January 2020

East, North and South Ayrshire Council

Participatory Budgeting Toolkit

East Ayrshire Council
Comhairle Siorrachd Àir an Ear

North Ayrshire Council

south AYRSHIRE COUNCIL

Introduction

This Participatory Budgeting (PB) Toolkit has been produced by staff from East, North and South Ayrshire Councils, supported by the Convention of Scottish Local Authorities (COSLA) PB Team. It is intended to be a useful tool for community groups and organisations who are planning to organise a grant making PB event.

As well as the toolkit, sample application forms, guidance notes, posters and evaluation forms can be found by searching "Participatory Budgeting" on the following websites:

www.east-ayrshire.gov.uk

www.northayrshire.community

www.south-ayrshire.gov.uk

We hope you find this a useful resource.

Contents

02 What is Participatory Budgeting

04 Participatory Budgeting in Ten Easy Steps

06 Before the event

09 Planning your event: Models of Participatory Budgeting: Presentation model, Marketplace model, Digital model and Postal model

14 On the day: All events

15 After the event

16 Equalities and Social Inclusion considerations

19 Appendix 1 – Participatory Budgeting Charter

23 Appendix 2 – National Standards for Community Engagement Diagram

What is Participatory Budgeting?

Participatory Budgeting (PB) is a democratic way for people to have a direct say on how public money is spent.

East, North and South Ayrshire Councils and local community organisations have been holding PB events since 2016, empowering communities to have a direct say in things that really matter to them.

Funding allocated through PB may come from a variety of sources and can:

- Improve the quality and impact of projects
- Involve more people who live in your community in decision making
- Lead to greater collaboration and information sharing among local groups
- Lead to a better understanding in communities of the range of groups that exist, and their activities, enabling people to express their needs and influence decisions made about their community

East, North and South Ayrshire Councils have committed to the COSLA agreement with the Scottish Government to invest at least 1% of Council budgets in Participatory Budgeting by 2021. This will give people a wider say in how council budgets are spent in their local area and could take on a different model from the grant making process. This is called 'Mainstreaming PB'.

Benefits of PB

- PB is a way of making sure that everyone who is affected by a decision on how money is spent has an opportunity to share their views and listen to others
- It provides a space for sharing information and for everyone involved to develop their knowledge about how public finances are spent
- PB is a way of people who live and work in communities to work together to make sure that public money is used to achieve the best possible results

Done well, PB helps to:

- Build strong relationships between people, communities and public organisations
- Build trust between people and make joint action possible

- Encourage democratic participation by reducing barriers to involvement and making sure that everyone who wants to take part can do so
- Target resources to where they are most needed
- Encourage the testing of new ideas to help transform communities in a positive way
- Make sure that everyone who is affected can see how decisions about budgets are taken, how money is spent, and what happens as a result

Great community spirit.
A plethora of people doing good for their villages.

Made more brilliant contacts that will have positive outcomes on Arran.

Arran PB Event

A PB process gives people the opportunity to identify and discuss what matters to them in their communities and to vote on their priorities (although not all PB processes will involve a vote).

PB is used across the world and is now part of our democracy in Scotland.

PB in ten easy steps

Running a successful PB event for a theme or in your community needn't be hard if these ten easy steps are followed. The principles are the same regardless of whether you're running a large or small event or an online process.

1. Form a steering group

Bring together local interested parties to form a steering group that will co-ordinate your PB process. Think about getting a good mix of people on your group, who are representative of your community, or the theme you are addressing – e.g. consider different ages, genders, ethnic groups etc.

2. Give your PB process a name

Name your event or process by calling it something that will make sense to the community you are running it in or the thematic group. Examples of this are Shaping North Ayrshire or North West Kilmarnock Decides.

3. Agree your priorities

Before application forms are circulated to prospective bidders, the steering group should agree what the priorities are for the area/theme, and these can then be included as guidance in terms of what may be funded.

4. Inform and engage with people taking part

Invitations should be made to groups, and where appropriate, individuals should be encouraged to develop applications and if appropriate have an information event prior to the application deadline.

The steering group should use social media, posters and the local press to promote the PB application process.

If required, they should be given assistance to develop their ideas and all applicants should be given information about the agreed priorities in the guidance notes. Groups should be able to access help and advice to develop their ideas and completing application forms.

