

## **DIAMOND JUBILEE COMMONWEALTH TRAVEL BURSARY WORKING GROUP**

ABERDEEN, 21 November, 2013 - Minute of Meeting of the DIAMOND JUBILEE COMMONWEALTH TRAVEL BURSARY WORKING GROUP. Present: The Depute Provost, Councillor Reynolds (Convener); and Councillors Cormie, Greig and Jaffrey. Officers in attendance: Lesley Thomson, Culture and Sport Commissioning Manager; Ektor Tsatsoulis, Bid Coordinator (City of Culture); and Vikki Cuthbert, Committee Manager.

### **APOLOGIES**

1. Apologies were intimated on behalf of Councillors Donnelly and Young. The Working Group agreed to write to Councillor Donnelly conveying their best wishes for a speedy recovery.

### **MINUTE OF PREVIOUS MEETING**

2. The Working Group had before it the minute of its previous meeting of 29 August, 2013.

**The Working Group resolved:-**  
to approve the minute.

### **COMMONWEALTH TRAVEL BURSARY – UPDATE ON PROGRESS**

3. With reference to Article 3 of the minute of its previous meeting of, the Working Group had before it a report by the Chief Executive which provided an update in relation to the Commonwealth Travel Bursary scheme. Appendices to the report presented, for approval, all paperwork associated with the scheme, including application form, information leaflets, guidance for Delivery Partners, feedback forms etc.

The Culture and Sport Commissioning Manager spoke in furtherance of the report.

**The report recommended:-**  
that the Working Group:-

- a) approve the project brief, application, selection process, and guidelines for applying to the scheme as presented in Appendix 1;
- b) approve the dates proposed to launch the initiative and the closing dates for applications in 2014/15;
- c) recommend to the Finance, Policy and Resources Committee that powers be delegated to officers to take decisions on the allocation of travel bursaries within the scheme approved by it on 13 June 2013, based on consideration of the recommendation put forward by the Delivery Partner and the independent assessment panels: and that the remit of the working

- group be altered in order to oversee the process, receive updates on progress, to hear presentations on successful bursary awards and to act as ambassadors for the initiative;
- d) instruct officers to report progress to the Working Group on an ongoing and timeous basis; and
  - e) approve that their next meeting will be in May 2014 to be updated on the results of the selection process and the communication of the programme.

**The Working Group resolved:-**

- (i) to approve recommendations (a), (b) and (d);
  - (ii) **to recommend to the Finance, Policy and Resources Committee that it suspend Standing Order 22(1) and that powers be delegated to officers to take decisions on the allocation of travel bursaries within the scheme approved by it on 13 June 2013, based on consideration of the recommendation put forward by the Delivery Partner and the independent assessment panels: and that the remit of the working group be altered to read as follows:- “to oversee the process, to undertake a consultative role in respect of the applications received so as to feed into the selection process before decisions are made by officers, to receive updates on progress, to hear presentations on successful bursary awards and to act as ambassadors for the initiative”;**
  - (iii) to meet on 10<sup>th</sup> April, 2014, so as to allow the Working Group to be consulted on applications prior to decisions being taken by officers on the allocation of travel bursaries;
  - (iv) to approve the paperwork associated with the scheme; and
  - (v) to congratulate officers on all their hard work developing the scheme.
- The Depute Provost, COUNCILLOR JOHN REYNOLDS, Convener.**