



## AGENDA ITEM NO. ....10.....

To: ECONOMIC DEVELOPMENT COMMITTEE		Subject:  LANARKSHIRE KEY FUND UPDATE
From: DIRECTOR OF PLANNING & ENVIRONMENT		
Date: 23 November 2000	Ref:SL/REP749	

**1 Purpose**

- 1.1 This report is submitted to the Economic Development Committee to update members on the management and operational arrangements relating to the operation of the Lanarkshire KeyFund (LKF).

**2 Sustainability**

- 2.1 This project meets the sustainable development policy adopted by the Council through Local Agenda 21 by addressing elements of Section 3 "Economy and Work" and Section 8 "Social Needs". In particular the project addresses the following areas:

- reducing poverty and low pay
- increasing employment opportunities for local people
- helping local and community based businesses to develop

**3 LKF Board**

- 3.1 As minuted in a previous committee report (dated 8 June 2000) the board of LKF is now been formed and has met three times since the last report to committee.
- 3.2 The minutes from these three committee reports are at Appendix A.

**4 Banking Arrangements**

- 4.1 As reported tenders for the operation of the LKF bank account have now been issued and Lloyds TSB have been appointed as the bank that LKF bank will operate with. All LKF funds are now lodged with the Motherwell branch of this bank.

**5 Financial Status**

- 5.1 As members will be aware from previous committee reports the fund has a budget of £864,000 made up of three equal contributions totalling £432,000 from North and

5.2 To date (30<sup>th</sup> September 2000) the bank account shows a balance of £828,457 in credit, representing the three funding partners' contribution minus expenditure of £47,831. Expenditure to date is made up largely of salaries, accountancy fees and stationery.

5.3 Management accounts for the period up to 30<sup>th</sup> September 2000 are attached as an appendix to this report.

## **6 West of Scotland Key Fund Management Committee**

6.1 A West of Scotland Key Fund Management Committee is now in operation, comprising Inverclyde Key Fund, Glasgow Key Fund and Lanarkshire Key Fund, this organisation meets on a quarterly basis. The Management Committee share experiences and discuss issues relating to their respective Key Funds.

6.2 Minutes of Western Scotland Key Fund Management Committee meetings for April and July are attached as appendices to this report.

## **7 Lanarkshire Key Fund Working Group**

7.1 A Lanarkshire Key Fund Working Group is now in operation and meets fourteen days prior to each LKF board meeting.

7.2 The main function of the working group is to consider applications for funding prior to them being ratified at LKF board meetings.

## **8 Applications**

8.1 Ten projects, six in South Lanarkshire and four in North Lanarkshire, were approved (subject to some minor conditions being satisfied) at the board meeting of Lanarkshire Key Fund (LKF) on 12<sup>th</sup> October. Details of these projects are attached. These projects represent a total of £238,442 of LKF funding. To date there has been a total of 24 applicants for Lanarkshire Key Fund funding.

8.2 The projects are a mix of jobs access generation, community capacity building and social economy schemes and the benefits of these will be spread throughout some of the most economically and socially excluded groups in Lanarkshire.

## **9 Future LKF reports**

9.1 Further LKF reports will be submitted to committee on a regular basis.

## **10 Recommendation**

10.1 It is recommended that the committee;

(1) note the contents of the report.



David M Porch  
**Director of Planning and Environment**

25 October 2000

*For further information please contact Steven Latta, Economic Policy Officer.  
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## WESTERN SCOTLAND KEY FUND MANAGEMENT COMMITTEE

Note of meeting held on Tuesday 18<sup>th</sup> April 2000  
James Watt College, Inverclyde

<b>Present:</b> Anne Houston	Strathclyde European Partnership (SEP)
David Gourlay	Strathclyde European Partnership (SEP)
Maureen McConnachie	North Lanarkshire Council
Caroline Coleman	South Lanarkshire Council
Roddy Byers	Glasgow Alliance
Ruth Cooper	Inverclyde Key Fund Man. Group (J. Watt College)
Jim Grieve	Inverclyde Key Fund Man. Group (Community Rep.)
Louise Hannigan	Inverclyde Regeneration Partnership

Louise Hannigan welcomed the Committee and members were introduced.