The National Standards for Community Engagement are a useful reference (see Appendix 2)

5. Receive the applications

All applicants should be made aware of the priorities and the deadline for applications. As part of the application process the groups should be informed how the process will be run. This could mean that they'll be required to make a presentation in front of a community audience or have a stall at a market place event, or be part of an online process.

The groups should be informed of the voting process e.g. all members of the applicant group attending the Decision Day will be asked to score all other projects as well.

6. Hold your decision day or online process

The most important moment for most people will be when all the ideas are shared and the community (whether geographic or of interest) gets a chance to vote on what projects should receive funding on a Decision Day or through the online process.

7. Announce the results

Celebrate the successful groups on the Decision Day or online process but remember to offer support to unsuccessful applicants by signposting them to other sources of funding and support, such as your council's external funding service.

8. Keep in touch with what happens next

As part of the evaluation process the steering group should follow how the money is used and find out what benefits it brings, making sure the groups have done what they said they would in their applications.

9. Spread the word

The steering group should use social media, posters, word of mouth etc. to tell people what's been achieved, and the groups should be asked to use the appropriate logos on any project related literature.

10. Plan to do it again

Greater benefits of PB come from repeating the process.

The following pages outline suggested steps to help manage the process of running a PB Decision Day or online process. The event should be family friendly, fun and community based. It should acknowledge the good work of the community and celebrate the work that goes on it the area.

> Had no idea so many great groups in the Three Towns.
>
> Encouraging to see so many people doing so much for their community.
>
> *Three Towns PB Event*

Before the event

1. Set a date and book a venue

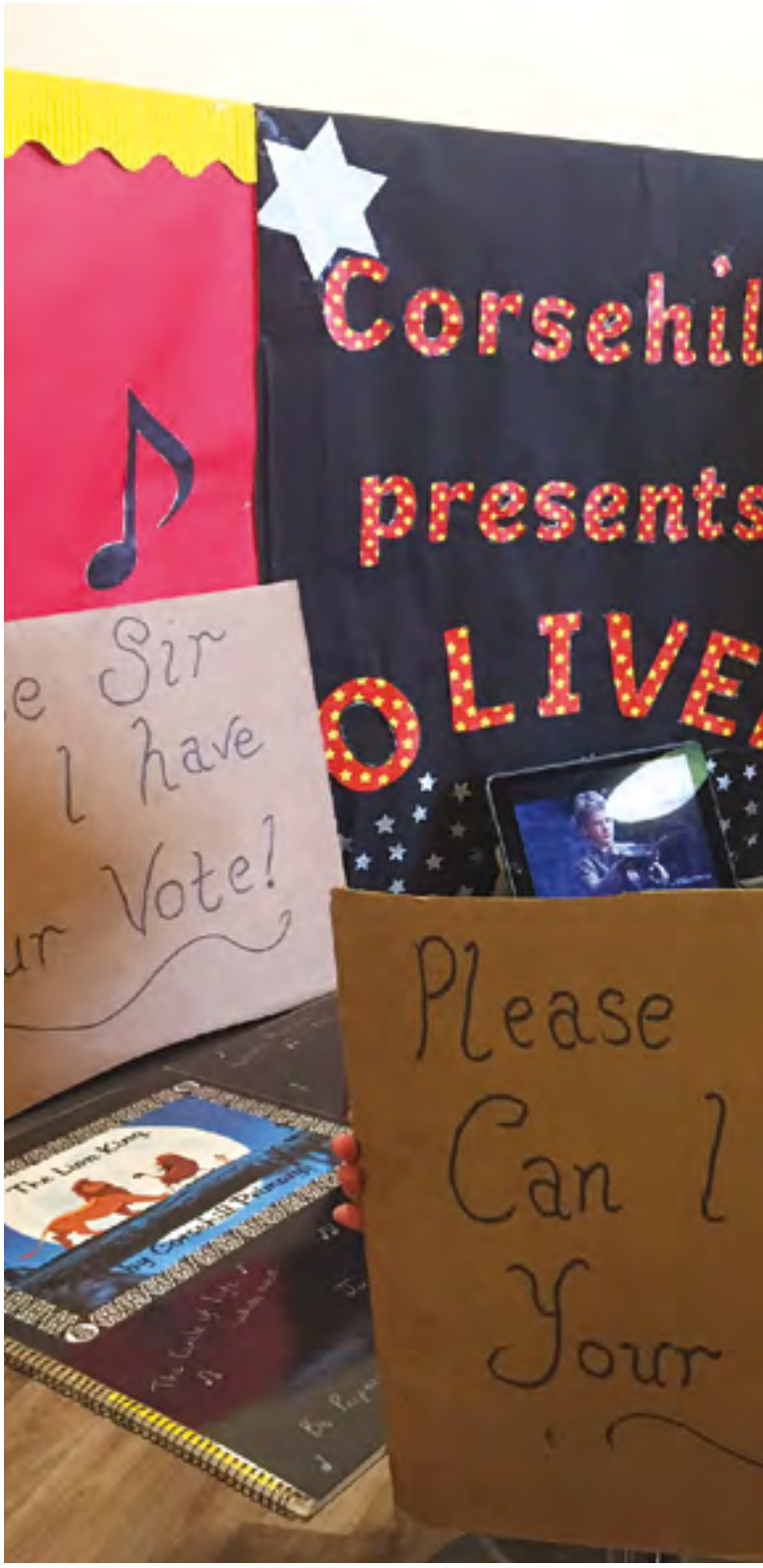
The steering group should decide on the date of the event, remembering to leave enough time to plan it properly. A decision should be taken about the type of event that will be held, for instance a presentation, marketplace format or an online format. If appropriate a venue in the local area should be identified, booked and if required the digital voting system should be booked for the day. Once the venue and voting system is confirmed a call for volunteers/staff should be issued. When considering a venue, thought should be given to the accessibility for local people, including people with a disability to access the venue, parking and a hearing loop system.

