

## ARE - Paying Agency Planning and Performance Group – Meeting 1 minutes

Thursday 1 November 2018  
11:30 – 13:00, H1-3 Saughton House

### Attendees:

<b>Co-chairs and Members of Board</b>	
Annabel Turpie (AT)	<b>Co-chair</b> Chief Operating Officer, Rural Payments Operation
Andrew Watson (AW)	<b>Co-chair</b> , Deputy Director for Agricultural Policy Implementation
[REDACTED] (by phone)	[REDACTED]
[REDACTED]	[REDACTED]
Eddie Turnbull (ET)	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED] (by phone)	[REDACTED]
[REDACTED]	[REDACTED]

**Apologies:** [REDACTED]

### 1. Agenda

ITEM	PAPER(S)	LEAD	ACTION
1. [REDACTED]		[REDACTED]	
2. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3. SRDP update	PAPPG 1 (02)	[REDACTED]	Note / discussion
4. [REDACTED]		[REDACTED]	[REDACTED]
5. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

7. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
8. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
9. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
10.[REDACTED]		[REDACTED]	[REDACTED]
11.[REDACTED]		[REDACTED]	[REDACTED]
12.[REDACTED]		[REDACTED]	[REDACTED]
13.[REDACTED]		[REDACTED]	
14.[REDACTED]		[REDACTED]	

[REDACTED]

## 2. SRDP update - Agenda item 3

[REDACTED] – presented SRDP highlight paper – main points:

- Funding guarantees extended – confirmation it includes LEADER administration
- Risks in modification 5 being approved by the end of the year – consideration of mitigating actions
- Some schemes closing within the coming year
- LFASS paid for 80% in 2019. How is this to be solved?

[REDACTED] – believes this should in future be an assurance report rather than highlight report. Need to track against key decision points on road map.

[REDACTED] – sight on what ARE is being asked to do and offer assurance to Cab Sec.

[REDACTED] – thinking for post 2021 to be brought to this Board.

[REDACTED] – assurance report to flag risks and provide assurance around modifications and continuing issue around budget. Provide options for transition. The Board requires assurance that conversations have taken place.

**AP 3 - [REDACTED] to prepare separate paper on LFASS. Paper on options for transition to be presented to the Board at their next meeting.**

[REDACTED] – paper should include evaluation aspect to reflect on what was done before in order to work out what is to be done in the future.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED][REDACTED]

DRAFT

**ARE - Paying Agency Planning and Performance Group – Meeting 2 minutes**

Monday 17 December 2018  
13:30 – 15:00, C1-1 Saughton House

**Attendees:**

<b>Co-chairs and Members of Board</b>	
<i>Annabel Turpie (AT)</i>	<b>Co-chair</b> Chief Operating Officer, Rural Payments Operation
<i>Andrew Watson (AW)</i>	<b>Co-chair</b> , Deputy Director for Agricultural Policy Implementation
[REDACTED]	[REDACTED]
<i>Eddie Turnbull (ET)</i>	Head of ARE Information Systems Division
[REDACTED] by phone	[REDACTED]
[REDACTED]	[REDACTED]
<b>Other attendees</b>	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

**1. Apologies**  
[REDACTED]

**Agenda**

ITEM	PAPER(S)	LEAD	ACTION
1. [REDACTED]		[REDACTED]	
2. [REDACTED]		[REDACTED]	
3. LFASS	Verbal	[REDACTED]	Note / discussion
4. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
7. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
8. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

9. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
10. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
11. [REDACTED]		[REDACTED]	[REDACTED]
12. [REDACTED]		[REDACTED]	
13. [REDACTED]		[REDACTED]	

[REDACTED]

### 3. LFASS – agenda point 3:

[REDACTED] update – Meeting in Brussels with [REDACTED] detailing options for 2019 and 2020. 2019 payments will be made at 80% of current values. 2020 payments are currently set at 20% of current values, but EU have indicated that there may be flexibility to increase this to 40%. [REDACTED] investigating if the balance (to 80% of current) could be made up from state aid. Early indications are that if this is possible, low numbers of businesses could be affected. (ca. 600)

***AP - Submission with options to be sent to Cab Sec.***

[REDACTED] – IT colleagues not aware of potential impact on system.

**AP – [REDACTED] – IT representation required.**

[REDACTED] – Rural Development Programme ends in 2020. 2020 – 2024 – Group in terms of governance? Transition from existing to future in 2024. Working group to look at possibilities. DD Group asked for comments.

***AP – [REDACTED] – put together with [REDACTED] ask for group. To report into PAPPB periodically.***

[REDACTED]

**ARE Paying Agency Planning and Performance Board (PAPPB)– Meeting 3**

**30 January 2019 SH B4**

<b><u>Attendees</u></b>	
Andrew Watson (AW) - <b>Co-chair</b>	Deputy Director for Agricultural Policy Implementation
Annabel Turpie (AT) - <b>Co-chair</b>	Chief Operating Officer, Rural Payments Operation
[REDACTED]	[REDACTED]
John Kerr (JK)	Head of Agriculture Policy Division
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED] (Dial In)	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Liz Ditchburn (LD) (Reverse shadowing [REDACTED])	Director General Economy
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

**Apologies:** Eddie Turnbull (ET), [REDACTED]

**1. Agenda**

ITEM	PAPER(S)	LEAD	ACTION
1. [REDACTED]		[REDACTED]	
2. [REDACTED]		[REDACTED]	
3. [REDACTED]	[REDACTED]		[REDACTED]
4. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
7. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
8. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
9. [REDACTED]		[REDACTED]	[REDACTED]
10. LFASS2019/20	Verbal	[REDACTED]	Note / discussion
11. [REDACTED]		[REDACTED]	[REDACTED]
12. [REDACTED]		[REDACTED]	
13. [REDACTED]			

