



Note of Leith Chooses Steering Group Meeting
Wednesday 2 July 2019, 3-5pm
McDonald Road Library Business Hub

Present

Caroline Lamond	Lifelong Learning Service Manager
Don Giles	Leith Harbour & Newhaven C. Council
Douglas Tharby	Leith Harbour & Newhaven C. Council
Sally Millar	Leith Links Community Council
Sabrina Tickle	Community, Sikh Sanjog

Item		Action
1	Welcome & Apologies from Cllr Susan Rae (Chair), Bruce Ryan, George Fyvie	
2	Minutes & Matters Arising No formal Minutes but Notes (via email from Cllr S. Rae) accepted. No reply as yet as to whether or not the £10K from MICE needs to be completely ring-fenced or not. Briefly discussed the (theoretical) possibility of adding to it, if we choose to, to even up the amounts between project groups	SR
3	Updates & Discussions We discussed definitely fixing the date for the next Leith Chooses. There is no room for manoeuvre, given that the school holiday starts and finished on the 8 th and 15 th of February, respectively, and the 22 nd is deemed to be too late (for Finance Dept. reasons). So 1 st February was confirmed. Caroline is due to attend next meeting of CEC PB Working Group tomorrow. We further discussed online voting ideas, so she had something to present to the meeting. Sally had attended an SCDC event – the launch of the PB Charter document (she forgot to bring her copy but can be viewed / downloaded here: https://pbscotland.scot/charter/features It is clear from presentations and discussions from/with Scottish Government and SCDC that all the focus now is on pressing forward to deliver PB with much larger percentages of Council budgets (Fife is proposing to put its entire Transport budget out to PB). Small grant PB events like Leith Chooses are 'small beer' now, a bit 'taken for granted', and unlikely to get support from outside bodies. However, our job is still to deliver Leith Chooses and to improve it as best we can, for our community. While we are willing to help trial CEC online voting, we cannot 'take responsibility' for it, nor put Leith Chooses at risk because of it. We don't want to be put in the passive/reactive position of just waiting for the council to be ready with its online voting, possibly to the detriment of our event. We don't want to be pressurized into doing things in a rush, at the last minute (and therefore possibly badly). We need to be proactive. We definitely need to know if and WHEN the online system will be ready to be used. We had previously been thinking about applications from the Schools / Parent Councils being for online	CR

	voting only, as a trial of the new CEC software, but also somehow also as part of the overall 2019/2020 £eith Chooses. We agreed today however that this is not in fact necessary. There are some good reasons for suggesting that we separate the online voting for schools projects completely from the in-person voting for other community projects from smaller groups. The downside is that we'd be looking at two PB exercises rather than one – so might be more work. (But would we actually have to do much extra? We'd be doing the 'community' end, not the technical end.) And unclear when there would be time to fit it in, separately from the other process. The upside is that it would leave us free to do a good job on the in-person £eith Chooses Voting event. It would be much clearer and easier to explain to the community than if the two processes were entangled together, and also, if anything went wrong with the online voting, it wouldn't 'contaminate' or damage LC in any way, or be seen as £eith Chooses' fault.	
4.	Online voting We agreed the following proposal that Caroline will put to the CEC PB Working Group: • That LC will plan to hold back £10K from its overall funding pot for a special category of projects proposed by Schools / Parent Councils' projects (only one per school, so no more than 10 project applications) to be voted for online only, using / trialling the CEC software. • That LC will plan to support the trial by promoting it in the community, helping people to vote etc. depending on capacity/ resources etc. • That the Steering Group will invite, support, scrutinise and accept applications for funding from Parent Councils for schools projects at the same time as receiving applications for all other projects, while explaining to applicants that their projects will be following a different path, i.e. different timescale, different voting process. • That if we are assured before or by 1st January 2020 that tsoftware and support for online voting is ready to go ahead in the current financial year, then we will cooperate with CEC to promote and deliver the online voting (so long as it does not clash with the timescale of the in-person voting event). • That the Steering Group will be absolutely transparent and explain to all school project applicants that there may or may not be funding available in the current financial year. • If by the 1st January 2020, we learn that the software is not going to be ready for use within the current financial year, or if there is no clear indication/decision as to when it may be ready to roll, then we will rescind the above offer and re-absorb the £10K back into our funding pot, to be allocated across the other project proposals. The Schools / Parent council projects will not be voted on and will not receive any money in this financial year. • £10K (or whatever figure is agreed in new discussions) out of the next year's funding pot (2020-2021) will be set aside for these schools / Parent Council projects, to be voted on line trialling the new software, within a timeframe agreed as convenient to all within the next (2020/21) financial year.	
5.	In-Person Event 2020 Date Michael Traill had been in touch. Community Centre Bookings for next session open this week. He needed to know what date the LC event would be, so it could be booked in early in order to avoid cancelling someone else's booking. Caroline has booked it in for 1.2.20. Process Design We all liked the headings drawn up last week, but agreed that on reflection the structure was too complicated to be easily put over to applicants and to the public. After much discussion, we came up with a streamlined version: Over-arching Theme – Fighting Hunger and/or Loneliness ALL projects (including schools applications) to fit this theme	

	3 categories – Schools, Creative Arts, Community Voting on the Day – 2 rooms for 2 categories (1. Creative Arts £10K, 2. Community £33K) Voting on the Day Card votes as before 3 votes per room, as before? (to be discussed further) We will use the Boost Vote as last year - but tighten up the criteria so fewer projects will qualify (Online Voting (unspecified date/timeframe) – Schools Projects £10K)	ALL
6.	Summary of Timescales 2020-2021 Launch - September / early October Applications and Support – October – 13 December 2019 (tbc) Voting Event – 1st February Count - + 2 weeks Awards – c. 20 February Feedback – March Payout - March Online Voting -?	
7.	Writing LC ‘Manual’ Douglas, Don and Sally have done first drafts. Sally is still editing Don’s bit in with her bit, and will pass on to Susan asap. <i>Caroline????</i>	SM – SR CL
8.	Other Business <i>Evaluation Survey Monkey</i> – As June has now finished, Bruce has, as agreed, closed down the survey . He has started to extract and organize the data received via the survey and will report back with this, in due course. <i>Reports back from groups that received LC grants 2018</i> - Hopefully continues to move forward slowly. <i>Funding for 2018/19 grant winners</i> – not discussed. Have they all been paid yet? <i>Extending the Steering Group Membership</i> –Amy had previously suggested she might try to contact ‘Gita’ from the MILAN Board. All these to be discussed at a future meeting. <i>Neighbourhood Network</i> - unclear when next meeting will be, response in Leith to the new structure is not too positive... Sally had spoken to Kathleen Glazik about the new <i>Scottish Government ‘Investing in Communities’ Fund</i> - apparently many applications have been received., including from Community Councils, from all over Scotland. So unlikely to be any ‘spare’ money going later on. Sally has asked Duncan Bremner if he put in a proposal from Leith – no answer yet.	AMM
10.	Date of next meeting - Wednesday 10 July, at 3pm	ALL