2. Set a budget

A budget for the event should be set to include the grant monies to be given out on the day, venue hire, any catering costs, photography costs, hire of equipment and any decorations that might be required.

3. Agree the criteria

The steering group should agree criteria for the funding being distributed and guidance developed to accompany the application forms to help make the process as clear as possible. The criteria will include priorities from the steering group and also any criteria specified by funders. The steering group should agree on a lower voting age limit for the event, in general this can range from between 8 and 12.



We thought the day was very successful and we had a brilliant turnout from the community.

4. Application forms

These should be altered to suit specific events and any guidance developed should be included with the application form. A closing date for applications should be set. This should include a Participant Information sheet.
The application form should have information about the host organisation and what area the event is being held in or what theme the PB process is addressing.
It should be made clear at the application stage that each group will require to give a short presentation or pitch on the Decision Day or set up a market stall event or their information will be put up on a digital platform. Applications should be sent to the address specified on the application form.

5. Publicity for event/press release

Posters should be developed for the event. These should be distributed around the local area, including local venues. Information about the event and application process should be posted on local social media platforms and e-mails should be sent to appropriate groups, wider networks and stakeholders.
The event should look into issuing pre and post event press releases, containing details about venues etc. and also updating local press on the winning groups with accompanying photography.

Remember to seek permission to take and share any photographs, particularly of children and young people.

6. Workshops for potential applicants/Information Sessions (if required)

The PB steering group should decide whether they want to run workshops or information sessions for potential applicants. These can be offered so that people can find out more about the funding, any specific criteria for the applications, and how to develop their ideas into a proposal. More information can also be given about the format of the Decision Day or the online process, and the workshop should be used to build the confidence of any potential applicant. Other themes which could be included in the workshops might be the background to Participatory Budgeting, how to fill out the application form, and presentation skills. Dates and venues for workshops need to be arranged and appropriate staff will need to be present on the day.

> The process was great, very open. Great way to do things. Absolutely great for the Valley. To see so many groups, so many people, that has to be a bonus. We came in here with no expectations. We're taking home £1000, which is brilliant. We're over the moon, ecstatic.
>
> *Newmilns Regeneration Group*

7. Screening of applications

Applications should be screened to ensure they meet the criteria and to check that all relevant supporting documents are in place. If too many applications have been submitted you may wish to shortlist them, using agreed criteria, to ensure that the number of applicants is appropriate for the budget and event format or online process.

