



Note of Leith Chooses Steering Group Meeting

Wednesday 21 November 2018, 3-5pm

Business Centre, McDonald Road Library.

Present

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

Apologies

Charlotte Encombe	Leith Central Community Council
Cllr Booth	Elected Member
Cllr Donaldson	Elected Member

Item		Action
1	Welcome Cllr Rae welcomed everyone to the tenth meeting of <i>Leith Chooses</i> Steering Group 2018-19.	
2	Apologies Noted as above.	
3	Minutes 14/11/2018 Not updated due to IT problem. Conversations had focussed on pending launch preparation.	
4	Matters arising: - Launch night feedback: Cllr Rae extended thanks to all for the efforts on a night of bad weather. 32 people signed in. The film seemed well received. - Questions emerging included: how can we participate without a constitution, can shoppers in Leith vote, how does the boost vote work? - We do require a constitution, a bank account and two signatories. There are opportunities for people and	

	organisations to work in partnership; there can be a mutually beneficial process. Comments included: 'quite excited', 'new ideas' 'no online voting'.	
5	Timeline - BR cross referenced tasks to the timeline [social media output, poster and revamp of materials] - Creche to be provided	CL
6	Branding/ Publicity/ Social Media/ Comms - Advise SM of wording changes - BR advised to put a dot before the tag to open the conversation on Twitter @LeithChooses - Sarah Hawkings of Projekt42 has offered Facebook support. A conversation is to happen with one rep. SM, GF,TS BR are interested. UNISON offer a half day course on Social Media training.	
7	Equalities update including equality monitoring form TBC	CL
8	Voting Process It needs to be written down and discussed with people. A film is to be created. Orange, dark blue and turquoise voting cards to be ordered	GF, SM, DG, TS SM
9	Risk Register To be sent to BR	CL
10	Privacy Impact Assessment To be shared with BR and sent to Information Governance	CL
11	Leith Neighbourhood Partnership We need to report back to the LNP on 3rd December.	SM,Cllr R
7	Date of next meeting 05/12/2018	