### 1. Apologies

Apologies were received from Jane Harrison, Strathclyde European Partnership and Bob Morrison, Lanarkshire Key Fund Management Group (Community Rep.).

### 2. Minutes of Last Meeting

The Minutes were agreed.

### *Matters Arising*

David Gourlay drew the Committee's attention to Item 4 and re-emphasised the importance of each Key Fund being represented by 3 individuals - 1 Community Rep. and 1 officer from the Management Group, and 1 rep from the applicant organisation.

Anne Houston informed the Committee that a meeting had taken place with Ian Mathieson of the Social Capital Fund and it was agreed that this Fund should link into local Key Fund selection. It was agreed that it would be of value to invite a rep from SCVO to attend future Western Scotland Key Fund Management Committee meetings periodically.

### 3. Key Fund Development

David Gourlay reminded the Committee of the requirement to provide single reports to Europe covering all three Key Funds. He explained that there was an agreement that a 'Unique Management Structure be introduced (at least an umbrella)' to oversee the monitoring of the Western Scotland Key Fund.

David also expressed the desire to see all three Key Funds sharing experiences and expertise and highlighted the value of providing both qualitative and quantitative updates on progress. It was agreed that reports would be compiled and circulated with Agendas in advance of meetings in future.



THIS PROJECT IS BEING PART-FINANCED BY THE  
EUROPEAN UNION  
European Regional Development Fund  
1997-99 Objective 2 programme

### ***Inverclyde Key Fund***

Louise Hannigan provided a brief update on Inverclyde Key Fund and distributed a short overview of progress to date. She outlined the structure of the selection process and those who are involved in the decision making process. A discussion followed covering some of the challenges that had been overcome to date and the lessons learned thus far. She explained that there was a requirement to spend £50k SIP monies under the Key Fund in financial year 1999/2000. Louise informed the Committee that a short summary of each of the 4 projects that have been funded so far had been distributed.

David Gourlay requested that each of the Key Funds submit quarterly update reports including budgetary information. Anne Houston suggested that if there were doubt surrounding the eligibility of the occasional application, SEP would be happy to provide clarification. In addition, she suggested that an information seminar for Management Groups could be arranged. There was unanimous support for this suggestion and it was agreed that individuals should contact David Gourlay to arrange. Jim Grieve highlighted the difficulties community reps often experience in becoming involved in projects such as the Key Fund and particularly welcomed the offer of additional information/support.

It was also agreed at this point that meetings should remain on a quarterly basis and should be reviewed after one year.

### ***Glasgow Key Fund***

Roddy Byers then provided an update on the Glasgow Key Fund and its four areas of operation – Easterhouse, Castlemilk, North Glasgow and Pollok. He explained that there was also a requirement to spend a proportion of the Funds before the end of financial year 1999/2000. He explained that some projects had already been funded and were proceeding. Roddy distributed a copy of North Glasgow's publicity leaflet and the application pack contents. He drew attention to materials that had been developed specifically for those responsible for selection.

Roddy explained the unique nature of the four 'arms' of the Glasgow Key Fund and informed the Committee that each has unique priorities according to local need.

David Gourlay emphasised the need for Key Funds to be allocated to projects only where additionally can be clearly evidenced. He clarified that ideal use of Key Funds would be to those organisations who are generally unable to source European funds.

### ***Lanarkshire Key Fund***

Caroline Coleman explained that the Key Fund is in the early stages of development in Lanarkshire however, extensive consultation and promotion has been carried out. She informed the Committee that a meeting was scheduled for 19/4 to discuss strategic goals and criteria and to investigate the viability of a consortium approach to the Key Fund owing to the large geographical area to be covered.

Maureen McConnachie then provided details of a review of services to the unemployed in Lanarkshire, which is almost complete. She highlighted the significance of this review in terms of the Key Fund and the intention to use the information from the review to influence the direction and priorities of the Key Fund. She estimated that the Lanarkshire Key Fund would be accepting applications around June.

A general discussion followed regarding the turn around time for applications under the Key Fund and it was agreed that each Key Fund would operate according to local structures.

**4. Structure and Remit of Committee**

It was felt that this item had been covered in previous discussions. David Gourlay reminded the Committee that whilst a single annual report will be submitted to the European Commission, there will be no comparison of progress among the three Key Funds. Progress will be measured against the individual targets set by each Fund. SEP undertook responsibility for the amalgamation of quarterly update reports and the production of the annual report. It was also agreed that SEP would provide a structure for monthly update reports to each Key Fund for the purposes of commonality.

