

Leith Chooses meeting, 30 July 2025

Present: Abigail, Bruce (minutes), Jack, Naomi, Rachel, Susan

Apologies: Don, Jack, Sally, Tremaine

Definite actions are green-highlighted.

1 Application form

- Some steering group members were concerned that some applicants might not be comfortable using an online form. It was suggested that applicants who wish could be sent the Word version – an email or phone number would be provided, along with encouragement that applicants use these to settle any issues. (Precedent from other CGF areas is that almost no-one requests Word versions.)
 - The steering group could conceivably copy Word versions into the online portal, to save officer-time) but this could well lead to data-protection issues.
- Action: Naomi to create a watermarked Word version stating that it is not the version to be submitted – the online version is. The Word version is only so applicants have notice of the questions they would see in the online form. Applicants should use the email/phone number mentioned above if they have any queries or problems.
- It is necessary to strongly warn users several times that if they shut their browsers, they will lose all progress.
 - Action: Naomi to submit a feature request asking for this issue to be fixed in future iterations of ConsultationHub.

2 Guidance notes

- The steering group is happy with the short version of the GN, which contains a link to the full CGF guidance.
 - Bruce to upload the GN to the LC website, and forward a link to Naomi, so she can include that in the online AF.

3 Comms

- Action: Naomi to draft an email for Susan to tweak so it speaks with an LC voice, and check this version with the rest of the steering group.
 - Action: Jack to draft a press-release from this.
- Action: Naomi to link in with CEC comms to spread the message.
- Action: steering group to do its own social media, including creating a BlueSky presence.
 - Action: Jack to lead on BlueSky
 - Action: Abby and Jack to work on Instagram.
- Action: Bruce to create and share **only with the steering group** a register of digital logins.
- Action: Jack to draft a protocol on how to post to social media – basically don't be 'evil'.
- Action: overall steering group to develop its social media presence
 - This could use the graphics/images of winners Jack collected some time ago.
- Decision: the hashtag for this cycle will be **#leithchooses2026**

4 Deadline

- Decision: if we have received 25 applications by the end of the normal window (22 October), we won't extend this deadline. (This should give sufficient buffer for applications that can't be helped to be eligible.)

5 Steering group

- Naomi has been emailed by a potential new member.
 - Action: Naomi to invite this person and relevant others to the 30 August open meeting.

6 7 August meeting topics

- Comms and media strategy, following on from the above.