed of the organisation’s agreement to the request by a confirmation letter as outlined in the section ‘Responding to a flexible working request’ within 14 days of the organisation receiving the request. This time limit may be extended with the agreement of both the employee and the staffing director.

Responding to a flexible working request

The staffing director will consider the proposed flexible working arrangements, looking at the potential benefits and adverse effects to the employee and to the organisation in implementing the proposed changes.

Each request will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.

The employee will be informed in writing of the organisation's decision as soon as is reasonably practicable, but no later than 14 days after the meeting.

The request may be granted in full, in part or refused. The organisation may propose a modified version of the request, the request may be granted on a temporary basis, or the employee may be asked to try the flexible working arrangement for a trial period. If the request is agreed, then the employee will be sent a confirmation letter which will include details of the new arrangements. The employee should contact the staffing director within 14 days if they wish to discuss the new arrangements further or have any concerns.

Right to appeal decision

The employee has the right to appeal the decision if their request is refused or is only agreed in part.

The employee may lodge an appeal to the CCDC board within 14 days of being notified of a decision on their application. This should be done in writing and clearly state the grounds on which they are appealing. The appeal will be heard within 14 days. The employee will then be informed of the outcome to their appeal within 14 days of the appeal meeting. These time limits may be extended with the agreement of both the employee and the CCDC board.

Trialling new working arrangements

Where there is some uncertainty about whether the flexible working arrangement is practicable for an employee and/or the organisation a trial period may be agreed. If a trial period is arranged the organisation will allow sufficient time for an employee and their manager to implement and become used to the new working practices before taking any decisions on the viability of a new arrangement.

Varying an employee's contract

Where flexible working practices are agreed as a permanent change, a variation will need to be made to the employee's contract of employment. A new contract of employment will be sent to the employee within 28 days of the change to the employee's working pattern being agreed.

If the employee has any questions or concerns about the new contract of employment they should contact staffing director to discuss the matter further.

Where a trial period has been arranged the organisation will provide the employee with a document that details their new working pattern and makes clear that it is only a temporary variation to the terms of the employee's contract. The employee will be informed in writing of the start and end dates of the trial period (although the organisation may reduce or lengthen the trial period where necessary with the agreement of the employee). The organisation will reserve the right, at the end of the agreed trial period, to require the employee to revert to their previous working arrangement.

Complaints and further information

The organisation is strongly opposed to any form of victimisation of individuals who work, or request to work under flexible working arrangements.

If an employee feels that they have been treated unfairly or are dissatisfied with any stage of the flexible process, they should raise their concerns informally with staffing director.

If informal discussions do not resolve the matter to an employee's satisfaction, they should raise a grievance under the organisation's grievance procedure.

For further information an employee should refer to the documents listed below and/or contact the staffing director.

Law relating to this document:

Employment Rights Act 1996

Equality Act 2010

Flexible Working Regulations 2014

This policy will be reviewed in accordance with CCDC policy review timetable or upon notification of any significant change in the law or good practice.

CCDC staff flexible working policy 2023

Appendix 1
Colonsay Community Development - Equal Opportunities Policy Statement

Colonsay Community Development (CCDC) is committed to the idea of equal opportunities for all. Our policy is to make sure that no customer, or person involved or associated with CCDC receives less favourable treatment on the grounds of:

- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Sexual orientation
- Age.

Colonsay Community Development Company is opposed to all forms of unlawful and unfair discrimination. We believe in human rights for all those connected with this organisation and all members of society. No action shall be taken against them by any person connected with Example Company Ltd which would devalue their contribution to society and to this organisation, or lead to a loss of their own self-respect, or respect for them from others.

Responsibility for making sure that Colonsay Community Development Company fulfils its obligations under this Policy rests with Board of Directors.

Who does the Policy apply to?

All individuals within this organisation are responsible for compliance with this Policy, and for the positive attitude it requires. All external persons connected with CCDC should share the same responsibility and commitment.

What will we do?

We will make sure that all our staff and sub-contractors are aware of our Equal Opportunities Policy, and where applicable will make them aware of their responsibilities.