Anne Houston suggested that this be distributed in advance of the next meeting in order that reports can be developed in a uniform format and distributed in advance of meetings.

**5. Strategic Review**

A general discussion took place relating to overlap of monitoring requirements among bodies to which Key Funds are accountable. It was agreed that if reports can be produced that satisfy SEP and local conditions, this would be ideal.

Maureen McConnachie suggested that reps. of other funds could be involved in funding seminars locally to avoid duplication and encourage pro-active communication. She also reminded that group of the opportunity to refer ineligible Key Fund applicants to other funds as appropriate.

**6. Monitoring & Reports**

Anne Houston undertook to supply guidance on quarterly monitoring requirements. She also informed the Committee that each Key Fund will be monitored half way through or when half of the budget is spent. The specific contents of this exercise will be advised. She highlighted the need for SEP to consult with the Scottish Executive on this issue.

David Gourlay then provided an overview of the standard format for monitoring.

**7. AOCB**

None.

**8. Date of Next Meeting**

Thursday 18<sup>th</sup> July at 2 pm hosted by Lanarkshire Key Fund – venue to be confirmed.

## LANARKSHIRE KEY FUND

Minutes of the 6<sup>th</sup> Meeting of the Board of Directors of the Lanarkshire Key Fund held on  
Tuesday 11 July 2000

Present:                   Maureen McConachie (Chair)  
                              Pamela Woodburn  
                              Robert Hunter  
                              Robert Morrison  
                              Susanne Hanlon  
                              Councillor Chris Thompson

In Attendance:         John Turley  
                              Liz Martin  
                              Jim Dott

Apologies:               Councillor Jim Brooks  
                              Anne Shiels  
                              Caroline Coleman

### 1.       **Appointment of Chairperson** **Action**

- 1.1     In line with the Articles of Association of the Company it was noted that North Lanarkshire Council would nominate Councillor Jim Brooks to act as Chairperson until 31<sup>st</sup> December 2000. In his absence Maureen McConachie would assume responsibility as Chairperson in this meeting. Cllr Brooks as Chairperson was moved by Councillor Chris Thompson and seconded by Pamela Woodburn.

### 2.       **Minutes of Previous Meeting**

- 2.1     The minutes of the meeting of the Board of Directors held on Tuesday 13 June 2000 was approved.

It was agreed that the minute of meetings of the Board would be distributed 2/3 days after the meeting in draft form. Any comments received on the draft minute would be reflected in the final minutes of the Board which would be issued, together with related papers, a minimum of 7 days prior to the next meeting of the Board of Directors.

JT

### 3.       **Matters Arising**

- 3.1     There were no matters arising from the previous minute.

### 4.       **Financial Report**

- 4.1     Jim Dott circulated an amended copy of the management accounts for the period 24 December 1999 to 30 June 2000 (copy attached). He confirmed that match funding from the Scottish Executive had been received amounting to £432,000. The balance sheet shows a total balance of £841,973 as at 30 June 2000. An expenditure analysis was provided and it was confirmed that the sum of £351,818 was available as

expenditure on direct project funding for the remainder of this year with a similar amount available to spend during 2001.

4.2 It was noted that, at present, a total of £4,259 had been generated as interest on the account and it was agreed that confirmation should be sought from Strathclyde European Partnership on the use of monies generated from the Key Fund. JT

4.3 The Board formally approved the management accounts for the period 24 December 1999 to 30 June 2000.

## 5. Minutes of Special Board Meeting held on 21 June 2000

5.1 The minutes of the meeting were formally noted as an accurate reflection of the meeting.

### 5.2 Matters Arising

5.2.1 Pamela Woodburn circulated a copy of the letter received from David Gourley in which it was confirmed that, in line with SEM 2000 regulations, if monies presently held within the Key Fund were to be used for purposes other than detailed within the European application this would be viewed as failing to comply with regulations and the whole project could be compromised (copy letter attached).