Applications should be screened to ensure they meet the criteria and to check that all relevant supporting documents are in place. If too many applications have been submitted you may wish to shortlist them, using agreed criteria, to ensure that the number of applicants is appropriate for the budget and event format.

8. Letters or emails to invited groups to present at the event

After shortlisting, groups will be informed that they're being invited to pitch at the event/Decision Day or advised that their project will be uploaded to an online platform. Guidance should be given about the format of the day and presentation length. Groups may be asked to pre-register an agreed number of attendees. Groups that have been unsuccessful in making the shortlist should be informed at this point and advised of other funding sources/funding workshops. Groups should also be advised when the result will be announced.

Note: All mailings, posters, letters and press releases should include the appropriate logos of the funders and supporters at each event.

> Loved today, great to see the community coming together and helping to make decisions. A great way to decide where money is spent.
>
> *Southern Locality Young People s event*
> *Resident, Glennie House, Auchinleck*

Planning your event:
Models of Participatory Budgeting

PB decision-making can happen in a variety of ways. How it is done is a matter for the steering group to decide, taking into consideration what suits the local the community best, although this can also be influenced by factors such as the suitability/availability of venues.

It can be used to decide how budgets are spent and identify local priorities, as well for giving grants to groups. Any of the models listed below can be used for allocating small pots of money OR influencing budget decisions.

The following are not exhaustive lists, and local needs/circumstances must be taken into consideration when deciding on the model to be used.

Presentation Model

This model involves groups making a pitch to an audience of voters. Each group has set time to make deliver their presentation (e.g. 3 minutes). Voters are required to hear every presentation, otherwise their votes won't count. Children's activities may be provided in a separate part of the building as the process may last for 3-4 hours, depending on the number of presentations. Catering and entertainment may also be provided, particularly as it may take some time for the results to be calculated.

Staffing/ volunteer requirements	Fairly staff/volunteer intensive as there are several jobs to be covered at this type of event. These include set up in hall, directing participants/voters, master of ceremonies, activities for children, deal with entertainers, catering, photography, count votes, announce results, clear hall.
Venue requirements	Large room for presentations (preferably with stage), access to kitchen if refreshments provided, separate room for counting votes with adequate sockets for laptops (it is best if this room has restricted access). Area for registration of attendees, area for children's activities. Please ensure health and safety requirements are followed and risks are managed.
Equipment	PA system, lectern, laptops, projector (optional), screen (optional), adequate seating, tables, ballot boxes, ballot papers, pens, information booklets (optional), registration sheets, camera. Some events have used handheld voting pads, and this allows the votes to be calculated quickly. Please ensure health and safety requirements are followed and risks are managed.
Process for announcement of results	Ballot papers collected. Scores collated, and final results calculated. The results are then put in order i.e. highest first, and the amount they have applied for is deducted from the overall fund. This process continues until all the money is awarded. The results can be announced on the day or at a later stage.
Participation details (who, how long etc.)	Each project has a set amount of time to present their idea to the audience. The presentation can be in any format for example a talk, a sketch, a poem etc. Where IT facilities are available these may also support presentations. This part of the process may take around 2 hours depending on how many presentations are scheduled. The counting of votes and announcement of results/presenting of cheques may take a further 60-90 minutes. The audience consists of members of participating projects and members of the public. After each presentation each member of audience will award a score for it e.g. 1-3 or 1-5, on a ballot paper or on voting pad.
Advantages	Brings the community together. Easier for groups make connections. Each group has equal amount of time to put their idea forward.
Disadvantages	Potentially a lengthy time for people to attend. Requires more people to run this type of event compared to other models. Bidders are required to make a presentation to an audience, which can be daunting for some people. Consideration needs to be taken for participants with additional support needs to ensure the events are fair and equal.

Marketplace Model

This model involves groups having an information stall with a display and speaking directly to voters as they walk round the hall. The steering group can make restrictions on the type of display if they wish. Catering is not necessary as voters do not have to attend the event for a lengthy period of time, although the provision of tea/coffee may be desirable.