All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the grounds named above. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Development Trusts Association Scotland

A Thriving Community-led Network

Strengthening Communities Programme (SCP)

Grant Handbook

Cohort 2024 – 2027

Table of Contents

What is the Strengthening Communities Programme? 2

Fund Guidance 2

Overview 2

Indicative timeline 3

Expression of Interest 4

Application Process 6

Webinar Details 6

Budget 6

What will SCP fund? 6

What will the SCP not fund? 6

Objectives 8

Recruitment 8

Line management 9

Employment Rights 9

Reporting Requirements 9

Reporting to DTAS 10

Quarterly monitoring reports 10

Reporting Deadlines 10

Repurposing potential underspend 11

Trustee's DTAS support checklist 12

Development Officer DTAS support checklist 12

Templates 14

Budget Template 14

Quarterly Progress Report 17
Quarterly Financial Report 21

What is the Strengthening Communities Programme?

The Strengthening Communities Programme (SCP) supports organisations in developing their core capacity and longer-term stability, sustainability and resilience. SCP enables them to undertake a community anchor role and/or deliver more ambitious programmes, projects and activities that meet the needs of their community.

SCP is a rolling programme initially providing support and funding for up to 3 years.

Development Trusts Association Scotland (DTAS) administers the fund on behalf of the Scottish Government. We recognise that changes can happen during the programme. If you need to make any changes to the outcomes and/or the funding structure, this must be discussed and agreed upon with your Development Officer (DO) at DTAS before implementation. All outcomes and funding must meet the SCP's objectives and outcomes set out within your application.

Participant organisations need to think early about how they will fund the post after the three years of SCP investment if they want to sustain the role.

DTAS offers a wide range of support, which is described in this handbook. As long as participant organisations are part of SCP, their SCP Development Officer (DO) will be their first point of contact for accessing DTAS services.

Fund Guidance

Overview

To be eligible for SCP, your organisation must:

- Be a current Provisional or Full Member of DTAS.

- Have completed a community action plan/local place plan/community consultation in the last five years, developed in partnership with your area of benefit.
- Have a clear idea of the main outcomes you want to reach in Year 1, 2 and 3 of the SCP programme. Outcomes must be linked to resilience, capacity and sustainability. Examples include the generation of sustainable surplus revenue streams, acquisition, development and management of community-owned land and assets, high levels of social participation and self-determination, job creation, strengthening governance and increase the capacity of the Board, etc.
- Have the capacity to administer this fund as an organisation - and the whole Board needs to be aware of the application to the SCP. For example, you must have plans in place for recruitment, financial and grant management, an employee handbook including HR and Health and Safety policies and a clear structure of line management for the new staff member.

This fund cannot be used to maintain staff in existing posts which are unrelated to SCP objectives and outcomes.

Indicative timeline

31st of August 2023	Expression of Interest Closes at 5pm
29th of September 2023	Application close at 5pm
October to December 2023 (indicative - this might be slightly earlier or later depending on Scottish Government)	Application assessments Notification of result
April 2024 (indicative - this might be slightly earlier or later depending on Scottish Government)	Grant award received, programme starts on 1st April 2024 Commence recruitment
May to June 2024	Appoint post holder

April 2024 to March 2027	Deliver the agreed 3-year plan according to the activities and outcomes determined in the grant offer letter. Submit quarterly reports (see more information below)
April 2027	Submit End of Investment report

We understand there might be changes to this timeline due to external factors. For example, if recruitment is difficult. Any delay must be discussed as early as possible with your DTAS DO.

Expression of Interest

We have tried to streamline the EOI process to ensure we can capture the information we require to check whether we can send you an application form.

All Expressions of Interest (EOI) will be completed via Microsoft Forms; no paper EOI will be accepted. **EOIs must be completed by one or several Trustees and not by an employee.**

Due to being unable to save progress on Forms, we recommend you use the questions below to write your answers on a Word document before completing the EOI form online.

Link to online EOI form: EOI 2024-27

EOI Questions

GENERAL INFORMATION

- Organisation Name
- Contact Number
- Email Address
- Name of person completing the application
- Role within the organisation
- Contact Number
- Email Address

BASIC ELIGIBILITY CRITERIA (YES/NO)

- Be a DTAS Member (provisional or full)
- Be incorporated with a legal personality (e.g., a SCIO or company limited by guarantee)
- Be community controlled. Statutory bodies, individuals or sole traders are not eligible.

- Operate for the benefit of the community, seeking inclusive community engagement and participation including in decision making structures
- Have a UK bank account (in organisation name), annual accounts (approved by the board) and control over all income and expenditure.

