

# Participatory Budgeting in the UK – A toolkit

Second Edition, January 2010



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# Introduction to the Toolkit

**“Every time I scan the toolkit as an aide memoire or help others to use it, I think to write and tell you how valuable it is...so here's five cheers for the toolkit. There are, strangely, relatively few resources to help newcomers into the process, and this is the best of them.”**

Leslie Silverlock, PB Associate

This is the second edition of the PB toolkit. The first was produced in May 2008. Since then, there have been significant developments in PB in the UK, and we felt there was a need for an updated toolkit.

The toolkit is set out into three sections. Section A provides the background and context for PB in the UK, similar to the original toolkit, and includes chapters such as ‘what is participatory budgeting’, ‘the challenges of participatory budgeting’, and ‘the models of participatory budgeting’.

Section B is the process matrices and case studies. Each stage in the process has a matrix to enable initiatives to chart their progress against best practice. The case studies provide real examples of how best practice can be achieved for each stage.

Section C is the tools. The majority of the tools are either generic for any type of PB model or are focussed on the small grants process. Whilst we appreciate that there are growing number of initiatives looking at more strategic models for PB, currently the tools are not available. However, we have provided some tools and ‘think pieces’ at the end of the toolkit to help those considering a more strategic approach.

There will also be an online version of the toolkit, which is more than a downloadable file (although this will also be available on our website). Both the paper and the online toolkit versions have their advantages and disadvantages. The paper version is easy to use and photocopy for other members but can become out of date quickly, particularly with the speed of development and innovation in PB. The online version is easily updateable – information can be added and removed easily and kept relevant, however, the pages have to be searched for, downloaded, and printed off for sharing.

We suggest you use whichever version suits you best, or a combination of the two.

If you would like further information or support for a PB project, please contact us and we’ll be happy to help in any way we can.



A Toolkit for Participatory Budgeting in the UK  
Second Edition, January 2010

Section A  
**The PB context**

# 1. What is Participatory Budgeting?

## The official definition is:

**“PB directly involves local people in making decisions on the spending priorities for a defined public budget. This means engaging residents and community groups, representative of all parts of the community, to discuss spending priorities, make spending proposals and vote on them.”**

Put simply, PB empowers local people to play a key role in deciding how public money is spent on projects and services in their neighbourhoods. In practice, this can range from funding community and voluntary groups to deliver projects of local value to allowing residents to shape what and how mainstream services are delivered in their areas. The amounts of money involved can be anything from hundreds to many millions of pounds.

For PB to be really effective it needs to be a repeated process rather than a one-off pilot. Through each cycle the process is refined and improved to best serve the particular local area, and thus is it a learning process as well.

PB originated in Brazil in the 1980s but has spread rapidly around the world. Examples include social housing budgets in Toronto, Canada; schools budgets in Poitou-Charentes, France; in Ghana and India to reduce corruption and increase government transparency; in Berlin which has adopted methods that include PB online; and it's now spreading in the UK.

## How has it developed in the UK?

Salford City Council was the first local authority to express an interest in PB as early as 2000, but it was 2007 before the first twelve pilot projects were formally announced by the Secretary of State for Local Government. There are now more than 75 areas in which PB initiatives have been, or are being, implemented in England, with more in Wales and Scotland. It is estimated that local people have decided how an amount of money in excess of £20M should be spent on services and projects ranging from street dance workshops in Stockton to additional neighbourhood police officers in Tower Hamlets, from an anti-bullying programme in Southampton to a school gardening project in St Asaph.

PB isn't limited to local authority budgets. Projects have been implemented with funding from Primary Care Trusts, Police Authorities, central government departments, New Deal for Communities, Local strategic Partnerships, housing associations, town and parish councils and schools.

## What are the benefits of PB?

### 1. Strengthening and renewing democracy

PB builds relationships between residents, councillors and officers; providing a greater role for councillors as community leaders and demonstrating a willingness for transparency and accountability to their electorate. This in turn develops mutual trust.

**“I don’t see it (PB) as a threat. I see it as a real help. I think it enables us all to make better decisions. I don’t think everything has to be done simply by those that have been formally elected. I think that helps renew democracy”**

John Shipley, Leader of Newcastle City Council

### 2. Building stronger communities and empowering people

By involving people in making decisions on money, communities come together and individuals meet others from their community, sometimes for the first time. This has had the effect of fostering community cohesion. If people are enabled to vote on how to spend some money, they feel more empowered to go on and do other positive actions, feel more respected by the local public sector and councillors and feel greater ownership of their area and the projects they voted for.