**2. Actions from previous meetings:**

Action ID	Action Point	Owner	Date Raised	Target Completion Date	Status
PAPPB 10	LFASS - submission with options to be sent to Cab Sec.	ID	17/12/2018	30/01/19	Closed – submissions sent December and January.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------	------------	------------	------------

**3. Actions from PAPPB Meeting 3 (30/01/2019):**

<b><u>Action I.D</u></b>	<b><u>Action</u></b>	<b><u>Owner</u></b>	<b><u>Date Raised</u></b>	<b><u>Target Date</u></b>	<b><u>Status</u></b>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

**4. PA Portfolio and Change Control Group (highlight report including LPIS/ABC2019) - Agenda item 5**

- [REDACTED]The PAPCCG are reviewing the possibility of setting up LFASS19 as a project, with its current state as a legacy system seen as a risk. The PMO to coordinate the project initiation including appointing the project manager.

[REDACTED]

[REDACTED]

**5. SRDP Update - Agenda item 9**

- [REDACTED] delivered the SRDP update.

[REDACTED]

**6. LFASS19/20 Update - Agenda item 10**

- The Board discussed the Cabinet Secretary's priority for 2019 and 2020 payment levels to not go below 80% (with the desire to go to 100% if possible).
- All key stakeholders to be consulted during the initiation of the LFASS 19 project to ensure project scope is agreed at the onset.

[REDACTED]

**Paying Agency Planning and Performance Board (PAPPB) – Meeting 4**

**6 March 2019 SH C1-1**

<b><u>Attendees</u></b>	
Andrew Watson (AW)	Deputy Director for Agricultural Policy Implementation
[REDACTED]	[REDACTED]

*Apologies: Annabel Turpie, [REDACTED], John Kerr, Eddie Turnbull, [REDACTED]*

**1. Agenda**

ITEM	PAPER(S)	LEAD	ACTION
1. [REDACTED]		[REDACTED]	
• [REDACTED]		[REDACTED]	
2. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
• [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3. • SRDP assurance report • LFASS 2020 Policy Decision tree • [REDACTED]	PAPPB 4 (05) PAPPB 4 (06) [REDACTED]	[REDACTED]	Note / discussion
4. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
7. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
8. [REDACTED]		[REDACTED]	
9. [REDACTED]			
10. [REDACTED]			

**[REDACTED]**

[REDACTED]						
[REDACTED]						

[REDACTED]						
[REDACTED]						

**2. [REDACTED]**

<b>[REDACTED]</b>	<b>[REDACTED]</b>	<b>[REDACTED]</b>	<b>[REDACTED]</b>	<b>[REDACTED]</b>	<b>[REDACTED]</b>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------	------------	------------	------------

[REDACTED]

**3. Papers presented by [REDACTED] (SRDP assurance report, LFASS 2020 Policy Decision Tree, Outline Proposal for SRDP 2021-2024) (Agenda item 5):**

- The board noted the highlight report presented. [REDACTED] advised she is speaking to RESAS regarding the issue that no tenders have been received and will keep Board up to date with progress.
- The Board noted the LFASS 2020 decision tree presented by [REDACTED]. The aim of the tree was to give MR. Ewing the ability to make the point that we can have a range of options regarding LFASS payments but we are not in a position to agree to anything at this time. There are too many features to take into account. [REDACTED] has agreed to help with the project management of the LFASS Steering Group and hope to have a report submission to Mr. Ewing next week to present to ministers. We would like to announce any decisions by 20 March 2019.

[REDACTED]

**Paying Agency Planning and Performance Board (PAPPB) – Meeting 5**

**24 April 2019 SH C1-1.**

ITEM	PAPER NO.	LEAD	ACTION
[REDACTED]		[REDACTED]	
<ul style="list-style-type: none"> <li>• [REDACTED]</li> </ul>		[REDACTED]	
[REDACTED]		[REDACTED]	[REDACTED]
<ul style="list-style-type: none"> <li>• [REDACTED]</li> </ul>	[REDACTED]	[REDACTED]	[REDACTED]
5. LFASS Update [REDACTED] [REDACTED]	PAPPB 5 (03) [REDACTED]	[REDACTED]	Note / discussion
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]	
[REDACTED]			
[REDACTED]			

**1. Welcome and Apologies**

<b>Attendees</b>	
[REDACTED] (Chair)	[REDACTED]
[REDACTED]	[REDACTED]

Apologies: Andrew Watson, Annabel Turpie, [REDACTED]

## **2. Actions and Previous Minutes**

- The minutes from the previous meeting held 06 March 2019 were approved by the Board

- **Actions from previous meetings:**

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

- **Actions from meeting held 24 April 2019:**

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**[REDACTED]**

**3. LFASS Update (Agenda Item 5):**

*Paper presented to the Board by [REDACTED]*

**[REDACTED]**

[REDACTED] agreed that this in principle is a sensible option but queried what the operational and I.T implications may arise from this. It was noted that a Business Case headed by [REDACTED] is to be created, however, as the deadline for SAF 2020 is march 2020 there was concern that this was later than ideal to plan and implement the necessary changes to our business and associated IT processes.

It was agreed by the Board that the paper presented was a good summary; and that when the business case is presented to the board it would be beneficial to incorporate reasons why this option has been chosen above the alternative options stated in the paper.

**Action : Summary from discussion with Working Group detailing least preferred options to be circulated to Board members for reflection.**

**[REDACTED][REDACTED]**