



Note of Leith Chooses Steering Group Meeting
Wednesday 24 July 2019, 3-5pm
McDonald Road Library Business Hub

Present

Susan Rae	Elected Representative
Caroline Lamond	Lifelong Learning Service Manager
Don Giles	Leith Harbour & Newhaven C. Council
Sally Millar	Leith Links Community Council

Item		Action
1	Welcome & Apologies from Bruce Ryan, George Fyvie, Sabrina Tickle	
2	Minutes & Matters Arising No formal Minutes but Notes (via email from Bruce Ryan) accepted. Sally distributed hard copies of the new PB Charter document (all copies now gone, but can be viewed / downloaded here: https://pbscotland.scot/charter/features)	
3	Updates & Discussions Leith Links Community council will not be able to go on paying £8.38 per month (£100.56) for www.leithchooses.net website hosting, as project money runs out completely. Agreed that it is wise to keep the website and administer it independently from Community Councils, rather than giving it over to Council, who have a poor record on updating old Leith Decides website, have recently deleted the whole Leith Neighbourhood Partnership website, and have made no decisions about whether / when / how to organize a new Leith Neighbourhood Network website.... Agreed that an appeal would be made to the three Community Councils (in the form of a proposal to each from CCouncillors: Sally, Douglas and Don, and ?Charlotte?)) to share the cost between them (approx £35 each per year). Caroline reported that the vacant post (Lorraine's post, filled by a person who was off sick for over a year, then left) has after all NOT yet gone forward to be filled. It now has to go past a 'Vacancies Panel' before it can go on to the jobs 'portal' (Lifelong Learning Development Officer, Community Development). A business case has been submitted for the post, but no info about how long this may take (or whether it will ever go forward and be filled). This is unfair on Caroline who has been doing the job on top of her own, other job! Agreed to email Adam McVey to urge for some help to get this progressed quickly. Leith Chooses cannot be delivered without support from Council staff. Discussed finding out from Stuart Baxter (a Council officer working on Musselburgh PB 'Your Voice, Your Choice 2018/2019) and from Katie Swann (who took on Lorraine's role, in 2016, for one year) to	DG/DT, SM, CE

	clarify what percentage of a FTE job this work amounts to (it varies over the year, but a rough average). Susan has had a response from Councillor Amy McNeese Mechan re the disputed MICE funding (£10K) which was agreed as being available for distribution via £C PB and then somehow taken away again to be used for a city-wide project. The email response was unclear / hard to understand and seemed to refer to meetings and decisions that had not been formally arranged or minuted. SR will ask Adam McVey to clarify. She will re-emphasise that the intention of £eith Chooses had always been to ring fence that funding for arts-based projects (albeit only those that also aligned with the main theme of £eith Chooses).	SR SR
4.	Video material Sally had asked if CEC might provide non chargeable video services, but it seems not. Caroline clarified that she had had to use CEC Procurement process to hire an outsourced video person to make the video she had had done, last year, and had to pay for this – no free Council in-house services available. Sally had used Scottish Government Community Choices funding to pay for Mike Dodds (recommended by George Fyvie) for subtitling work (on top of CEC payment for the video made). Agreed that we could all make ‘amateur’ videos (using our phones) if necessary, but this is not ideal, as editing will be necessary to create snappy ‘clips’. Especially also if recording videos in different languages, we will need subtitling which is an extra job and important to do professionally / get right! Bruce had offered to teach members of the Steering Group how to do video editing etc. but it was felt that we all already have more than enough to do and that professional help is more appropriate. Videos of people from minority ethnic communities might ideally attract ‘Equalities’ funding, if possible. Agreed that Sally will contact Mizan Rahman at ELREC , and Sally and Susan will try to meet him asap to discuss a possible joint project (ELREC seems to be able to attract funding for a wide range of projects).	SM, SR
4.	Online voting Next meeting of the CEC PB Working Group is 1st August, Caroline will attend. She had put forward the £eith Chooses proposal (see below) at the last meeting, but has not had any response yet. Actually, since we now plan to launch earlier, the timescales may need to be tightened up. Ideally, we’d need a clear response and decision on this before she meets schools in early September. That is: • <i>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.</i> • <i>That LC will plan to support the trial by promoting it in the community, helping people to vote etc. depending on capacity/ resources etc.</i> • <i>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.</i> • <i>That if we are assured before or by 1st January 2020 that software 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).</i> • <i>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.</i>	CL

	<i>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.</i> We also now need to know, specifically – - Will the software allow us to print out the blurb about each project ? - Will the software offer speech output support (for poor readers)?	
5.	In-Person Events Launch Event 2019 We discussed the possibility of different forms of launch, but eventually agreed that the face to face launch evenings have always been well-attended, and provide the best possible method of explaining new plans to the largest number of members of the community. Agreed to launch on evening of Tuesday 1st October (the earliest date possible due to holiday commitments etc.) in Leith Community Centre café as usual Caroline to book the room asap. Voting Event 2020 Caroline has booked it in for 1.2.20.	CL
6.	TimeScales The clock is already ticking! Lots to do asap Holidays Members of Steering Group will be away on holiday for considerable ‘chunks ‘ of the next 2 months, which will affect attendance at meetings and what can be achieved. <i>Susan – away 5-12th August</i> <i>Caroline – away 12-26 August</i> <i>Sally – away 1-12 September</i> <i>Caroline away 16-30 September</i> Revised Summary of Timescales 2019/2020 Consultation with Schools – Caroline to send out letter in August Caroline to arrange meeting for Tues. 10th September, if poss. (tbc) Launch Event – Tuesday 1 October (book café, Leith Comm Centre) Applications and Support – October – 13 December 2019 (tbc) Voting Event – 1st February 2020 (booked) Count - + 2 weeks Awards – c. 20 February Feedback – March Payout – March Urgent Jobs to be Done Before Caroline goes away on holiday, we will need to: 1. Update Application Forms and Guidance Notes, Finalise Boost Vote eligibility, and update general eligibility Guidance. Agreed that Caroline would fish the current docs out of the Drop Box and circulate so that we can get started on this immediately!	CL CL SM, CL ALL

7.	Process Design All still agreed on overall design Over-arching Theme – Fighting Hunger and/or Loneliness ALL projects (including schools applications) to fit this theme 1- 3 possible categories –Community (£33K), ?Schools? (£10K), Creative Arts, Voting on the Day 1 room / ballot box per category 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) If arts based projects are not going to be funded, and £eith Chooses only has one group of projects then we will have a ‘spare’ room at the Community Centre. We discussed ways of using this as a ‘quiet room’ to provide some form of ‘autism friendly’ voting facilities (possibly including printed materials, viewing facilities of online gallery of projects, paper voting etc.) Discussion to be continued and firmed up gradually. Booster Vote Eligibility Criteria Sally had started re-editing last year’s ‘rules’, to tighten them up. Agreed this was going in the right direction. Sally will continue work on this and circulate to all for comments and further suggestions asap.	CL, ALL SM, All
8.	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
9.	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> - Next meeting will be 4rth September. At least one nomination has been received for a link person to NE Locality Partnership	AMM
10.	Date of next meeting - Wednesday 31 July, at 3pm	ALL