**“It’s about the community coming together as one. Everyone has an equal opportunity to say how the money will be spent.”**

Scarborough resident and PB participant

### 3. Improving services

By involving local people in deciding what public services they need and want in their local area, services can be more responsive and targeted to local need. Residents are often best placed to know what their area needs. This can bring greater efficiencies and develop a sense of shared responsibility between the service providers/commissioners and the residents, for the area.

In a time of financial restraint and tough budget choices, PB can also be used to prioritise budgets and target resources more effectively at key services. Involving the community in prioritising resources not only gives them greater understanding of the financial situation, but enables them to be part of the solution.

**“I approached this as a local officer would, who thought I was in charge and I knew best. I was very firmly told by the residents that I wasn’t in charge and I didn’t know best – and they were absolutely right.”**

Stuart Pudney, Deputy Chief Executive, North Yorkshire Police Authority

## 2. PB around the world

Participatory Budgeting originated in the 1980s in Brazil, following the reinstatement of democracy after years of military dictatorship. PB has now spread around the world with over 300 cities now implementing PB.

Some examples are given over the next few pages.



## Porto Alegre, Brazil

**This is the birthplace of PB, and the model adopted here is both quite radical and transformational. There are no other models around the world as transformational as this.**

PB began 1989 in Porto Alegre after the Worker's Party won the election for the mayor's office. The city was bankrupt, public systems were bureaucratic and inefficient and poor areas lacked basic services. The government tested different participatory mechanisms to try to address the city's problems. The first strategies revealed the challenges in promoting popular participation. Initial open assemblies to discuss and define how the city's resources should be allocated produced a long list of demands. The city only had resources to carry out a fraction of these projects. The government's promise to meet community's demands and the subsequent failure to deliver results led to a significant drop in popular support for the administration. Citizens were choosing not to participate as they had lost faith in the process.

The administration adopted schemes to inform people about the structure of the city budget and how revenue was raised in order to facilitate deliberation. Citizens would come together in neighbourhoods to present their priorities and projects. They then elected neighbourhood representatives to take these priorities to the city. The representatives then deliberate and vote on projects with the budget available. This is then given to the administration to deliver. As citizens became more familiar with the budget and as concrete results were being produced popular participation increased. In 1989 and 1990 less than a 1000 people were participating but by 1992 the number jumped to nearly 8000. In 2003 there were over 26,000 participants (Cabannes 2004). Between 1996-98 the government was able to meet nearly 100% of its commitments although there was a backlog (Goldfrank 2007).

Although the PB was a Worker's Party policy, centrist and conservative parties now implement more than 40% of PB programmes in Brazil (Tores and Grazia 2003). The process has also spread to other parts of the country and the PB is now being implemented in all five of Brazil's regions.

### References:

Abers, R. (1996) From Ideas to Practice: The Partido dos Trabalhadores and Participatory Governance in Brazil, *Latin American Perspectives*, Vol 23 No 35

Avritzer, L. (2006) New Public Spheres in Brazil: Local Democracy and Deliberative Politics, *International Journal of Regional Research*, Vol 30 No 3

Cabannes, Y. (2004) *Pressupuesto Participativo y Finanzas Locales*, UN Habitat, Quito

Goldfrank, B. (2007) 3 Lessons for Latin America's Experience with Participatory Budgeting in *Participatory Budgeting*, (eds) Shah, A. World Bank, Washington

Marquetti, Adalmir. 2002. "Democracia, equidade e eficiência: O caso do orçamento participativo em Porto Alegre." In *Construindo um novo mundo: Avaliação da experiência do orçamento participativo em Porto Alegre, Brasil*, ed. João Verle and Luciano Brunet. Gravi, Porto Alegre, Brazil.

Torres Ribeiro, Ana Clara, and Grazia de Grazia. 2003. *Experiências de orçamento participativo no Brasil: Período de 1997 a 2000*. Petrópolis, Brazil: Fórum Nacional de Participação Popular and Vozes.

## Seville, Spain

**The main objective of PB in Seville is to promote direct citizen's direct participation in the design of the city's budget. PB is also a strategy to enhance transparency and efficiency as well as to improve communication between citizens and politicians. It started in 2003 after the PSOL won local elections. PB faced a lot of opposition from the right wing parties which tried to declare it unconstitutional. The government solved the conflict by establishing that neither the PB nor the municipality could get more the 50% of the city's budget.**

At the neighborhood level there are Grupo Motores which are responsible for promoting the PB in their area and collect proposals from individuals or organizations. Grupo Motores are made up of volunteers and they can focus on a specific theme such as children's rights or migrants. The population can also submit their proposals at the civic centres. After the proposals are collated citizens are invited to take part in the public assemblies. Each city zone has 3 assemblies per year. The first one provides information about the PB and votes on the self regulation rules. The previous budget is also discussed so participants can be informed about its development. The second assembly votes on the proposals and elects delegates who will participate in the district councils. Participants can select 5 proposals they consider most important. In the third assembly the final version of the PB is presented to the community.