OTHER CRITERIA (YES/NO)

- Have you read the SCP Handbook?
- Have you conducted a community action plan/local place plan//community consultation in the last 5 years?
- Has the Board agreed and discussed the objectives your organisation wants to pursue by applying to this fund?
- Are you aiming to use this fund to maintain staff in existing, non-SCP related, posts?
- Pease note that this post cannot be used to continue staff in a role that is not linked to SCP outcomes. Such applications will be rejected.
- Are you applying to fund up to 1 Full-Time Equivalent (FTE) post?
- Do you have the capacity to administer the fund as a Board? For example, looking at the SCP handbook, do you have or are you prepared to have processes in place for recruitment, finance and grant management, work-related policies, employee management
- Are the outcomes you want to reach through SCP linked to resilience, capacity sustainability?

  Examples include:

  - generation of sustainable surplus revenue streams
  - acquisition, development and management of community owned land and assets
  - high levels of social participation and self determination
  - job creation
  - development of renewable energy schemes
  - increased community confidence and autonomy
  - local delivery of community designed services
  - community infrastructure such as broadband connectivity
  - population retention and improved demographic representation, etc...
- Are you pursuing this funding mainly for project funding? SCP mainly focuses on core funding and capacity building and is not focused primarily on project costs.
- Have you received SCP Funding via DTAS within the last 5 years (since 2018)?

We aim to responded to all EOI within 7 working days. Alice or Errin will be touch after a review of your EOI is completed.

Development Trusts Association Scotland
A Thriving Community-led Network

Application Process

After your Expression of Interest (EOI) has been submitted and approved, we will provide you with an application form to be submitted before the deadline. You must submit the completed form to the following staff members: Alice (Alice@dtascot.org.uk) and Errin (errin@dtascot.org.uk).

As part of your application, you are required to submit the following evidence:

- Latest set of Annual Accounts.
- Governing Document for the organization.
- Copy of the Community Action Plan/Consultation.

Webinar Details

We have arranged a webinar session scheduled for Tuesday 5th of September at 12noon. This webinar aims to provide updates application process, present timelines, and address any inquiries you may have. We strongly urge that at least one representative from each organise attend if they are looking to apply for this funding. The webinar will be hosted on the Online and a link will be sent before the event. P lease register for this webinar via the link below:

BOOK WEBINAR

Budget

What will SCP fund?

The SCP will fund a full-time equivalent (35-37.5 Hours per week) post for up to three years. The type of posts that funding will cover includes a Development Officer, Business Development Manager, or Enterprise Officer.

Funding for more than one part-time post could be considered as long as the total number of hours does not exceed the full-time equivalent.

Funding can also cover startup costs, including IT and office equipment for the employee(s), training, travel expenses, and associated core costs up to 15% of overall budget

What will the SCP not fund?

- Core Costs above 15% of the overall budget
- Capital costs above £5000 over the full programme
- Projects that have already happened
- Loan repayments
- Capital items only

- Contingency, evaluation or unspecified costs
- Fundraising costs
- Electricity generation and feed-in tariff payment
- Political or religious campaigning
- Profit-making/fundraising activities
- VAT you can reclaim
- Overseas travel
- Alcohol

As part of this project, your are required to develop a comprehensive 3-year budget that takes into account the project requirements and ensures that salaries align with equivalent positions in your area, meeting the real Living Wage rate in line with the Fair Work Action Plan for Scotland for all employees involved in this program.

When creating the budget, it's essential to factor in annual increases to accurately reflect your organisation's needs. Neglecting to include these increments may result in cashflow issues during the later stages of the program.

To assist you in developing your budget, we have provided a templated Budget spreadsheet. However, please note that it is not mandatory to use this template when submitting your application.

For reporting purposes, we use the financial year instead of calendar years, with Quarter 1 covering April to June, Quarter 2 from July to September, Quarter 3 spanning October to December, and Q4 ranging from January to the end of March. We strongly recommend adopting the same financial year structure when building your budget and tracking your expenditures.

It's important to remember that this project will span three financial years, with funding concluding on the 31st of March 2027. All funds received from this program must be spent within each financial year, and no carry forward of funds from one financial year to another will be allowed.

Considering the timeline, it's important to be aware that the formal award letter is not expected until April 2024, due to the constraints of the Scottish Government Budget. This information is particularly crucial if you are planning to recruit new staff members. As funds cannot be carried over to the next financial year, it's essential to factor in this delay when structuring your budget.