5.2.2 The issue of out of pocket expenses for Community Directors nominated by the local authorities was discussed at length. Examples of out of pocket expenses included childcare costs, travelling costs and the training of Community Directors serving on the Board of the LKF. The following course of action was agreed:

- A letter from the Chairperson, on behalf of the LKF, to be sent to both Councils
- Maureen McConachie would raise the issue at the next meeting of the Western Scotland Key Fund Management Group to be held on Tuesday 18 July 2000. JT

MMcC

5.2.3 It was noted that the LKF would be the subject of audit and that ineligible expenditure could compromise the project.

### 5.2.4 Employer Intermediaries

Robert Hunter outlined the outcome of a meeting held last week with public sector partners to discuss the possibility of developing a community based initiative as an employer intermediary. It was the intention that this employer intermediary should be encouraged to bid into the Key Fund for the services of a Development Officer. It was also noted that an expression of interest had been made to the New Opportunities Fund for the establishment of an employer intermediary within Lanarkshire.

## 6. Community Intermediary Organisations (CIO)

6.1 Liz Martin circulated a paper identifying potential CIOs within North Lanarkshire. Liz also informed the board of the difficulties that exist at a community level in bringing together organisations with diverse interests and the tensions that resulted in the preparation of consortium bids to the Key Fund.

- 6.2 The Board acknowledged the difficulties encountered by the Development Officers in this process and agreed that community based organisations would be encouraged to submit applications within the 3 previously determined areas of focus ie capacity building, community intermediary organisations and social economy projects. Thereafter the Development Officers would be in a better position to determine the possibility of organisations working together under a consortium approach to achieve mutually, beneficial and complimentary projects.

## 7 Strategic Development Plan

- 7.1 In view of the initial development work undertaken by the Development Officers, including the audit of community organisations and the direction provided by the Board in relation to CIO's the bid process etc. it was agreed that the Strategic Development Plan will require to be amended and thereafter represented to the Board. LM/CC

## 8. CICERO Project

- 8.1 Liz informed the Board that a pilot project under the CICERO programme was to be launched within Lanarkshire. She had attended a Steering Group meeting along with a representative from North Motherwell SIP and Petersburn Craigneuk Initiative, as the CICERO programme had clear potential to link with the Key Fund e.g. the programme which aims to encourage the development and training of community volunteers. Liz to proceed with getting CICERO programme accreditation through Glasgow University. The Board agreed that this project could be funded under Capacity Building. Liz agreed to update the Board on future developments concerning this programme. LM

## 9. Key Fund Bid Process

- 9.1 After discussion the Board agreed that the Working Group which had met previously should now be reconvened in order to review Key Fund applications. The Group would be asked to assess applications in line with the criteria and the likely outputs to be achieved by projects, which would then be formally approved or rejected by the Board.
- 9.2 Confirmation of the Working Group membership was noted (Maureen McConachie, Robert Hunter, Anne Shiels, Susanne Hanlon, Liz Martin, Caroline Coleman and John Turley). It was agreed that meetings of the Working Group would take place notionally on a fortnightly basis and would in addition to assessing applications provide the Development Officers with appropriate information and guidance in relation to development work with community organisations. A meeting of the Working Group was initially arranged to take place after the next meeting of the Board which will be held at the Civic Centre, Committee Room 3 on Tuesday 8 August 2000.

## 10. Key Fund Application Pack

- 10.1 After discussion certain amendments to the content of the Application Pack were agreed. These included:-
- amend reference on information sheet to read "commercially viable businesses"
  - remove the discretion element from the criteria list
  - remove child care from the scoring aspect of the criteria list.

10.2 The application pack which consisted of application form, guidance notes, information sheet and criteria scoring sheet were formally approved by the Board.

#### **11. Information Day**

11.1 It was agreed that consideration be given to the running of an Information Day. This would allow the demonstration of projects approved by the Western Scotland Key Fund companies to be shared. Essentially it is intended that this day would become an ideas generation day to stimulate innovative projects within Lanarkshire.

LM/CC

#### **12. Key Fund Launch**

12.1 The Board agreed that a formal launch of the Key Fund was not required but that once applications had been received and approved it would be the intention to utilise the award of Key Fund finance as a promotional tool. NLC will provide a marketing and promotional plan for these events.

JT

#### **13. Any Other Business**

13.1 The Board noted that preliminary approval had been received from the West of Scotland Pension Fund for the acceptance of the Company/employees into the pension fund. Once formal approval has been received the Board will be informed.