At the district level the delegates from different neighborhoods meet to discuss the proposals chosen in the assemblies and prioritize them. The delegates use the social justice criteria established by the self regulating rules in order to select the proposals. These proposals make up the participatory budget. A follow up commission is also formed which is responsible for the monitoring of the PB projects. The commission includes delegates, politicians and civil servants. The population can also check on the implementation of budget proposals by going to the website. In addition the administration puts up signs on all PB project sites outlining the costs and the deadline for execution.

### References:

Manual de Presupuestos Participativos(nd); Ayuntamiento de Sevilla [online]; available: <http://presparsevilla.org.es/prespar/index.php> [accessed: 05/05/08]

## Toronto, Canada

The Toronto Community Housing Corporation (TCHC) is the main social housing provider in Canada. It provides housing to low income and excluded groups in the city. The government is its only shareholder and half of its resources comes from the city's revenue and the other half from rent payments. In 2000 the TCHC administration started a PB process as a response to tenants' demands for greater participation as well as budget cuts. The staff and some of the residents developed a model which was tested in 2 pilot projects. The first PB cycle started in 2001 and finished in 2003. The TCHC was responsible at the time for a \$568 million operating budget and \$70 million capital budget. In 2004 after an evaluation the process was revised and the current PB model was established.

PB in the Toronto Community Housing is a 2 year cycle and operates on 3 levels: building, region and city. At the building level tenants and staff participate in meetings to discuss and identify 5 top priorities. Delegates are also elected to represent residents at the regional forums called Community Housing Units (CHU). At the CHU forums the delegates analyze the proposals. They define which ones can be funded with existing resources and which ones require additional funding. The proposals which require new funding are prioritized and are presented at the citywide Tenant Budget Council. The council is composed of the delegates elected at the CHU forums. It discusses the proposals from the CHUs as well as the budget proposed by the staff. The delegates then select projects. The final version of the budget is presented to the CEO and the Board of Directors for approval. A monitoring committee is also created so the delegates can oversee the PB implementation process. The delegates are also responsible for keeping tenants informed about project developments.

PB has provided material benefits to tenants, such as improved housing conditions. It has also enabled community cohesion. After deliberation, some tenants chose to vote for projects that they wouldn't directly benefit from, but benefit those in more deprived circumstances. Relationships also improved between tenants and staff as each gained a better understanding of the other. Tenants understood the difficult decisions staff had to make and staff understood the difficult living situations tenants were faced with. Tenants also noted that staff began to respect them more and better understand their needs and capacities. Following the first PB process, the process was redesigned to a more decentralised system. Individual buildings and housing estates have more decision-making autonomy and greater control over their own operating and capital budgets. This new system focuses more on local engagement than corporation-wide redistribution. The housing association is also increasing its capacity building training for staff and tenants.

### References:

- Babcock, C. Brannan, E. Gupta, P. & Shah, S. *Western Participatory Experiences: Observations on Experience*; Africa Regional Seminar on Participatory Budgeting; March 10-14 2008; South Africa
- Lerner, J. (2006) *Participatory Budgeting in Canada: Democratic Innovations in Strategic Spaces*; Transnational Institute; Amsterdam
- [http://www.tni.org/detail\\_page.phtml?page=newpol-docs\\_pbcanda](http://www.tni.org/detail_page.phtml?page=newpol-docs_pbcanda)

## Pune, India

PB was first implemented in Pune in 2005. Pune is the 8th largest city in India with a census population (at 2001) over 3.5million people. However, due to rapidly expanding education and software industries causing significant in-migration, the population was estimated at nearly 5million in 2005. Historically, Pune has been a key manufacturing city in India, manufacturing glass and sugar and metal forging. Now, Pune is an education centre in India with over 100 education institutes and nine universities. Pune is also rapidly becoming a centre for software and automotive companies. All of which have caused a rapid influx of white collar skilled workers and academics. However, despite this, 80% of the population live in slums, but 81% of the population is literate, which is higher than the national average. The population is highly culturally and religiously mixed with significant numbers of Muslims and Parsis living in the city, as well as a high proportion of Brahmin Hindus.