Objectives

At the programme's start, you will be asked to complete a breakdown of the activities and outcomes you want to achieve; this will be built into your grant letter. We will use this information to follow your progress, identify any issues, offer support, and amend activities/outcomes if needed. Any amendment should be first discussed with your DTAS DO and formal agreement made.

Outcomes need to measure change, e.g., an activity might be "social activities for older people", and the outcome will be "older people will feel less isolated".

For more information on setting outcomes and indictor please refer to Evaluation Support Scotland.

You will report against the activities and outcomes in your quarterly report.

Recruitment

The role(s) must be filled through an open recruitment process and respect the conditions in the Grant Award letter.

You will need to think thoroughly about the job description for the role. It should align with the agreed activities and outcomes highlighted in the grant letter and clearly state the skills and qualifications needed to successfully complete the role. DTAS has a few examples that we can send if required. You can also look on websites such as Goodmoves to see what skills and qualifications other charities require for similar roles.

Within your job description you must specify that the role is funded through the Scottish Government's Strengthening Communities Programme until March 2027, each funding year being indicative and subject to confirmation of each financial year's Comprehensive Spending Review.

By an open recruitment process, we mean an internal or external recruitment process open to all – existing employees for internal recruitment processes and existing employees and the general public for external recruitment processes. For the latter, the post must be advertised

publicly on appropriate channels (social media, recruitment platforms, website etc) and shared with your DTAS DO.

This also means that the application and interview process will be fair. We recommend that there is an application process with an interview to ensure all applicants are assessed against the same criteria – criteria which are relevant to the role and clearly described in the job description.

Trustees should agree on the recruitment process and decide which trustees will be involved and their role. The post holder will be recruited and employed by your organisation directly.

Line management

The DO (or similar) should have a transparent system for reporting and accountability. This could be through one person within the organisation who manages the role and is responsible for all aspects of employing the DO or through an HR subcommittee. The Board should be clear on this process which written guidance to refer to along with terms of reference if using a subcommittee.

Employment Rights

Please note that if you are appointing new staff under this project or recruiting internally you should be aware that the following rights and associated costs might need to be built into your budget.

- Once employees have 2 years continuous service they gain full employment rights. Their employment can only be ended for one of the five fair reasons for dismissal which are: conduct, capability, redundancy, statutory/legal reason or some other substantial reason.
- If the reason for non-renewal is the role is redundant and the employee has 2 years continuous service or more then the full redundancy procedures would apply and the employee would be entitled to statutory redundancy pay.
- Once employees have been employed continuously for 4 years, they are deemed as a permanent member of staff.

Reporting Requirements

Reporting to DTAS

The Trustees will have an appointed SCP DO from DTAS allocated to their organisation. They are the organisation's first point of contact for any query related to the SCP programme. The DTAS DO is there to support the appointed DO and Trustees. The DO and Trustees are encouraged to call or email their DO at DTAS as required. Our service is intended to be helpful in all aspects and not just about SCP funding.

