

# Dorset and East Devon Fisheries Local Action Group

## Board meeting Minutes

**Date: 27<sup>th</sup> June 2017**  
**Venue: Safe Wise, Weymouth**  
**Time: 18:00 – 20:00**

### Attendance

<b>FLAG Programme Staff (Non-voting)</b>	<b>Dorset Wildlife Trust</b>
<b>Marine Management Organisation (Non-voting)</b>	<b>Weymouth and Portland Fisherman's Association</b>
<b>Dorset County Council</b>	<b>East Devon Fisherman's Association</b>
<b>Weymouth and Portland Borough Council</b>	<b>Purbeck District Council</b>
<b>Weymouth Harbour</b>	<b>Natural England</b>
<b>Devon and Severn Inshore Fisheries Conservation Authority (IFCA)</b>	<b>Dorset Cleaner Fish Ltd (Non-voting)</b>
<b>Southern IFCA</b>	<b>Native Marine Centre Ltd</b>
<b>SEAFISH</b>	<b>CEFAS</b>
<b>Quest Marine Ltd</b>	<b>Swanage Fisherman's Association</b>

### Apologies

Beer Fisherman's Association  
Purbeck District Council

#### **1. Welcome and brief introductions to new members**

The FLAG Chair ran through the application process and expressed how much more straight forward the application process is than the previous EFF system and with FLAG involvement rather than applicants attempting to apply directly to the core EMFF fund without any input from the FLAG staff. He encouraged people to apply and for the board to promote the FLAG.

#### **2. Last meeting's minutes**

The minutes from the last meeting are available on the FLAG website. There were no actions from the last meeting.

#### **3. Update on FLAG work**

- a. **EOI's-** So far FLAG staff have received 17 Expressions of Interest. Of these, three are still at Expression of Interest stage, five have been taken through to full application and will be reviewed at this meeting. Three are currently at full application stage awaiting completion, two have been withdrawn, one was not eligible and another EOI



was split into 2 separate applications. Two have been referred to the core EMFF fund; one because it was over the £100,000 threshold and the other was due to the complexity of the project and the applicant was referred to the core after advice was taken from the MMO.

- b. **E-System Guidance** - the E-System application system is up and running. This is a generic system that applies to the whole EMFF scheme and not just the FLAG. This has meant there have been a few teething problems with it and there are some issues with regards to exact fit to FLAG criteria. However, the FLAG staff are aware of these issues and are there to help applicants navigate the system. One issue the board should be aware of is around funding rates; certain applications will be automatically allocated an incorrect rate at the time of application. The FLAG staff will check all applications and funding rates and make the Board aware of any discrepancies when they send round the Full Applications. There have been some changes made to the FLAG Application Appraisal form to remove duplicated questions and to make it more aligned with the application form and Local Development Strategy Result Indicators.
- c. **Working Locations** - Currently FLAG staff are based in Dorchester. Therefore, it was suggested by FLAG staff that the Animateur would be more visible if he was working from different locations within the FLAG area once per week. Each location would need to have Wi-Fi access (or strong 4G mobile phone signal). Suggestions for suitable locations were requested from the Board.
- d. **Confidentiality** - FLAG staff appreciate the closeness of the fishing and related sectors and that it can sometimes be difficult to not identify the applicant from details on the application even when personal data is removed but all applications are confidential and need to be treated as such.
- e. **Voting** - it was also confirmed that voting for decisions on approval or rejection of applications would be via a “show of hands” with each organisation represented on the board receiving one vote. No names will be noted during the voting process.

**[ACTION 1: FLAG board members to let FLAG staff know of any suitable locations for the Animateur to work from](#)**

**4. Project discussions and scoring**

Each project was independently appraised prior to the meeting to give the Board a starting point for discussions. The FLAG Board agreed that this would work well for FLAG projects going forward.

FLAG staff confirmed that, in respect of the FLAG, a Declaration of Interest will be defined as if you have a direct financial involvement or benefit from the project decision

Questions surrounding the importance of the scoring were raised. The MMO will see the scores of each project but projects could be approved even if the appraisal score was low as board members could vote to recommend the project despite a low score. This scoring sets a defined criteria to be fair and transparent and encourages discussion. The MMO understand that applicants might not necessarily be able to write a fully descriptive application and are able to ‘read between the lines’.



The scoring and comments for each project is documented on the individual project FLAG Application Appraisal form. Projects can be made public once they are approved for funding by the MMO.

The applications discussed at this meeting were:

**1. ENG 2124**

**Vote was for recommendation for FLAG funding**

**2. ENG 2125**

**Vote was for recommendation for FLAG funding**

**3. ENG 2126**

**Vote was to send to the core EMFF fund**

**4. ENG 2175**

**Vote decision deferred until next meeting – There was discussion around this type of project in general and whether this should be brought to the FLAG in future or referred directly to the core EMFF.**

**5. ENG 2176**

**Vote was for recommendation for FLAG funding**

**5. Finances**

- There was no financial information to report at this meeting as no funding has been allocated but FLAG staff will update the Board at each meeting.
- £19,829 of FLAG funding was committed at this meeting

**6. Any Other Business**

Any other business should be notified to the FLAG Staff before the board meeting to ensure that time is available for discussion. There was general agreement that the number of applications discussed at each meeting should be capped to allow for more discussion. However, the process will become faster with more practice. This can be adjusted depending upon project complexity. It would be useful for the Board to see the independent project appraisal along with the application for review a week prior to each meeting as this would also help speed things up. In the case of projects regarding technical equipment the Board felt that photos or examples of specific items would help them make decisions on projects. A summary of the FLAG finances will also be circulated via e-mail to the Board prior to each meeting. FLAG staff will ensure this is actioned.

The next meeting was scheduled for September 5<sup>th</sup> 2017. However, due to delays beyond the FLAG staff's control and that there are a number of applications already part way through the full application stage it was suggested that an additional meeting should be scheduled for the 1st August 2017. The Board agreed.

Board members can claim travel expenses when they attend Board meetings. Claim forms are available from the FLAG staff.

**[Action 2: FLAG Staff to ensure that independent appraisals of projects and FLAG financial updates are circulated to the Board a week prior to the Board meeting](#)**



Marine  
Management  
Organisation



[Action 3: FLAG Staff to ensure that relevant photographs etc are available for review at each Board meeting that involves technical projects](#)

**7. Date of Next Meeting**

The next meeting will be Tuesday, August 1<sup>st</sup> at SafeWise, Weymouth from 18:00 to 20:00.