The current process has evolved over a number of years, but the basis is ward level budget deliberations. Given the high numbers of students in the city, it made sense to involve them as volunteers in the process to publicise the process and engage with communities. Citizens can submit both priorities and projects for their ward ahead of the prioritisation meetings. They can do this in a number of formats at a number of different locations around the city. A list of all the proposals is brought to the first prioritisation meeting where people organise themselves into their electoral wards and deliberate and vote on the proposals for their ward and come up with a final list based on the amount of funding available.

The PB process in Pune has been refined over time, with particular emphasis on involving poor people, particularly women who find it hard to have the time to attend meetings. Separate meetings in places that they feel comfortable in at times that are convenient to them have been set up to obtain their proposals, views and votes and incorporate them into the main meeting structure.

The benefits in Pune are many, of particular note is the changing in governance structures:

**“Municipal Commissioner Nitin Kareer stressed that the PB process is departure from the 'you ask, we give' mentality. Describing this as a method of making democracy more effective, the Municipal Commissioner said that the next step would be for citizens to locally decide how their area is developed, including inputs into the development plan.” (government.wikia.com)**

Other key officials saw PB as a way that citizens can scrutinise the administration and ensure they are doing what citizens want. This sentiment was also reflected by participants. There has also been a move that those service changes that have been made through the PB process are now becoming part of the administrations usual business and changing the way that the services are delivered.

### References:

[http://government.wikia.com/wiki/Participatory\\_Budgeting\\_in\\_Pune](http://government.wikia.com/wiki/Participatory_Budgeting_in_Pune)

<http://en.wikipedia.org/wiki/Pune>

## 3. The history of PB

**PB was first developed in Brazil in the 1980s as part of a larger effort to establish democracy and citizen participation after decades of military dictatorship, political patronage and corruption. It started in 1989 in the municipality of Porto Alegre and has now been developed in over 400 project around in all continents of the world (except Antarctica). It originally spread in Latin America but other developing countries have quickly picked up on it as a way of reducing governmental corruption, whilst Europe and North America are using as a way of renewing democracy and increasing participation.**

Historically, three stages can be identified in the development and use of PB:

- First, from 1989 to 1997, was when PB was “invented”. This first occurred in Porto Alegre and other cities such as Santo Andre (Brazil) and Montevideo (Uruguay).
- Second, from 1997 to 2000 was the Brazilian “spread”, when more than 130 municipalities adopted the model, with regional variations.
- Third, from 2000 to present is the stage of expansion and diversification to other Latin American countries and to European municipalities and towns. European cities have initiated PB processes in Spain, Belgium, Italy, Germany, France, Portugal, Denmark, Switzerland, the Netherlands, Poland and the UK. The number of cities in Africa (for example in Nigeria) and Asia (for example in India) implementing PB is growing substantially.

PB has been carried out in cities and towns of all sizes and in semi-rural and rural areas. The process has been applied to local authority areas, neighbourhoods and wards and broader partnership or county wide areas. PB can also be used with communities of interest to target specific groups such as children and young people and people with disabilities. It is conducted using existing legal and constitutional frameworks. PB is adapted to suit the local political and social context.

Where PB has been operating for a number of years, independent evaluation has demonstrated that PB can bring about a redistribution of wealth, improves trust in local democracy, improves community cohesion and leads to funding being spent on services which are most needed/wanted in local areas .

## Policy development of PB in England and Wales

Salford City Council was the first local authority in the UK to express an interest in using PB. In 2000 representatives from Porto Alegre met councillors and representatives from the community and voluntary sector and a feasibility study followed. In July 2003 Salford City Council set up a group to take the proposals forward. At this time other local authorities started to express interest in PB as it fitted with emerging policies on decentralisation and increased democratic processes.

The Local Government White Paper of 2006 and the Lyon's Report of 2007 provided both an incentive and an opportunity for local authorities to adopt PB. The emerging policies included:

- a duty to “inform, consult and involve” citizens
- accountability via information to citizens
- local public ownership of assets
- more citizen and user choices
- citizen involvement in debates on local priorities, services and budgets
- public engagement to be a “bottom up” rather than a “top down” process

The introduction of Local Strategic Partnerships (LSP), Community Strategies and Local Area Agreements (LAA) encouraged partnership working across and between statutory, community and private sectors and citizens. Following the initial PB in Salford, the Participatory Budgeting Unit (a project of Church Action on Poverty) was set up in 2006 to promote PB around the UK. In July 2007 Hazel Blears, the Communities Secretary announced government funding for ten pilot PB project areas in England. Hazel Blears then announced a further 12 pilots in December 2007, also saying that she wants 100 PB pilots by the end of 2008 and that all local authorities should be engaging their citizens in PB by 2012.