#### **14. Date & Time of Next Meeting**

14.1 The next meeting of the Board of Directors of the Lanarkshire Key Fund will take place on Tuesday 8 August 2000 in Committee Room 3, Civic Centre, Motherwell commencing at 10.00 a.m. A meeting of the Working Group will commence after the completion of the Board meeting.

JT

13 July 2000

## LANARKSHIRE KEY FUND

Minutes of the 8<sup>th</sup> Meeting of the Board of Directors of the Lanarkshire Key Fund held on Tuesday, 5<sup>th</sup> September 2000 at the offices of Scottish Enterprise Lanarkshire.

Present:                    Councillor Jim Brooks (Chair)  
                               Maureen McConachie  
                               Robert Hunter  
                               Ceri Doyle  
                               Councillor Chris Thompson  
                               Robert Morrison  
                               Suzanne Hanlon

In Attendance:        John Turley  
                               Caroline Coleman  
                               Liz Martin  
                               Jim Dott

Apologies:             Pamela Woodburn

No	Item	Action
1.	Minutes of the previous meeting.	
1.1	Minutes of the meeting of the Board of Directors held on Tuesday, 8 <sup>th</sup> August 2000 were approved.	
2.	<b>Matters Arising</b>	
2.1	<b>Item 4.2 – Financial Report</b>	

It was noted that North Lanarkshire Council (Economic Development Unit) were awaiting confirmation from the Director of Finance of the outstanding expenditure incurred by the Council relating to the Key Fund. Jim Dott provided a breakdown of costs that he had identified and once this had been reconciled with the expenditure determined by the Director of Finance an invoice would be raised by the Council to the Key Fund.

JT

A letter received from Strathclyde European Partnership relating to the use of interest generated by the Key Fund was distributed to the meeting (copy attached). The letter confirms that money generated through interest should remain in the fund to be disbursed on eligible project costs.

### **Item 10 – Key Fund Award Payment**

With reference to the letter noted above, confirmation has been received that, where appropriate, quarterly payments in advance to project applicants could be made. The letter identifies that the Board have a certain amount of flexibility in payments that require to be made to applicant organisations as long as the proper financial controls and monitoring arrangements are instigated to ensure prudent financial management.

### **3. Financial Report**

- 3.1 Jim Dott provided a verbal report on the expenditure incurred by the Key Fund to date. Essentially, no additional expenditure other than salaries had been incurred since the previous report to the Board. It was agreed that, in order to allow the Company Secretary a reasonable amount of time to provide an end of month financial statement that future board meetings should take place after the 12<sup>th</sup> of each month. This request was agreed.

#### **Objective 2 Fees**

It was agreed that North Lanarkshire Council would invoice SLC and SEL for an equitable share of the management fees paid to Strathclyde European Partnership. JT

#### **Strathclyde Pension Fund Admission**

Jim Dott confirmed that he had received confirmation from Glasgow City Council that the Lanarkshire Key Fund application for admission to the Strathclyde Pension Fund had been approved. A letter (copy attached) had been received enclosing an engrossed copy of the Admission Agreement and a Schedule of Signing Particulars. Prior to having the Agreement signed the Board requested that the paperwork should be considered by NLC Director of Administration (Legal Services) in order to ensure that pension contributions paid by the Development Officers in their previous employment with North Lanarkshire Council had remained unbroken when transferred to the Lanarkshire Key Fund Ltd. JT

### **4. Strategic Plan**

- 4.1 Discussion arose on the draft Strategic Plan which had been developed by Caroline Coleman and Maureen McConachie. Certain minor amendments to the paper were agreed. Ceri Doyle commented that the paper would be more beneficial if it became an “aims and objectives” plan which identified the strategic nature of the operation of the Lanarkshire Key Fund and which should be accompanied an Action Plan. This proposal was agreed by the Board and that the Development Officers should make the necessary amendments to the original document and provide an Action Plan for the next meeting of the Board. It was agreed that the final document would be presented to a future meeting of the West of Scotland Key Fund Management Committee. LM/CC/JT

## 5. Key Fund Applications

- 5.1 The Development Officers indicated that, as at Monday 4 September, a total of 22 applications had been received. It was noted that the meeting of the Working Group due to take place on Tuesday, 5<sup>th</sup> September 2000, had been cancelled, due to the fact that it was impractical for members of the group to consider all the applications without having had sufficient time to read the applications prior to the meeting of the Working Group. Councillor Brooks reiterated that given the fact that the Key Fund would be distributing public money the Working Group should have as much time as possible to consider applications prior to the Working Group meetings. Councillor Thompson indicated that the Board should review the deadlines for applications and the circulation of applications to Working Group members (see attached). The Board agreed to revise the dates of future board meetings and the meetings of the Working Group in order to provide a more practical application timetable. (See Item 6 below).

