Note of £eith Chooses Steering Group Meeting

Wednesday 31 October 2018, 1500-

Business Centre, McDonald Road Library.

Present

Cllr Rae (Chair)	Elected Member
Charlotte Encombe	Leith Central Community Council
Bruce Ryan	Voluntary Sector
Debbie Douglas	Voluntary Sector
Douglas Tharby	Leith Harbour & Newhaven C. Council
George Fyvie	Voluntary Sector
Sally Millar	Leith Links Community Council
Evelyn Kilmurry	NE Locality Manager
Apologies	
Caroline Lamond	Lifelong Learning Service Manager
Cllr Booth	Elected Member
Cllr Donaldson	Elected Member
Cllr McNeese-Mechan	Elected Member
Trishna Singh	Voluntary Sector Representative
Don Giles	Leith Harbour & Newhaven CC

Item		Action
1	**Welcome** Cllr Rae welcomed everyone to the seventh meeting of *£eith Chooses* Steering Group 2018-19.	
2	**Apologies** Apologies were noted as above.	
3	**Minutes** Noted that a minute was not taken at the last meeting. Cllr Rae produced a brief note.	
4	**Matters arising:** • **PB Festival**- Douglas attended in Stirling. Money for Moray PB was briefly discussed. Promotional marketing "cheque" was circulated for consideration. Agreed it might be a useful addition to our promotional material. • **£eith Chooses Video**- positive feedback. 2 versions- 8 & 4 mins long. On SCDC website and tweeted to	SM

	mention locally. Payment for production being finalised. Video could be posted on the Facebook page. Save The Day for the launch event has advertised on social media. • **PB events**- Debbie attended the Charter for PB in Scotland event. BR set up a spreadsheet and worked out how we have performed against the principles. DD advised that the event was well attended/ positive speakers. Met Council Manager, Stewart Baxter, from West Lothian- keen to forge links and learn from us. Agreed to invite Stewart to the launch event. • **Glasgow Equalities event**- Don attended. Geared towards people with disabilities. • **PB Charter**- Bruce reported- Charter still in draft. Scoring for £eith Chooses worked out at 78%. Agreed that signage required for the lift at the Leith CC venue.	DD
5	**Timeline** • New timeline was distributed. Assessment undertaken as to where we are on the timeline.	
6	**Branding/ Publicity/ Social Media/ Comms** • **Branding materials** Agreed to go with the Launch & Funding Workshop materials as circulated- poster (A4 single-sided)and flyer (A6 double sided). Purple for the launch. Orange to advertise applications. To go on social media once the model agreed. Translations will be produced Nov/ Dec. • **Budget-** Support grant funding to pay for design & printing. CEC funding- to get printing company on to CEC procurement so that we can pay. George advised that Inspiring Leith will help with distribution. DD advised that we could use shop premises to drop-off publicity. .	SM, BR, CL
6	**Equalities Update** • SM advised that she has spoken to TS and Shakti. SR advised that she has not been able to discuss with Saheliya. SM informed the Group that the Shakti contact advised that she was relatively positive about suggestions but did not have an in-depth understanding of process to comment. SM reported that TS advised that she felt that option 2 would not be preferable- (invisible weighting system- at the time of voting every BME group gets extra points). SM advised that TS was supportive of option 3- (“boost” giving orgs an added opportunity to get extra points with a green card).	

	• GF advised that he had spoken to Inspiring Leith & Sikh Temple contacts and received positive feedback re: option 3 "boost". • Key points- the boost system is not a weighting system as people can choose not to use the green card. It is a form of affirmative action- optional "boost". Research shows that people vote for their own project first; second vote for others who reciprocate their vote/ friends; third vote for the common good- hope to tap into this. • Agreed that conversations need to happen with Steve and Mo (BME Group meeting reps) to feedback on the changes / improvements to the PB process and the approaches. SM agreed to speak to individuals in order to clearly explain the new process.	
7	**Event Process** • Boost process was discussed and agreed. • Agreed that a briefing note is drafted which describes clearly what the new system is and how it will work. • Agreed importance of clarity in explaining the new process- at the launch night, on the application form, to the volunteers, all comms clear.	SM/CL All
8	**Guidance Document & Application Form** • **Guidance Document**- SM agreed to change the wording on "What kind of projects will be funded?" The wording will reflect that we are not requiring all proposals to directly benefit BME groups, but that proposals need to engage with equality approach/ benefit a targeted group. • SM requested that any further amendments are sent to her/ Caroline by Saturday lunchtime in order for changes to be made. • BR to tidy up the Document and the Form.	SM/CL All BR
9	**Launch Event** • **Invitations-** Suggestions to be sent to Caroline for additions to the invitation list. • **Video-** to be shown on the night. • **Catering-** SM/ BR to coordinate. • **Set Up of the Event-** CEC to organise. • **Agenda/ Format-** SR to introduce; SM to explain the process. DD & GF to speak from a "successful applicants" point of view. Tables with Steering Group members explaining the process to individual organisations as before.	All SM/ BR CL SR/ SM/ DD/ GF
10	**Risk register.** To be updated. Severe weather to be included.	CL

11	**Privacy Impact Statement** To be revised and include reference to the new process.	BR
12	**Survey Monkey-** CE to close the account	CE
13	**Unconstituted Groups** • Agreed that unconstituted groups could team up with constituted groups to apply on their behalf.	
14	**Equalities Impact Assessment** • Agreed that the EIA would be drafted and shared.	CL/ EK
15	**Ways to minimise negative impact** • To consider: taxi fund/ minibuses for those who cannot attend the event; Pay as you go phones- to let people phone or text in their votes on their day.	All
16	**Date of next meeting** 7/11/2018 **Agenda items**: • Equalities Monitoring Form • Ways to minimise negative impact of loss of online voting	All