Since then, the White Paper, has become the Local Government and Public Involvement in Health Act 2007 with the ‘duty to involve’ becoming a legal requirement for councils and primary care trusts, amongst other bodies. The White Paper also paved the way for the *Participatory Budgeting National Strategy: Giving More People a Say in Local Spending* (2nd edition, 2009).

In the summer of 2008, the Home Office published the Policing Green Paper *From the Neighbourhood to the National: Policing our Communities Together* (2008) which was a response to the Lyons Report, in which he stated that participatory budgeting was a good way of integrating neighbourhood policing with neighbourhood management.

In the Green Paper, the Home Office stated their support for participatory budgeting, and in November 2008 provided nearly £500,000 between 27 police forces, police authorities or Crime and Disorder Reduction Partnerships to pilot PB under the theme of ‘community safety’. It included pilots in Wales.

In 2009, the Home Office announced its hallmark scheme, included the Engaged Communities Hallmark. Seven police authorities have been awarded this hallmark, part of which is a requirement to implement PB in their area.

With the introduction of Comprehensive Area Assessments coming into effect in April 2009, PB is increasingly being seen as a way of evidencing community involvement for the use of resources key line of enquiry.

England has become the first country in the world to provide, at a national level, the policy direction and support for participatory budgeting.

## Development of PB

There are now over 75 PB projects in England with a range of different models, different approaches and different themes. The majority either implement a community small grants pot model or a devolved funding to wards model. Councils led by all main political parties have implemented PB. To date over £20million has been allocated by PB, £10million of which in the past year (to September 2009), which demonstrates the growing increase in the use of PB. PB has moved from urban areas to more rural areas with local town and parish councils implementing PB in the Isle of Wight, Cornwall, Devon, Bassetlaw, Herefordshire and Norfolk.

Examples of projects include using Section 106 developers money for residents to choose which play areas to implement with the funding in East Devon; taking a partnership approach across Norfolk using 2nd Homes Allowance funding; using mainstream funding to fund mainstream services across the borough in Tower Hamlets; Youth Opportunities Funding for children and young people to design and implement PB around positive activities for children and young people in Newcastle; and using police authority funding for grants pots around South Yorkshire.

Approaches, themes and models continue to emerge, with a distinct move to shaping services rather than funding the local third sector beginning to develop. Lambeth are trialling online and offline processes together, a Primary Care Trust is looking at how it can utilise PB with its Practice Based Commissioning; a partnership focussed on drugs and drugs services is looking at how PB can bring services, users and the community together on the issue of drugs.

Wales (with the exception of the Home Office pilots and Hallmarks) has taken a different approach from England with the majority of PB being driven by a small third sector organisation called Together Creating Communities (TCC), which was funded by Help the Aged and Big Lottery rather than the Welsh Assembly. Since the start of 2008, has supported 13 PB projects in the north of Wales, primarily with community councils and their partners. Support for PB is now growing in Wales with significant interest in the south of Wales and in children and young people.

Scotland (as well as Wales) enjoys devolved government decision making and so has not been subject to the same policy direction as England (and Wales in some part). However, the Convention of Scottish Local Authorities has decided, to pilot six community safety themed PB projects in Scotland; partly due to the success of the Home Office pilots.

There are a number of authorities and other public bodies in Scotland now interested in implementing PB.

## Current political and economic situation

PB is more relevant than ever in the current economic and political climate. Financial resources in the public sector are being reduced whilst at the same time the MPs expenses scandal has created a dramatic loss of trust in democracy at a time when voter turnout was already at an historic low.

Whilst the inclination for those in power might be to tighten control over the purse strings, involving communities in deciding how parts of public budgets are spent actually creates empowerment in a situation that might otherwise be very disempowering. If councillors are honest with their electorate in the lack of resources but then give them the choice of prioritising how it should be spent, and allocating a small part of the budget, it can improve relations between officers, councillors and communities; increase trust in locally elected officials and target services to the communities priorities and enable all involved to have a greater understanding and sense of shared responsibility for the situation.

PB isn't the only empowerment tool but it is one that addresses the twin concerns of allocating fewer resources whilst still maintaining empowerment momentum and also of renewing democracy and increasing trust in elected members.



## 4. The ingredients of PB

The ingredients of Participatory Budgeting will vary according to the local context but an evaluation of the pilot PB pilot projects in the UK identified some common factors.

### Key Design and Planning factors which influence the development and implementation of PB

#### Community Engagement

Skills and resources are needed to engage local community organisations.  
Skills and time are needed to target these groups  
Skills and time are needed to build community capacity to participate

#### Leadership

Having strong leadership, either from local authority officers or elected members, to motivate others and overcome blocks is very important.