Staffing/ volunteer requirements	Fewer staff/volunteers than presentation model as several roles may not be required, such as children's activities, catering and directing groups on and off stage. Other roles are similar to presentation model.
Venue requirements	Large room for information stalls, access to kitchen if refreshments provided. Ideally the room should be set up in such a way that there is a one-way system round the stalls, in order to ensure that votes cannot be cast until members of the public have visited every stall. A separate room for counting votes with adequate sockets for laptops is required (it is best if this room has restricted access). Please ensure health and safety requirements are followed and risks are managed.
Equipment	Seats, tables, presentation boards, ballot papers, ballot boxes, camera. Please ensure health and safety requirements are followed and risks are managed.
Process for announcement of results	A similar process to the presentation model can take place. Alternatively, the voting process may involve placing counters in boxes or stickers on a chart. The count can take place at the end of the event and announced on the day/ night, or it can be done after the event e.g. the next working day. The results are then put in order i.e. highest first, and the amount they have applied for is deducted from the overall fund. This process continues until all the money is awarded.
Participation details (who, how long etc.)	Each group has an information stall, containing details of the project. There may be a member of the group at the stall. Information handouts may also be permitted in some instances. Voters walk round each stall and can read the information about the project. If a member of the group is present, they can ask questions about the project. After leaving the last stall they cast their votes. This means voters can leave as soon as votes are cast.
Advantages	Fewer staff/volunteers required to organise and run this type of event. Groups do not need to make a presentation. Voters can drop in, see projects, vote and leave in a relatively short period of time. They can also question groups directly about their project. Votes can be counted during the event and results announced relatively quickly.
Disadvantages	Potentially reduced opportunities for groups to make contact with each other. Space could be a possible issue, depending on the size of the hall and the number of information stalls. Control of flow of voters – they should be encouraged to visit every stall, so a one way system to ensure this is advisable.

Digital Model

This model can allow for discussion of ideas prior to voting taking place, allowing for members of the community to suggest and/or discuss ideas. It can be done in conjunction with a voting event or can be a standalone process.

Staffing/ volunteer requirements	IT knowledgeable staff/volunteers required to administer and operate system.
Venue requirements	Depending on the arrangements decided none may be required, or a venue for a public announcement might be needed. Please ensure health and safety requirements are followed and risks are managed.
Equipment	PC/Laptop/Tablet and specialist software
Process for announcement of results	Online or at a public event.
Participation details (who, how long etc.)	Written description of project required, actual voting would not take long and people could do it at home.
Advantages	Venue not necessarily required. Takes relatively little time to organise. People can make suggestions/proposals and join in online discussions. People can vote at their convenience. Calculation of results is instantaneous.
Disadvantages	Community engagement limited to those with access to website if there is no parallel community event. Excludes people without access to IT if there is no parallel community event. Control of voter eligibility – lack of scrutiny of who casts votes if there is no parallel community event. Requires specialist software.

Postal Model

This model is similar to the digital model in some respects, as there is no voting event. Ballot papers and information booklets are delivered to households with eligible voters. These can either be hand-delivered or by post.

Staffing/ volunteer requirements	Staff/volunteers required to prepare information booklets/ballot papers for delivery.
Venue requirements	Address for return of ballots, venue for count of returns and possibly for the announcement of results. Please ensure health and safety requirements are followed and risks are managed.
Equipment	Information booklets with details of each project, ballot papers, free post envelopes, return boxes (if there is a drop off point in the community), PC/laptop.
Process for announcement of results	This could be done in a public event, inviting the community to attend or through social media. If a public event is organised, suitable venue is required.
Participation details (who, how long etc.)	Each applicant would need to submit a project description in time to allow production of an information booklet. Voters would complete a ballot paper at home which would then be returned in freepost envelopes or in boxes within the community.
Advantages	More inclusive as those unable to attend an event can vote at their own convenience. Venue is not necessarily required.
Disadvantages	Can only be done with a limited number of voters, otherwise costs may be excessive due to printing and postal costs. Very limited opportunities for community engagement. Limited amount of information from projects. A number of staff/volunteers may be required to deliver information/ballots. Control of voter eligibility – lack of scrutiny of who casts votes. Unless aware of the number of eligible voters, each household is limited to one ballot paper per household. Some members of the community may feel excluded e.g. older people or those with english as a second language.

On the day: All events

1. Be prepared

The hard work for the event should all have been done in the planning stage, with groups knowing what to expect, and the venue ready to host the expected number of people. The main point to note on the day is that everyone on your team knows what to do, with good organisation helping to deliver a successful event.