It was agreed that applications would be circulated one week prior to Board meetings.

A monitoring and evaluation framework will require to be established and will take account of Best Practice in the operation of similar funding programmes operated within the Economic Development network. This matter together with the provision of grant award letters and conditions of grant would be discussed at the next meeting of the Working Group. In the interim, the Development Officers were requested to progress these issues.

LM/CC

## 6. Any Other Business

- 6.1 Future meetings of the Board were agreed as detailed below:-

- Thursday, 12<sup>th</sup> October 2000 at 2.00pm – South Lanarkshire Council
- Wednesday, 15<sup>th</sup> November 2000 at 10.00am – North Lanarkshire Council
- Wednesday, 13<sup>th</sup> December 2000 at 10.00am – Scottish Enterprise Lanarkshire

Future meetings of the Key Fund Working Group were agreed as detailed below:-

- Tuesday, 12<sup>th</sup> September 2000 at 2.30pm – South Lanarkshire Council
- Monday, 23<sup>rd</sup> October 2000 at 2.00pm – North Lanarkshire Council

John Turley  
6<sup>th</sup> September 2000

## LANARKSHIRE KEY FUND

Minutes of the Meeting of The Western Scotland Key Fund Management Committee  
Held at North Lanarkshire Council, Fleming House, Cumbernauld  
on  
Tuesday 18 July 2000

In Attendance:           Maureen McConachie Director Lanarkshire Key Fund  
                                  Steven Latta North Lanarkshire Council  
                                  Suzanne Hanlon Director Lanarkshire Key Fund  
                                  Liz Martin – Dev. Officer Lanarkshire Key Fund  
                                  Roddy Byers – Manager Glasgow North Key Fund  
                                  Stuart Miller - Chief Executive Greater Easterhouse Development Company  
                                  Louise Hannigan – Dev. Officer Inverclyde Key Fund  
                                  Jim Grieve-Community Representative Inverclyde Key Fund  
                                  Ruth Cooper – James Watt College, Inverclyde Key Fund  
                                  David Gourlay – Strathclyde European Partnership  
                                  Jane Harrison- Strathclyde European Partnership

Apologies:                 Anne Houston – Strathclyde European Partnership

<b>1.</b>	<b>Minutes of the Last Meeting</b>	<b>Action</b>
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1.1	The minutes of the last meeting were agreed.	
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<b>2.</b>	<b>Matters Arising</b>	
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2.1	There were no matters arising from the previous minute.	
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<b>3.</b>	<b>Key Fund Quarterly Report</b>	
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3.1	<p>Inverclyde Key Fund (IKF) – Louise Hannigan provided a brief update on Inverclyde Key Fund and distributed project summaries, financial report and progress to date. Inverclyde Key Fund now have ten projects up and running, all at an early stage in their development and there is, therefore, little to report in terms of the outputs and impacts of these projects. In terms of the actual application process IKF has taken the decision to give local community forums the opportunity to comment on individual applications prior to it (the application) going to the decision making body. The formal launch of IKF has been set for Wednesday 16<sup>th</sup> August, to be “tied in” with the launch of the Local Social Capital Fund in Renfrewshire. The next community consultation will take place on August 21<sup>st</sup> with the subsequent board meeting scheduled for the first week in September</p>	
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Glasgow Key Fund (GKF) – Roddy Byers provided an update on the Glasgow Key Fund and its areas of operation. RB commented that the decision making process in Glasgow was “tied into” the existing decision making process in the four Glasgow areas.

