

Leith Chooses meeting, 2 July 2025

Present: Bruce (minutes), Don, Jason (online), Rachel, Sally, Susan, Tremaine (online).

Apologies: Jack, Naomi, Abigail

Definite actions are green-highlighted.

Later amendments by Sally are yellow highlighted

1 Feedback on 'new regime'

- In general, Steering Group is happy with this.
- Bruce is working on a shared calendar.
 - Action: Tremaine to email Bruce her cellphone number so Bruce can advise the password.
 - Then Tremaine will see if CEC systems can access this account.
- Naomi and Tremaine to always use leithchooses@edinburgh.go.uk for LC business, not their individual CEC addresses.
- Rachel Hutton works for Harbour Homes Scotland, and co-facilitates the Leith Network of ~80 charities. She described a large charity funding initiative she's involved with.
 - The steering group and Rachel introduced themselves to each other. The steering group described the current LC process, and the benefits of the in-person voting day.
 - Action: Bruce to add Rachel's email address (rachel.hutton@harbour.scot) to relevant lists and groups.

1.1 Future meeting types/cycle

- 1st Wednesday of each month: meetings will be CEC attended ('council group')
- 2nd Wednesday: just steering group ('core group')
- 3rd (or 4th as appropriate) Wednesday: open meeting, possibly in the evening ('open meeting')

This structure is not fixed - still evolving, flexibility needed.

2 Confirm final version of application form

- The outstanding action is to decide this year's theme. We have 35 votes from Facebook, emails, Twitter, NextDoor etc – not enough to be representative of the local population.
 - The new Local Place Plan (in development) isn't complete yet (and older versions are not up to date) so can't help with deciding on the theme.
 - 'Healthier and Safer Leith' received the highest number of votes from this small number (13/35).
 - No suggested themes reached 50% of the 35 votes.
 - The steering group favours 'Well-being in Leith' because this represents 'Healthier and safer Leith' quite well but also is broad enough to cover the other suggested themes.
 - Decision: the theme will be 'Well-being in Leith'

3 Discussion about guidance notes and boost vote information

- The steering group's strong preference is to have the Boost Vote info attached to the application form (rather than to the Guidance Notes).
 - Action: Tremaine to check with Andrew Field that this can be done.

4 Review tasks on draft project planner

- See Appendix below for items sorted by agent/ actor
- Discussion held over to 9 or 16 July

5 Get more info on how Consultation Hub will be implemented

- Held over to 9 or 16 July

6 Discussion of open meeting idea and participants

- Held over to 9 or 16 July

Agenda for 9 or 16 July

The items that were held over from this week, i.e:

- Review tasks on draft project planner
- Get more info ((from CEC) on how Consultation Hub will be implemented (to show Guidance Notes)
- Discussion / planning of Open meeting (13 August) and participants

Commented [SL1]:

Commented [SL1R2]:

Commented [SL1R3]:

Commented [SL2]:

Commented [SL2R2]:

7 Appendix: project planner tasks sorted by agent/actor (V.1)

PLANNING STAGE	ACTOR
Confirm budget	Andrew Field
Finalise comms plan (agreed by comms team)	Officers
Update CEC website with planned dates (holding message)	Officers
Confirm venue and janitorial support for voting day and award ceremony	Officers
Finalise governance	Steering Group
Agree on boost vote criteria	Steering Group
Agree voting process, including deadline	Steering Group
Consul demo	Steering Group
Decide themes	Steering Group
Agree requirements/expectations for venue (including setup and takedown)	Steering Group
APPLICATION STAGE	ACTOR
Application deadline	N/A
Update LC and Council website with new application process (dates and form)	Officers
Open for applications (online form live)	Officers
Issue comms (press release, social media, direct email to networks)	Officers
Check reports from 2023-24 applicants have been submitted and shared redacted versions	Officers
Share 2023-24 reports publicly (on website, with mailing list)	Officers
Upload redacted applications to DropBox	Officers
Sift applications	Officers
Liaise with individual applicants about application	Officers
Check applicants are happy with LC website	Officers
Agree application form	Steering Group
Agree application guidance	Steering Group
Set up and conduct support sessions for potential applicants	Steering Group
Prepare application comms (press release, social media, direct email to networks)	Steering Group
Put projects online LC website	Steering Group
VOTING STAGE	ACTOR
Online voting window	N/A
Confirm printing and distribution of lamppost wraps (liaise with Alice and Out of Hand)	Officers
Issue artwork for lamppost wraps to Out of Hand	Officers
Design and order banners, posters and flyers (CEC print team)	Officers
Order stationary (check stock)	Officers
Source wrist bands (check stock)	Officers
Source voting cards (check stock)	Officers
Print labels and sticker them on vote-cards	Officers
Order refreshments	Officers
Order badges (check stock)	Officers
Order table and chairs	Officers
Print signage for the venue	Officers
Print maps	Officers
Liaise with library staff about placing banners	Officers
Prepare and publish voting form on consultation hub	Officers
Issue comms (press release, social media, direct email to networks, CEC staff, applicants, Councillors)	Officers
In person voting day/launch event	Officers & Steering Group
Put up lamppost wraps	Out of Hand
Take down lamppost wraps (Out of Hand) and banners (reuse next year with sticker over date)	Out of Hand
Recruit volunteers	Steering Group
Recruit voting day entertainment e.g. face painting, smoothie bike	Steering Group
Update volunteer briefing notes	Steering Group
Arrange ballot boxes	Steering Group
Design signage for the venue (check stock)	Steering Group
Prepare voting comms (press release, social media, direct email to networks, CEC staff, applicants, Councillors)	Steering Group
Distribute posters	Steering Group
Clean and put up banners at libraries (with updated dates)	Steering Group
Take down banners from libraries	Steering Group
RESULTS STAGE	ACTOR
Order refreshments (leftovers from voting day plus fresh milk and other top-ups)	Officers
Issue comms (press release, online voters, social media, direct email to networks, CEC staff, applicants, Councillors)	Officers
Direct comms to applicants (invite to awards)	Officers
Prepare agreements	Officers
Delegated authority from Head of Service	Officers

Inform unsuccessful applicants	Officers
Issue agreements to successful applicants	Officers
Process finance paperwork (give applicants a week to return agreement)	Officers
Count in-person votes	Officers & Steering Group
Count online votes	Officers & Steering Group
Awards Ceremony	Officers & Steering Group
Confirm speakers for award ceremony	Steering Group
Book venue for vote count	Steering Group
Create sign-in sheet	Steering Group
Prepare envelopes (source gold envelopes and draft slips)	Steering Group
Agree running order	Steering Group
Prepare voting comms (press release, social media, direct email to networks, CEC staff, applicants, Councillors)	Steering Group
EVALUATION STAGE	ACTOR
Create feedback form on consultation hub	Officers
Gather applicant feedback	Officers
Analyse feedback from applicants and voters	Officers
Analyse feedback from Steering Group	Officers
Prepare applicant feedback form template	Steering Group
Self-evaluation meeting	Steering Group
REPORTING STAGE	ACTOR
Chase applicants reports	Officers