#### Planning

Time allocated to briefing local residents and community groups on the process is important. Finding a process that works for the local situation and is easily understood is essential. This planning can be carried out either by local authority officers or external consultants.

#### Learning

Learning from others who have carried out similar processes can be helpful. Opportunities should be created during the process to reflect on events.

#### Communications

Communication of the PB idea is important. It is helpful if it is branded in a different way to other local authority communications. A range of methods should be used to communicate the idea to the widest possible audience.

#### Support

Many of the pilot PB initiatives found the support of the PB unit very helpful. Having a commitment to community development in lead local authority departments has proved to be very supportive.

#### Resources

Setting up a project team within the local authority, perhaps representatives from the local authority, voluntary organisations and residents, is necessary to mobilise resources and support as well as drive the process forward.  
It is important to identify early on support that may be available from other organisations and partners.

#### Money

Knowing how much money is available and the nature of that money is crucial from the early stages.

The following factors have been identified in contributing to a successful PB process.

### **Key factors contributing to success**

#### **Meeting Structure**

All meetings with residents need to be well structured and engaging. It is often useful to employ the services of a professional facilitator.

#### **Communication**

There needs to be clear instructions and information given to residents about the process, especially concerning the method of scoring priorities and projects to be used. There needs to be clear communication about the amount of money available to be allocated. Also, constraints attached to the allocation of money such as geographical coverage and themes.

#### **Inclusiveness**

Consideration needs to be given to the time and venue of meetings to maximise attendance.

There should always be opportunities for people to ask questions and answers made available.

Support should be provided for participants with specific needs such as child care, hearing loop, signing, large print information materials.

#### **Additional Information**

There needs to be a balance between enough information and information over-load. Advice and support should be provided for those project holders who are unsuccessful in securing funding through the PB process.

#### **Additional Support**

In small grants schemes participants may need support in getting costings for project proposals. They also need support on planning the deliver of their project/s.

#### **Adaptability**

All PB processes must be designed to fit the local circumstances.

Care must be taken to fit the available technology to the needs of the process rather than the other way round. If it is too "techy" it may alienate older people, however this might engage younger people.

## 5. The Challenges of Participatory Budgeting

Participatory Budgeting for many is a new idea and a new way of planning and budgeting and like all new things it comes with some challenges. But to be forewarned is to be forearmed.

### 1. Viewed as another bandwagon

Many people, especially those living in the more deprived communities, have been “consulted” endlessly about such things as housing, crime the environment and community facilities. There is a risk that people may view PB as just another bandwagon. Any new PB process needs to prove that it is not just another consultation exercise but that it works by delivering not just the views but the services and facilities that people want. Communities need to see that PB is worth the effort.

### 2. Lack of support from Councillors and Senior Officers

Elected members and officers with responsibility for budgets may be half hearted or even hostile at first but they need to see that in the end PB will help them and the people that they represent and serve by delivering the services and facilities that are really wanted or needed. Hostile or uncooperative councillors or officers could seriously jeopardise a PB programme but at the same time it is important to include them from the beginning of the process.

### 3. Hijacked by special interest groups

There is always a risk that special interest groups could hijack a PB process but checks and balances should be built in to the priority setting procedure and voting system to avoid this from happening. This is easier to manage at a neighbourhood level than at a city level. In a local authority wide PB process participants may not always be from the most disadvantaged areas and the agenda might be set by those wanting overall cuts in services. It then falls to the elected members of the council to make a political decision on overall levels of expenditure.

#### **4. Top down**

Participatory Budgeting has always been initiated by a “top down” procedure and therefore runs the risk of being seen as an imposition by the council. But if PB processes are developed with citizens (through a steering group of residents, councillors, officers, partners etc) then ownership should be mutual and not necessarily seen as solely a process of the council.

#### **5. Complexity and bureaucracy**

Implementing PB can be complex. It is not just a matter of turning up at a meeting of an assembly but it relies on people understanding budgets and mechanisms such as voting systems and budget matrices. It can take a number of years for PB to become effective and generate participation to achieve results. Its cost-efficiency in the early years is therefore questionable. Because of the complexity of PB it might be advisable for a local authority to start with a simple form of PB like a neighbourhood small grants scheme and gradually expand to a mainstream budget that affects a wider area.

#### **6. The need for strong commitment**

PB requires strong commitment from all parties involved – council officers, elected members and citizens. It requires a strong and confident administration which delivers action on the ground. People have to be convinced that its worth getting involved.