Lanarkshire Key Fund (LKF) – Steven Latta provided a brief update on where the

Lanarkshire Key Fund was currently sitting. No expenditure had been incurred in terms of project funding. However by the next West of Scotland Key Fund meeting the Lanarkshire Key Fund envisaged having a fair number of projects agreed for funding. MMc commented that a considerable amount of work had been done by LKF with regards to getting the strategic fit of LKF correct in relation to the provision of other services in Lanarkshire.

#### **4. Key Fund Seminar 2001**

- 4.1 David Gourlay suggested that the format for this seminar would be an exchange of information for those in attendance. All Key Funds would give a brief overview of their aims and objectives and how they achieved these. It would also be a platform for highlighting any issues that arose during the implementation of each of the Key Funds and also benefits and outcomes resulting from the projects. The potential for a social economy organisation from each area to come together to co-ordinate this seminar was discussed and it was agreed that this would be explored further at the next meeting. It was also agreed that the Key Fund could support this cross-area project. It is envisaged that this would take place around April 2001. DG commented that there might be the possibility of funding from SEP for such an event.

#### **5. Case Studies**

- 5.1 David Gourlay suggested that case studies for each of the Key Funds should be developed as an ongoing process. The results of which could be kept electronically and accessed by interested parties as a means of a learning process and the sharing of experience. David also informed the group that SEP had Technical Assistance funding to cover the dissemination of best practice.

#### **6. Monitoring & Evaluation**

- 6.1 David Gourlay reminded those present that one report would have to be compiled for the entire West of Scotland Key Fund. This would require input from all three Key Funds and it is something that people should be considering now rather than later. There were no immediate volunteers to take on the role of co-ordinating the collection of data for the report although SEP are willing to undertake this task, as discussed at the previous meeting. David Gourlay emphasised the importance of each Key Fund reporting in a uniform format to the Western Scotland Key Fund Management Committee on a quarterly basis. He reminded the Key Fund representatives that guidance on this format had been produced by SEP and distributed based on the requirements of the single annual report. He requested that all 3 Key Funds base quarterly reports on this format to ease the process of amalgamating the three reports into one.

#### **7. AOCB**

- 7.1 Maureen McConachie opened discussion on the means of paying expenses to community representatives. It was established that both Inverclyde and Glasgow had a system currently in place through the SIP Boards to fund community representatives' expenses. All present agreed that this was an issue which should be taken on board as it was much wider than the reps involved within the West of

Scotland Key Fund Board. The Lanarkshire Key Fund would make a decision at their next Board Meeting as to how they were going to fund their own community representatives.

**8. Date**

- 8.1 The date of the next meeting will be Tuesday 17 October 2000 at 2.00 p.m. hosted by Glasgow Key Fund at Glasgow Alliance offices, 39 St. Vincent Place, Glasgow.

EM/EH  
8 September 2000

**MANAGEMENT ACCOUNTS**  
**FOR THE PERIOD**  
**24 DECEMBER 1999 TO 30 SEPTEMBER 2000**  
**FOR**  
**LANARKSHIRE KEY FUND LIMITED**

**LANARKSHIRE KEY FUND LIMITED****COMPANY INFORMATION  
FOR THE PERIOD 24 DECEMBER 1999 TO 30 SEPTEMBER 2000**

**SECRETARY:** McDaid & Partners

**REGISTERED OFFICE:** New Lanarkshire House  
Strathclyde Business Park  
BELLSHILL  
Lanarkshire  
ML4 3AD

**REGISTERED NUMBER:** 202636 (Scotland)

**ACCOUNTANTS:** McDaid & Partners  
Chartered Accountants  
Stanley House  
69/71 Hamilton Road  
MOTHERWELL  
ML1 3DG

## LANARKSHIRE KEY FUND LIMITED

INCOME AND EXPENDITURE ACCOUNT  
FOR THE PERIOD 24 DECEMBER 1999 TO 30 SEPTEMBER 2000

	£	£
<b>Income:</b>		
Funding - LDA	144,000	
Funding - SLC	144,000	
Funding - NLC	144,000	
Match Funding - SEP	432,000	
Bank Interest Received	12,288	
	876,288	
 <b>Expenditure:</b>		
Salaries	27,649	
Social security	2,157	
Pensions	3,698	
Telephone	221	
Stationery	3,594	
Advertising	1,614	
Staff Travel	1,692	
Catering Services	82	
Conference Fees	435	
Consultancy Fees	600	
Vat	789	
Petty Cash	61	
Accountancy Fees	2,250	
Secretarial Fees	1,800	
Bank Charges	26	
Computer Equipment	1,163	
	47,831	
 <b>EXCESS OF INCOME OVER EXPENDITURE</b>		<b>£828,457</b>