2. Volunteers

Volunteers should arrive at least 30 minutes before registration opens. A briefing should take place and volunteers should clearly understand their roles.

3. Stick to the programme

The day should run to your previously agreed programme. If using paper voting sheets, once they have been completed, they should be gathered up and given to the relevant staff/volunteers who are responsible for the vote count.

If appropriate, all electronic handsets should be collected back in. If using coin voting, ensure containers are emptied and counted as soon as possible, if possible have an independent verifier. If using Digital Voting, check building has WIFI etc. well in advance.

The day should run to your previously agreed programme.

Encourage everyone to complete an evaluation form.

If required, check building has good WIFI well in advance.

4. Evaluation forms

Evaluation forms should be handed out on the day and people asked to complete and return them. This will help you improve future events. A downloadable example is available on the Participatory Budgeting page of the East, North and South Ayrshire Council websites.

After the event

1. Successful Groups

If a group has been successful, an official award letter/email should be sent out as soon as possible after the event stating the terms of the grant. A downloadable template award letter is available on the Participatory Budgeting page of the East, North and South Ayrshire Council websites.

2. Grant evaluation

A grant evaluation form should be completed by all successful groups once the project is complete or after 12 months and sent out with the award letter. If appropriate, the group should be asked to complete an interim report on their grant, reporting on the impact the grant is having on the local community. A template evaluation is available on the Participatory Budgeting page of the East, North and South Ayrshire Council websites.

3. Unsuccessful groups

Groups who did not secure funding at the Decision Day should be sent a letter which should inform them of other ways to secure funding for their project, including information on funding workshops, newsletters or websites. A template letter is available on the Participatory Budgeting page of the East, North and South Ayrshire Council websites.

If a group has been successful, an official award letter/email should be sent out as soon as possible after the event stating the terms of the grant.

4. Press Release

It is a good idea to issue a pre and post event press release, with any photographs you have permission to use, to the local media. While there is no guarantee that your event will be covered the experience to date has been positive, with PB events enjoying high levels of exposure.

5. Payments

Once the event has taken place the grant payments should be made as soon as possible. This should be undertaken within the financial procedures of organisation who is awarding the grant funding.

6. Funding Workshops

The three Councils are committed to giving additional funding support to both successful or unsuccessful group. This can be done on a one-to-one basis or through a funding workshop, newsletter or websites. For further information please see each of the Council's websites.

Equalities and Social Inclusion Considerations for running a Participatory Budgeting Process

Successful community engagement activity can help overcome some barriers to participation however certain structural inequalities are difficult to overcome through local intervention alone. Additionally, a combination of multiple inequalities can compound the ways in which people can face barriers to participation e.g. poor physical health, poverty, and social isolation.

Under the Equality Act (2010) community members should be protected from unfair discrimination during the PB process. Those viewed to be at risk of unfair treatment are described as individuals with a protected characteristic;

- **Age** including older people, young people and children
- **Disability** including physical disability, learning disability, sensory impairment, long term medical conditions and mental health conditions
- **Gender reassignment** such as trans men, women and non-binary people
- **Race and minority ethnic people** such as Refugees and asylum seekers, Gypsy/ Travellers, migrant workers and non-English speakers
- **Religion and Belief**
- **Sexual Orientation** e.g. lesbian, gay, bisexual and heterosexual people
- **Sex** e.g. gender
- **Marriage and Civil Partnership** (limited protection)
- **Pregnancy and Maternity** (limited protection)

Additionally, disadvantages faced by those experiencing poverty can impact on how people are able to participate in local activity.

The Fairer Scotland Duty (2018) requires the public sector to consider what they can do to reduce socioeconomic disadvantages facing those in poverty or living on a low income. It is important to acknowledge that groups with a protected characteristic are also more likely to experience socioeconomic disadvantages. Those at risk of socioeconomic disadvantages could include lone parents, the unemployed/ those on benefits, pensioners, looked after children and young people, carers, those involved in the criminal justice system, veterans or those with low literacy and numeracy skills.