#### **7. The need for capacity building**

Community and voluntary sector groups require training, resources and support if they are to play a role in the PB process. Councillors and local authority officers also need training concerning the principles and the practice of PB processes.

#### **8. The need for time**

To get PB processes up and running requires time especially in the early years. People might find it difficult to commit the time needed to make PB successful.

#### **9. The danger of raising expectations**

There is a danger that the introduction of a PB process can raise the expectations of local people – expectations that cannot be met. This requires very clear information and training in order to ensure that people are aware of the true nature of the programme. Not everyone is a winner in PB, some will find that their wishes do not fit with the community agreed priorities.

## **10. The need for continuity**

There is a danger that PB will be seen as a one off event. The challenge is for local authorities to incorporate PB into their budget making cycle so it becomes an established procedure that increases the sense of citizenship and deepens participatory and representative democracy.

## **11. Perceived to be another consultation**

Consultation fatigue is a known issue, particularly in deprived communities which may have been involved in regeneration programmes and other targeted support. If communities perceive participatory budgeting to be another consultation, where they give their views but with no (relatively short term) results then they are likely to be sceptical of getting involved. Experience of the process and clear explanations of the value of the process can help with this challenge.

## **12. Implemented as a 'tick box' exercise**

Given PB's prominence in government policy and its inclusion in the CAA as a way of demonstrating community involvement, it could be tempting for some to implement PB simply to fulfil government expectations without any real desire to empower local people. Experience of the process and the benefits it brings can help to create a more 'genuine' desire for PB. Often viewing the PB videos can help convey an experience of the process if it hasn't been implemented before.

## **13. Insufficient or minimal resources and skills**

One of the main issues that seems to crop up is the lack of time and resources – whether financial or people – to implement the process as well as would have been liked. It also crops up when evaluation is discussed. Often PB is done as part of other work rather than having dedicated financial or person resources to it. This can make, finding enough of both tricky. To try and cost the project out in terms of finances and people at the start can help, as well as tapping into underused resources in communities. Many people will have the time and/or skills but they're never identified or asked.

## 6. PB Values, Principles and Standards

There is an entire document dedicated to the values, principles and standards of PB in the UK.

This table provides a summary. For more information please see the full document. The table is designed to help projects consider how they embed the values within their processes. The purpose of the table is a self-evaluation document for projects to identify those values that are important to their project and they are incorporating them in the process. Whilst these are our values, projects may also want to add their own locally relevant values to the table.

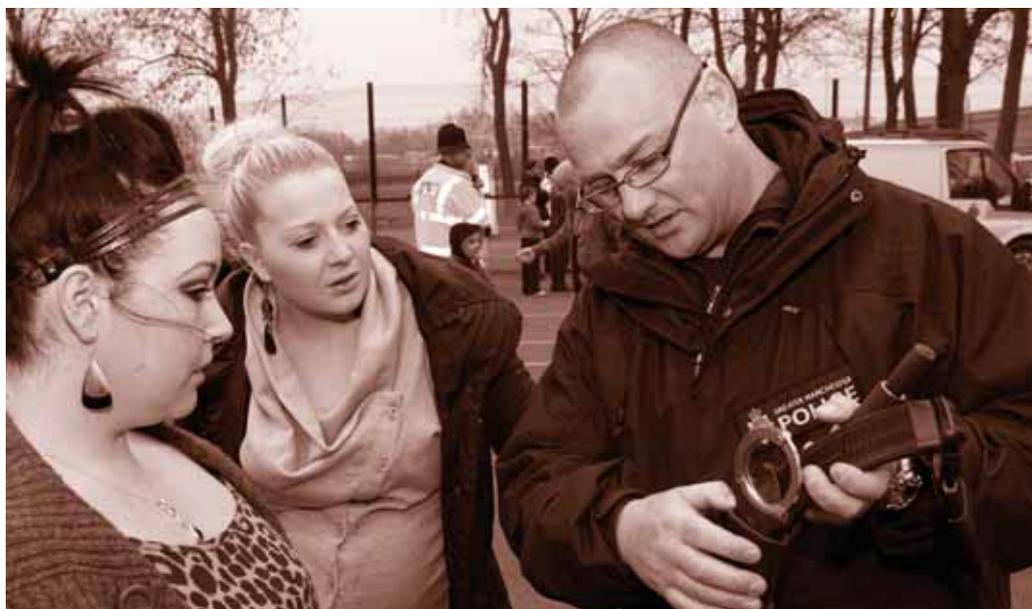
the values	the principles
<b>Local ownership</b>	Residents should be involved in setting budget priorities and identifying projects for public spend in their area wherever possible.
<b>Direct involvement</b>	PB should involve direct as well as representative engagement wherever possible.
<b>Support for representative democracy</b>	Councillors hold a unique position as community advocates and champions. PB should be seen as supporting representative democracy. PB can increase citizens' trust of councillors and boost the role of ward councillors.
<b>Mainstream involvement</b>	Over time PB processes should move towards residents being involved in decisions over mainstream budgets (as opposed to only small grants processes).
<b>Accessibility</b>	Participants must have good and clear access to PB processes.