Quarterly monitoring reports

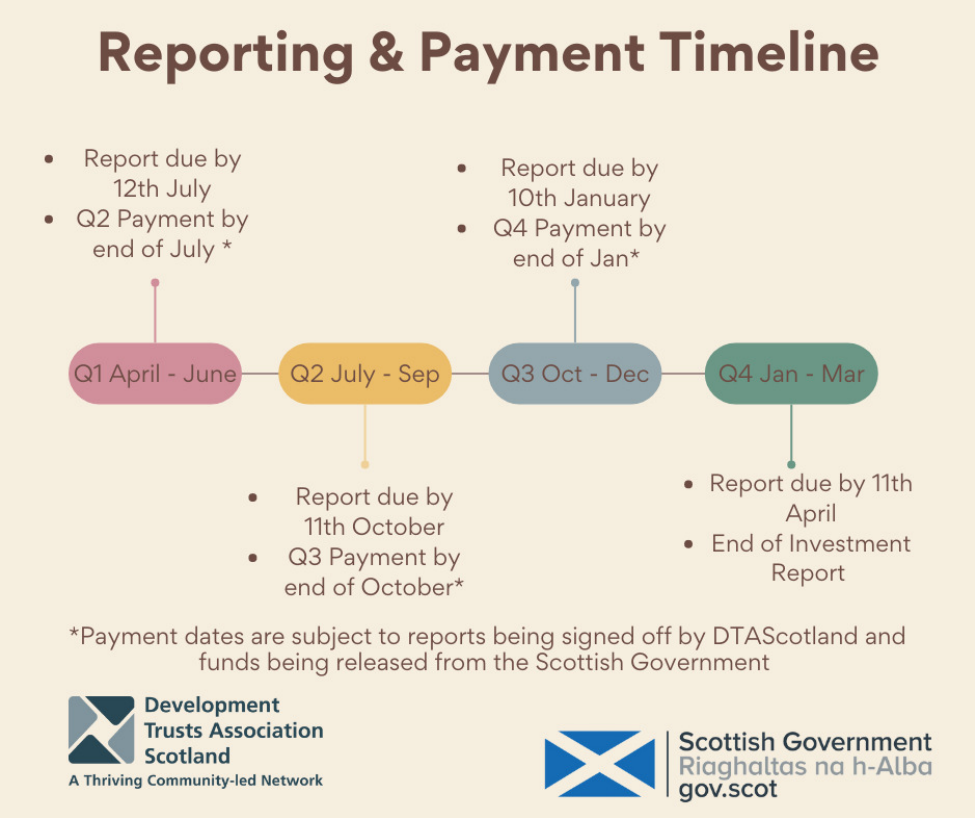
The quarterly reports (template included) should be completed partly by the DO and by one or several Board members (as appropriate). The main reporting part of the report should consist of the activities agreed upon in the application form with an update on how they are progressing. These can be copied directly from the grant offer letter. Activities should be associated with the relevant outcomes on the grant letter.

You will also be asked to complete a spreadsheet for your financial reporting (template included).

It is advised to track all progress on activities and outcomes (as per the original grant letter) and expenses (against budget headings as agreed in the initial grant letter) related to SCP so that it is easier to complete reporting requirements.

Reporting Deadlines

Once an authorised signatory has signed and returned the grant offer letter, DTAS will make the first grant payment for Quarter 1. These funds are intended to cover the costs identified in the application and agreed upon in the grant offer letter. Payment for the next quarter's grant payment will only be occur once your DTAS DO has approved the previous quarterly report including Finance report.



Repurposing potential underspend

You are awarded funding one financial year at a time, and funding in one financial year cannot be transferred into the next financial year. If you are spending less than your budget, you will have an underspend that can be repurposed only after discussing and agreement is reached with your DO at DTAS.

For instance, if there were a delay in recruitment in Q1, resulting in the DO starting in June, there would be two months of salary costs not spent. If a proposal was submitted to DTAS demonstrating how the two months' salary costs could be repurposed in a way that supports the agreed SCP outcomes and activities (e.g., additional training/working extra hours for a short time), and we have agreed to the proposal, these costs can be repurposed and would be included in the following monitoring report., There is some flexibility in repurposing funds within each financial year but not across financial years. Any underspend from one financial year can't be "added on" to subsequent financial years.

Any proposals to repurpose or alter costs between different activities, as detailed in your grant letter, need to be discussed and agreed upon by your SCP DO before proceeding.

Trustee's DTAS support checklist

Once you have signed your grant award letter, we need you to:

1) Arrange a call/catch-up with your DTAS DO;
2) Once your DO is in the post, arrange a face-to-face visit with your DTAS DO;
3) Have a look at the member benefits (attached to this guide);
4) Have a browse on the DTAS website, and especially the map of the member network, It's worth thinking about visiting nearby groups and/or groups with similar activities (Funding is available through Community Learning Exchange to support these visits, details attached to this guide);
5) Sign up for the DTAS e-bulletin (you can do this on the homepage of the website) and request that your address be added to the DTAS mailing list (essential to get information about funding opportunities, events, etc);
6) Check that we have the latest updated contact details for your organisation;
7) Join the DTAS general members Facebook group,

Development Officer DTAS support checklist

You're a new Development Officer (or similar role) welcome to the Strengthening Communities Programme through DTAS. This checklist is for you as you start your role.

1) Arrange a call/catch-up/visit with your DTAS DO;
2) Have a look at the member benefits (attached to this guide);
3) Have a browse on the DTAS website, and especially the map of the member network, It's worth thinking about visiting nearby groups and/or groups with similar activities (Funding is available through Community Learning Exchange to support these visits, see details attached to this guide);

4) Sign up for the DTAS e-bulletin (you can do this on the homepage of the website) and request that your address be added to the DTAS mailing list (essential to get information about funding opportunities, events, etc);

5) Join the DTAS members Facebook groups,

   a. General

   b. DOs (and similar roles),

6) Ask your DTAS DO to add you to the circulation list for the monthly DO (and similar roles) online (zoom) drop-in for members of DTAS. You don't have to attend all of them, but feel free to drop by if you have questions or want a chat!