Factors to consider in designing participation processes which reduce barriers to participation include;

- Allow enough time for meaningful participation which engages a diverse cross section of the local community
- Look beyond the usual participants for engagement processes. Desk based research and existing knowledge about the profile of local communities can help identify participation gaps
- Ensure representation of those at risk of exclusion in working groups, as budget delegates or as key players within the decision-making process

- Consider the use of existing resources such as the Place Standard Tool or Visioning Outcomes in Community Engagement (VoiCE) tool to ensure inclusive PB planning
- Clear communication– some people may be better able to understand and respond to technical language creating unequal advantages. To overcome this, try to employ Inclusive Communication principles in communication, online, marketing and at events
- PB is a process of learning and exchange for which some people will need more support than others. To address skill imbalances, provide training and capacity building opportunities when asking people to get involved in design and decision-making processes
- Be clear about the role and responsibilities of those taking part.
- Instil trust and mutual understanding amongst participants by ensuring respectful listening during the design process and that transparent decision-making structures are in place
- Consider creating safe spaces where vulnerable individuals can take part in engagement activity, this may require paying consideration to cultural, physical health or mental health needs
- To overcome barriers to participation facing carers, lone parents or those with learning difficulties consider utilising existing council staff or resources to support individuals to take part. This could be through providing childcare, respite care, support staff or reimbursing travel costs
- Digital engagement is a valuable way to increase the number of people engaging in the PB process however it should not replace face to face discussions. Digital engagement should be used alongside traditional engagement methods

Appendix 1

Participatory Budgeting Charter for Scotland
Making good PB happen

Participatory budgeting (PB) is a democratic way for people to have a direct say on how public money is spent.

A PB process gives people the opportunity to identify and discuss what matters to them in their communities and to vote on their priorities.

PB is used across the world and is now part of our democracy in Scotland.

About the charter

The PB Charter sets out seven key features of what a fair and high-quality PB process should be, accompanied by guiding statements which describe what those features should look like in practice.

The charter is designed to make sure that every PB process involves good-quality democratic participation, resulting in positive outcomes for everyone involved.

Who is the charter for?

The charter is for everyone involved in a PB process, including:

- people setting up a PB process to help them plan it properly; and
- people taking part in a PB process to help them know what they should expect.

The charter has been developed with people who have had experience of PB processes in Scotland, including those from equality groups, community organisations and public organisations.

The following terms are used throughout the charter

Community

A group of people united by at least one common characteristic, including geography, identity or shared interests.

Deliberative

A formal discussion, where an issue is considered carefully.

Participatory

That anyone can take part or become involved.

Accessibility

Taking action to remove the barriers that prevent people from being heard and enjoying equal access to community life.

Benefits of PB

PB is a way of making sure that everyone who is affected by a decision on how money is spent has an opportunity to share their views and listen to others.

It provides a space for sharing information and for everyone involved to develop their knowledge about how public finances work.

PB is a way for people who live and work in communities to work together to make sure that public money is used to achieve the best possible results.

Done well, PB helps to:

- build strong relationships between people, communities and public organisations;
- build trust between people and make joint action possible;
- encourage democratic participation by reducing barriers to involvement and making sure that everyone who wants to take part can do so;
- target resources to where they are most needed;
- encourage the testing of new ideas to help transform communities in a positive way; and
- make sure that everyone who is affected can see how decisions about budgets are taken, how money is spent, and what happens as a result.

The seven key features of the PB Charter for Scotland are:

- Fair and inclusive
- Participatory
- Deliberative
- Empowering
- Creative and flexible
- Transparent
- Part of our democracy

Fair and inclusive

PB creates new opportunities for people to become involved in ways that bring new and different voices to discussions about how public money is spent. Working together in this way encourages stronger relationships in and between different communities.

Everyone should be able to participate in community life but sometimes there are obstacles to getting involved.

PB can remove those barriers if it is carefully planned, properly resourced and support is available for those who need it.

We will know that PB is 'fair and inclusive' when:

- the PB process meets all requirements in terms of accessibility;
- within a PB process everyone has a vote;
- people who have experienced inequality are involved in designing PB processes; and
- the outcomes of a PB process help to reduce inequalities.

Participatory

Anyone from the communities affected by decisions on how money is spent should have opportunities to be involved at every stage of the PB process. This includes identifying what budgets are being allocated, how the PB process is planned, how it works in practice and how it is evaluated.