the values	the principles
<b>Transparency</b>	PB processes are designed to give citizens full and clear knowledge of public budgets in their area, even those over which they do not have a direct say.
<b>Deliberation</b>	PB processes should take citizens beyond personal choice and involve real deliberation around budget decisions.
<b>Empowerment</b>	PB events are centrally concerned with empowering local citizens in decisions over local services and shaping their local area through allocating part of a public budget.
<b>Shared responsibility</b>	PB should build common purpose and a commitment from all stakeholders.

## 7. PB models

**Participatory Budgeting can be applied to many different contexts where priorities have to be made and budgets set in the allocation of public funds. Whilst many of the projects in the UK start off as small grants pots there has been a move to other forms of PB including devolved funds to wards, mainstream budgets for services and other specific processes. This move to larger amounts of money and more significant budgets suggests that PB is beginning to become embedded.**

The allocation of funds through small grants schemes have served to mobilise citizens to set priorities for their neighbourhoods and to allocate funds for projects that meet those priorities. These small grants schemes have demonstrated that PB can be successfully used to distribute limited amounts of money to defined neighbourhoods. But PB can, and is, being scaled up and applied to the allocation of devolved mainstream budgets, mainstream budgets, partnership approaches and many other scenarios. PB has also begun to be implemented by other public sector organisations such as some police, health, housing associations, and schools.



## What are the different models of PB?

There is no one set way of implementing PB: the process should be designed on the basis of local circumstances and objectives. However, a number of common models have evolved, or are evolving, in the UK so far.

### 1. Community grants pot

A discreet pot of money for a particular area or theme, e.g. a neighbourhood or for children and young people, is allocated using PB. The type of project the pot can fund is usually dictated by the funding. Community, voluntary and sometimes statutory groups propose projects for funding and then present them at a decision day event (typically) where residents vote on which should receive funding. This has, historically, been the most popular model in the UK.

### 2. Devolved funds to wards or ward groupings

Typically this is either council funding or partnership funding, which is devolved to neighbourhoods or wards. The funding is used for a mixture of public and third sector projects. Sometimes residents are involved in setting the priorities for the funding. Again, bids are usually presented to a meeting for votes which determines who receives funding.

### 3. Mainstream funding for mainstream services

This is a new process for the UK although it more closely follows the original Brazilian model of PB. It involves voting on public sector funding for services although this is usually a 'top up' to basic services. All citizens within an area are able to vote on which services should receive the funding and are also involved in setting the priorities for the locality which will shape the direction of the funding. It usually involves 1 – 18% of the overall budget.

Other approaches include using PB with participatory planning, and partnerships, which can be combined with any of the above. PB has also been used in a number of other contexts involving children and young people in Newcastle, Walsall and Salisbury; in rural areas such as Cornwall, Denbighshire and Bassetlaw; with Town and Parish Councils in Dulverton, the Isle of Wight and Herefordshire; and by housing associations in Redcar and Salford.

PB has also been implemented by partnerships such as Local Strategic Partnerships and Community Safety Partnerships. PB can be used to target specific communities of interest such as health service users or children and young people. PB has been used to engage citizens on specific issues such as the local transport plan or the design and development of recreation and play areas. The scope for PB is quite wide-ranging.

## Comments

Projects are not confined to choosing one particular PB option. A selection of initiatives could run in tandem. But all options need a political will and an investment of time and energy on the part of officers, elected members and local residents.

Neighbourhood charters, set-up under some LSPs, provide a bottom up mechanism to involve local communities in prioritising services and outcomes for their local areas.

CLG commissioned a systematic review of empowerment mechanisms, PB being one of six mechanisms examined. The report is *Empowering communities to influence local decision making: A systematic review of the evidence* (2009). The report identifies seven key factors which influence how empowering a PB process is. The report identifies these through a review of written evidence only, the majority of which was focussed on projects outside of the UK, so the factors should be seen as helpful pointers rather than absolutes. The factors are:

1. Facilitation and Support
2. Openness
3. Political buy-in
4. