



Note of Leith Chooses Steering Group Meeting

Wednesday 5 December 2018, 3-5pm

Business Centre, McDonald Road Library.

Present

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

Apologies

Cllr Booth	Elected Member
Douglas Tharby	Leith Harbour & Newhaven C. Council
Evelyn Kilmurry	North East Locality Manager
Trishna Singh	Voluntary Sector Representative

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 28/11/2018 agreed. Previous notes to go to drop box	CL
4	Matters arising: - Map for website. Complete PDFs and Graphic files in drop box. - Creche provision- Two potential providers discussed. Agreement CL to book. SM to check if other group can contribute in another way e.g. book corner	CL/SM

	- Everyone to tweet re advice session on the 11th Dec - Key messages for critical tweets: We respect your perspective. Do join us; help us shape the process. - Press release- done	SR/ All
5	Timeline This is available in the drop box. Task for today-application screening timeline.	
6	Branding/ Publicity/ Social Media/ Comms SM circulated draft poster. Graphics well received with some small refinements offered. SM to feed back	SM
7	Equalities update including equality monitoring form Equality monitoring form shared. To be an agenda item.	CL
8	Voting Process - Short video conveying the voting process to be produce. Filming postponed due to availability of volunteers. - We can have it on loop during the event.	BR
9	Application Screening Criteria - BR to circulate V2. All to respond by Thursday 7th Dec. Produce a decision tree for use on 11th Dec. - Double check two signatories	BR CL
10	Risk Register To be updated by BR and CL and distributed.	BR/CL
11	Privacy Impact Assessment Submitted to Governance unit. Response due early Jan. Reasonably confident in our presentation. We continue to minimise data collected. Use a map on the day to verify postcodes.	CL/ BR
13	AOB Info update CL invited to a discussion by RG. Participare DG reported we would need funding or could use Your Priorities (Dem Soc has a licence). DG to check Participare costs. Foodbanks Query re ability for Foodbanks to apply. Thoughts shared and positive response. Selfie Board Glue it or cover it with plastic. Use at the voting event. Advice session SM providing signage.	CL DG
13	Date of next meeting 02/12/2018	