



Note of Leith Chooses Steering Group Meeting

Wednesday 28 November 2018, 3-5pm

Business Centre, McDonald Road Library.

Present

Bruce Ryan	Voluntary Sector
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
Charlotte Encombe	Leith Central Community Council
Evelyn Kilmurry	North East Locality Manager

Apologies

Caroline Lamond	Lifelong Learning Service Manager
Cllr McNeese-Mechan	Elected Member
Sally Millar	Leith Links Community Council
Trishna Singh	Voluntary Sector Representative
Cllr Booth	Elected Member

Item		Action
1	Welcome Cllr Rae welcomed everyone to the eleventh meeting of <i>Leith Chooses</i> Steering Group 2018-19.	
2	Apologies Noted as above.	
3	Minutes 21/11/2018 agreed, with 2 amendments - change item 4. To "Applicants require a constitution" and change the last point to "Surprised at no online voting".	
4	Matters arising: - Map for website- still outstanding- EK to check with Keith Allison to provide shape file to Bruce. - Creche provision- Sally/ Caroline taking forward - Voting cards been ordered- orange cards left from 2017.	EK CL/SM

	Application advice sessions- 11 Dec McDonald Road confirmed that library is booked- to be tweeted by Susan & retweeted by all/ to be included on the website	SR/ All
5	Timeline - Bruce/ Susan to share social media work with Sally. Bruce and Susan to tweet/ Bruce to assist Sally with the website work after getting login details. Susan can do Tweetdeck, George can teach Bruce Hootsuite. - Discussion re: completion of the "Ladybird" Book of How to Do £eith Chooses- to use saved emails in reverse order - Agreed for sessions on 11 Dec and 15 Jan at McDonald Rd Library. Both booked. To discuss need/ venue for 10 Jan. Library not available on that date. Bespoke sessions can be organised.	BR/SR/ SM/GF
6	Branding/ Publicity/ Social Media/ Comms - Note re: selfie board- best photos taken when you crop the photograph. Agreed to get another 2 boards made to be used at advice sessions. "I came for advice and am going to apply!" and another for event if required. - Designed needs to alter Spanish/ Arabic translations for correct selfie boards. Bruce has forwarded the correct version of the Arabic translation. - Another press release due. Agreed that Bruce and Susan will write a press release to advertise support sessions. - Agreed to use The Leither to place advert. Charlotte contacted the magazine and confirmed that we can get inside front page for £250 + VAT. This is the Christmas issue publication is 8 Dec. Deadline for the copy is Mon 3 Dec. EK to arrange payment. Potential for back page for January edition. Susan/ Bruce to liaise with David (designer) to design copy	BR/SR
7	Equalities update including equality monitoring form - CL to provide equality monitoring form to Group for agreement. - Bruce to draft "boost" vote criteria. To be on the agenda for the next meeting.	CL BR
8	Voting Process Bruce to produce a draft paper on the criteria for the boost vote for the Group to discuss at the next meeting.	BR GF

	George advised that if video filming was undertaken on the 6 Dec then the film could be supplied on the 10 Dec.	
9	Risk Register To be updated by Bruce and distributed.	BR
10	Privacy Impact Assessment To be continued.	CL/ BR
11	Leith Neighbourhood Partnership Confirmed agenda item.	SM, Cllr R
12	AOB- Participare Don is working with the Democratic Society on use of Participare to promote the projects. He noted that alternative software could be used but this would be less optimal.	DG
13	Date of next meeting 05/12/2018 To focus on criteria for the boost vote.	