

Leith Chooses Meeting Notes, 5 August 2026

Present: Aine, Rachel, Lisa, Bruce, Naomi, Don, Sally, Susan

Apologies: Jack

1 Application form

- There was discussion of how text on the boost vote on both the application form and the guidance document came to be different to what the Boost Vote subcommittee agreed, and how the relevant parts of the application form link to relevant parts of the guidance notes.
 - It was noted that an action from last week was for Naomi to move the application form's request for evidence of Boost Vote eligibility to the Boost Vote section (section 4).
 - It was noted that the guidance notes (at the time of the meeting) contained the original detailed text on the boost vote. However, this should have been a smaller version (as agreed by/with the BV subcommittee) with a link to the detailed text on the LC website's FAQs page.
- Hence the resulting actions are
 - Abby to send the detailed text to Bruce.
 - Bruce to add this to the FAQs page, then supply a link to that page to Abby, Naomi etc
 - Abby to make any final changes to the application form and boost vote

2 Guidance notes

It was noted that images on the guidance notes had been introduced because the notes had been too text-heavy, so this was about being 'communication-friendly'. However the images and tables were found to be inaccessible to screen-readers etc.

- It was suggested that the images should remain on printed versions of the guidance notes, because these help people with language and learning difficulties.
- It was agreed to use the no-image version of the guidance notes created by CEC IT this year because there is no time for further discussion/alteration.
- It was suggested that in future years images could be used, so long as they have suitable alt-texts etc

3 Process

Because of the concerns resulting from changes being potentially without the relevant subcommittee's approval, It was suggested that the process for changing documents should be

1. The relevant subcommittee discusses and agrees the changes favours.
2. The subcommittee then presents these to the full steering group.
3. This may result in further final tweaks being agreed.
4. The subcommittee then makes the agreed changes
 - If no member of the subcommittee can do this, it will delegate – with full instructions – to another steering group member.

4 In-person application support dates

- Week beginning 10 August (if this is still possible)
- Week beginning 24 August
- Week beginning 7 September.
 - Action: Lisa to make arrangements for these sessions.

5 IT issues

Action: Naomi to create a Doodle poll to arrange meeting with CEC IT about lack of access to Teams etc.