We will know that PB is 'participatory' when:

- communities have an opportunity to help shape the PB process from the start;
- priorities for the PB process are decided by communities;
- different and diverse communities discuss the issues and vote on priorities;
- a range of PB methods and events are used to make sure that different groups in the community can get involved;
- people from the communities involved say they are satisfied with the process and the outcomes;
- training and support is available to help people be involved in planning and delivering the PB process; and
- the PB process is promoted widely and in a variety of ways to encourage people to take part.

Deliberative

PB supports communities to access information, share ideas, listen to each other and consider different views.

Sharing ideas and views helps people to learn more about different issues and leads to informed decisions that are best for the whole community.

We will know that the PB process is 'deliberative' when:

- the information people need to make informed choices is available and accessible at all points in the PB process;
- people involved report increased knowledge about the issues affecting groups and individuals in their own communities and other communities;
- methods are used which allow people to express their views and which encourage discussion; and
- ideas, priorities and the choices made about how money is spent are reached through public discussions and informed by wide-ranging views.

Empowering

Decisions about how public money is spent are usually made by politicians and their officers. PB gives people and communities the power to decide what matters most to them and how public money should be used best.

The PB process encourages more people to become involved in their community and to work together to make change happen.

We will know that PB is 'empowering' when:

- communities decide how money is spent;
- people feel they have more control over the issues that affect them;
- decisions taken through a PB process lead to improved outcomes and services;
- more people are involved in wider democratic processes; and
- more people become involved in community organisations and activities.

Creative and flexible

PB processes should be designed in a way that makes it easy and attractive for people to get involved. A creative mix of face-to-face approaches and online tools should be used to distribute information, encourage participation and get the best results.

PB in Scotland is a developing process which requires the confidence to take risks – to be flexible, to listen, to do things differently, try new things and to learn from mistakes as well as successes. This will help to make sure that PB in Scotland can really create positive change.

We will know PB is 'creative and flexible' when:

- a range of methods has been considered and used as part of the PB process;
- support is in place for people who plan and deliver the PB process so they can 'take risks';
- PB processes are continuously evaluated and improved as a result; and
- PB in Scotland learns from and keeps pace with developing practice across the world.

Transparent

Everyone involved in a PB process should be able to see why and how decisions are taken, and what effect those decisions have.

We will know that PB is 'transparent' when:

- information on the process and how people can get involved is clear and accessible;
- information on budgets is publicly accessible and understandable;
- it is clear who is accountable for the PB process;
- voting rules are clear and well understood; and
- people know the result of the process and what difference their involvement has made.

Part of our democracy

PB is a central part of our democracy in Scotland and should be standard practice for how budget decisions which affect communities are made.

PB should be resourced and delivered as part of regular budget planning.

We will know that PB is 'part of our democracy' when:

- people expect to have a direct say in each budget cycle;
- public agencies have staff and systems in place to support good-quality PB processes;
- communities and community organisations have the skills and knowledge, as well as time and funding, to get involved and support the PB process;
- the PB process continues uninterrupted from one budget round to the next; and
- over time, PB is shown to improve outcomes, reduce inequalities and encourage people to be more involved in democratic processes.

For more information about the charter, as well as how it was developed visit: www.pbscotland.scot/charter

PB Scotland COSLA Crystal Mark 23126 Clarity approved by Plain English Campaign Scottish Government Riaghaltas na h-Alba gov.scot

Appendix 2

The National Standards for Community Engagement Diagram

Useful websites

You can search "Participatory Budgeting" on the following websites:

East Ayrshire Council
www.east-ayrshire.gov.uk

North Ayrshire Community
Planning Partnership
www.northayrshire.community

South Ayrshire Council
www.south-ayrshire.gov.uk

You can also visit:

PB Scotland website
www.pbscotland.scot

PB Partners website
www.pbpartners.org.uk

We would like to acknowledge the following document **GRANT MAKING THROUGH PARTICIPATORY BUDGETING: A 'HOW TO' GUIDE** launched in September 2016 through PB Partners, sections of which have been very useful in the production of this new toolkit.

East Ayrshire Council
Comhairle Siorrachd Àir an Ear

North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

south AYRSHIRE COUNCIL
Comhairle Siorrachd Àir a Deas