Development Trusts Association Scotland
A Thriving Community-led Network

Templates

Budget Template

Not required when submitting application.

Start date	01/04/2024						
	Year 1		Year 2		Year 3		Total
Grant year starts	01/04/2024		01/04/2025		01/04/2026		
	Total cost	Amount from SCP	Total cost	Amount from SCP	Total cost	Amount from SCP	
Revenue							
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
Revenue total	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**
Overheads							
							£0.00
							£0.00
							£0.00

							£0.00
Overheads total	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**
Revenue + Overheads	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**
Capital							
							£0.00
Capital total	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**
Totals	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**

Funding Details	**Year 1**		**Year 2**		**Year 3**		**Total**
Funder	Confirmed Y/N	Amount	Confirmed Y/N	Amount	Confirmed Y/N	Amount	
							£0.00
							£0.00
Total Funding		**£0.00**		**£0.00**		**£0.00**	**£0.00**
Organisation Financial Support							£0.00
							£0.00
							£0.00
Total Organisation Support		**£0.00**		**£0.00**		**£0.00**	**£0.00**

In-kind Support							£0.00
							£0.00
							£0.00
Total In-kind		**£0.00**		**£0.00**		**£0.00**	**£0.00**
Totals		**£0.00**		**£0.00**		**£0.00**	**£0.00**

Funding Request				
Year	SCP	Funders	Organisation	In-kind Support
1	£0.00	£0.00	£0.00	£0.00
2	£0.00	£0.00	£0.00	£0.00
3	£0.00	£0.00	£0.00	£0.00
Total	**£0.00**	**£0.00**	**£0.00**	**£0.00**

Development Trusts Association Scotland
A Thriving Community-led Network

The Scottish Government
Riaghaltas na h-Alba

Quarterly Progress Report

EXAMPLE STRENGTHENING COMMUNITIES PROGRAMME (SCP)

ORGANISATION NAME: The Example Development Trust

REPORTING PERIOD: Quarter 1 **Financial Year** 2024-2025

What have you used the SCP investment for, and what has it enabled you to achieve?
Please provide details of how the project has developed from inception to the current stage.

Please describe the key successes of the project during this past quarter, including anything unexpected that has added to what you have been able to accomplish.

Development Trusts Association Scotland
A Thriving Community-led Network

Please describe any challenges or issues faced during this past quarter. In particular, please identify any areas or issues where assistance from SCP may be useful.

Please list your key project tasks/milestones with estimated timescales for completion, noting that these must all be completed by the end of your requested grant funding period.

Key Project Tasks / Milestones	Date to be achieved by:
Example only - Recruitment and selection to capacity-building posts	*31/12/24*
Example only - Research and procurement of marketing suppliers	*31/12/24*
Example only - Production of promotional schedule	*31/03/25*
Example only - Launch of extended opening hours	*31/03/25*

Development Trusts Association Scotland
A Thriving Community-led Network

Please provide details on the progress and outcomes of key activities.

Key Activities (as per Schedule 1 in Grant Offer)	Details of progress to date on the key activities	Outcomes achieved and how they have been completed (as per Schedule 1 in Grant Offer)

What do you think the critical issues will be for your organisation going forward?

(i) Anticipated issues during the remaining time in SCP
(ii) Anticipated issues once SCP funding ceases.

Development Trusts Association Scotland

A Thriving Community-led Network

Development Trusts Association Scotland

A Thriving Community-led Network

Quarterly Financial Report

ORGANISATION NAME: The Example Development Trust

REPORTING PERIOD: Quarter 1 Financial Year 2024-2025

Budget as per Grant Award	Original grant Y1	Y1Q1	Y1Q2	Y1Q3	Y1Q4	Actual spend Y1	Difference	Explanation
						£ -	£ -	
						£ -	£ -	
						£ -	£ -	
						£ -	£ -	
						£ -	£ -	
						£ -	£ -	
						£ -	£ -	
						£ -	£ -	
						£ -	£ -	
						£ -	£ -	
						£ -	£ -	
						£ -	£ -	
						£ -	£ -	
Totals	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	