



Note of Leith Chooses Steering Group Meeting

Wednesday 9 January 2019, 3-5pm

Business Centre, McDonald Road Library.

Present

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

In attendance

Lynne Robertson McDonald Road Library

Apologies

Bruce Ryan	Voluntary Sector
Cllr Booth	Elected Member
Cllr Donaldson	Elected Member
Charlotte Encombe	Leith Central Community Council
Evelyn Kilmurry	North East Locality Manager
Trishna Singh	Voluntary Sector Representative

Item		Action
1	Welcome Cllr Rae welcomed everyone to the fourteenth meeting of <i>Leith Chooses</i> Steering Group 2018-19.	
2	Apologies Noted as above.	
	Minutes 19/12/2018 agreed.	
4	Matters arising: - Notes to drop box. Cllr R and EK to pass any notes to CL. - Volunteer contacted.	

	• Tweeting. Awaiting response from Projekt 42 link person. We do not have the capacity to do a systematic campaign with pop-ups etc. Comms to be daily Twitter Tree with SM-Cllr.McN-Cllr R. Others to promote as frequently as possible. • 8 Jan support session. SM & DG supported 2 potential applicants. • Banners and Lamppost wraps. Existing designs to be used. Amend date & voting details. CL checked banner-sites with Transport team. Our sites are safe and legal. The Leith did publish with our advert. It was decided not to place an advert in the next issue due to timings. GF to advise. • A5 flyers in English, Spanish & Polish were allocated for distribution. • Website updated.	GF All
5	Timeline Task for today-on track. • Lamppost wraps are pending.CL	tbc
6	Branding/ Publicity/ Social Media/ Comms Updated above. Punjabi and Urdu (GF) versions pending. Approach Leith Language School & display versions in City Chambers.	
7	Integrated Impact assessment • Cllr McN-M and CL to link-in and feedback.	CL
8	Voting Process Video • The contacts are being added to the video. It will be put on the website. The link has been shared for download. NB it is time-limited.	
9	Application Screening Criteria • Completed and peer reviewed and contributes to the principles described in the Community Engagement Standards by SCDC.	
10	Risk Register • No new additions. Consideration was given to 'Plan B' should we have to cancel the event in extreme circumstances (Police warning protocol). Two options-Rescheduling and Direct allocation via panel/ % formula were considered. Applicants and LNP need to be advised of whatever decision is reached.	
11	Privacy Impact Assessment Awaiting the response.	

13	AOB Voting Day Organisation Café to be asked if they can supply teas, coffees, juice, hot rolls considering veggie, gluten free, halal options. Budget £500 plus trading through the day. Veg ware supplies info and disposal Sikh Sanjog food provisions Wrist bands ordered including children's bands. Children to vote for the best stall. Cllr R to speak with schools or scout group and to propose voting method. GF, HM, CL are First Aiders. Volunteers. CL to promote via e mail. Green party will assist with volunteers. Names and contact details of volunteers for mailing list to be passed to CL. D. Drylie SCDC to be approached for exit evaluation on the voting day. Piper	CL/HM CE/GF SM Cllr R All SM CL
13	Date of next meeting 16/01/2019	