## LANARKSHIRE KEY FUND LIMITED

BALANCE SHEET  
30 SEPTEMBER 2000

	£	£
<b>FIXED ASSETS:</b>		
Office equipment		1,938
<b>CURRENT ASSETS:</b>		
Other Debtors	172	
Bank Investment Account	500,000	
Bank Operating Account	363,983	
	<u>864,155</u>	
<b>CURRENT LIABILITIES:</b>		
Creditors - NLC	35,031	
Other taxes & social security	394	
Accrued expenses	2,211	
	<u>37,636</u>	
		<u>826,519</u>
		<u>£828,457</u>
<b>FINANCED BY:</b>		
<b>RESERVES:</b>		
Excess of Income/Expenditure		828,457
		<u>£828,457</u>

**LANARKSHIRE KEY FUND LIMITED**  
**TANGIBLE FIXED ASSETS SCHEDULE**  
**30 SEPTEMBER 2000**

	Office equipment
	<u>£</u>
<b>COST:</b>	
Additions	3,101
At 30 September 2000	<u>3,101</u>
<b>DEPRECIATION:</b>	
Charge for period	1,163
At 30 September 2000	<u>1,163</u>
<b>NET BOOK VALUE:</b>	
At 30 September 2000	<u><u>1,938</u></u>

# LANARKSHIRE KEY FUND LIMITED

## Expenditure Analysis - Year to 31 December 2000

	<u>Period to 31.07.00</u>			<u>Aug/Sept</u>			<u>Accum. to 30.09.00</u>			<u>Total</u>		
	<u>Actual</u> £	<u>Budget</u> £	<u>Var</u> £	<u>Actual</u> £	<u>Budget</u> £	<u>Var</u> £	<u>Actual</u> £	<u>Budget</u> £	<u>Var</u> £	<u>Actual</u> £	<u>Budget</u> £	<u>Var</u> £
Staffing Costs	21,307	34,289	12,982	12,197	9,796	-2,401	33,504	44,085	10,581	33,504	58,782	25,278
Marketing	2,049	2,334	285	0	667	667	2,049	3,001	952	2,049	4,000	1,951
Consumables	100	1,166	1,066	3,663	333	-3,330	3,763	1,499	-2,264	3,763	2,000	-1,763
Telephone	221	584	363	0	168	168	221	752	531	221	1,000	779
Heat and Light	0	1,166	1,166	0	333	333	0	1,499	1,499	0	2,000	2,000
Travel Costs	1,277	1,166	-111	415	333	-82	1,692	1,499	-193	1,692	2,000	308
Capital Equipment	0	2,000	2,000	3,101	0	-3,101	3,101	2,000	-1,101	3,101	2,000	-1,101
Accountancy Fees	1,750	1,750	0	500	500	0	2,250	2,250	0	2,250	3,000	750
Secretarial Fees	1,400	1,400	0	400	400	0	1,800	1,800	0	1,800	2,400	600
Consultancy Fees	3,024	3,000	-24	-2,424	0	2,424	600	3,000	2,400	600	3,000	2,400
Vat	1,051	0	-1,051	-262	0	262	789	0	-789	789	0	-789
	<b>32,179</b>	<b>48,855</b>	<b>16,676</b>	<b>17,590</b>	<b>12,530</b>	<b>-5,060</b>	<b>49,769</b>	<b>61,385</b>	<b>11,616</b>	<b>49,769</b>	<b>80,182</b>	<b>30,413</b>
Capacity Building Project Funding	0	205,227	205,227	0	58,636	58,636	0	263,863	263,863	0	351,818	351,818
<b>TOTAL FUNDING</b>	<b>32,179</b>	<b>254,082</b>	<b>221,903</b>	<b>17,590</b>	<b>71,166</b>	<b>53,576</b>	<b>49,769</b>	<b>325,248</b>	<b>275,479</b>	<b>49,769</b>	<b>432,000</b>	<b>382,231</b>