



Note of Leith Chooses Steering Group Meeting

Wednesday 27 February 2019, 3-5pm

Business Centre, McDonald Road Library.

Present

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

Apologies

Bruce Ryan	Voluntary Sector
Cllr Booth	Elected Member
Cllr McVey	Elected Member
Trishna Singh	Voluntary Sector

Item		Action
1	Welcome Cllr Susan Rae welcomed everyone to the twenty-first meeting of <i>Leith Chooses</i> Steering Group 2018-19 and extended a vote of thanks to all SG members for their energy and hard work at the voting event on the 23 rd Feb.	
2	Apologies Noted as above.	
3	Minutes 20/2/2019 agreed. One factual change: Syrian goods were Argentinian goods.	
4	Matters arising: Event feedback: Busy event, continuity to an 8 year process, children's vote returned 168 votes (75 food theme, 93 VP theme), realign ballot boxes next time further from exit door. Leafleting in the Kirkgate was successful, the registration queue was long and slow at times. We had to explain the	

	vote, the vote was ineffective on the day, Sikh Sanjog food was popular, the Café did a good job, applicants were giving out voting cards before registration. One project was informed they had to let their voters consider their entitlement to three votes and not simply rush to cast one vote. There was tactical voting with the Boost vote. One project questioned the Boost vote eligibility. One project's voters appeared confused, there was always a ballot box queue. People didn't attend, listen or perhaps understand the volunteer's briefing session. Instructions were available but not read. Massive voting guide posters may be a solution. Is a separate room an option? The creche was full. Suggestion of Gentle Registration and fast track proposed by CL. One volunteer countered the FM staff's safety instruction which was unhelpful. The Police report was very positive with no incidents reported at the event. The briefing was too long and people couldn't hear. Proposal to brief the volunteers in the Links room. FM staff were praised for the Saturday wet up support. The tables were basic and splinters were a possibility. Advise people to bring a cover. Pro-active conversations with stall-holders. Reduce the instructions to the minimum. The stalls set in an island formation worked well. The creche staff arrived right at the opening time. Creche signs need to be larger. Although we didn't keep personal details after the event, we should have kept a tally score through the event. One person had a team leader role. This concluded SG members feedback. NB BR has offered to gather any further feedback. Please email further reflections to BR. SCDC feedback from the day: Very positive 99 responses. 100% praise for the boost vote principle. Praise for the food, children's vote and organisation. Improvements would include clearer explanations of the	All All
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	voting, online voting, quiet-time voting, more real-world advertising. Cllr McN-M advised sensory packs are offered at the Edinburgh Festival; we could explore this idea further. CL outlined the Gentle Registration (café) & Fast Track (hall) lay-out for consideration. The voting figures have been shared in confidence. Democratic Society could be asked to analyse them. Where a group has a partial award, they are to honour the component part of the work that earned them the Boost entitlement. All agreed. Organisations can be offered feedback on their vote numbers. We will not publish them en masse. The data remains available subject to an FOI always.	SM
5	Timeline Awards evening to be added in plus feedback evening.	
6	Integrated Impact assessment Not done. CL to link with EK. Cllr McN-M noted the scale of IIA and the capacity of volunteers to engage.	
7	Risk Register Add in Fire Evacuation Plan, Table suitability and Balloon-arch suitability.	
8	Awards Evening Peter will present a PowerPoint on Parisian PB. AV required Welcome Cllr R (Noting the great community support and connection. Noting the community gathering in spirit and agreement for the principle of the Boost vote). Guest Speaker Presentations by SG volunteers. Everyone to bring some biscuits (suggested theme tea cakes). CL to get soya milk etc..	CL All CL
10	Privacy Impact Assessment BR & CL meeting Information Governance officer Fiona Smyth to consider Survey Monkey process and GDPR compliance.	
12	A.O.B Budgets to be finalised. Event day video premiered.	
14	Date of next meeting 06/03/2019 plus Awards evening 06/03/2019	

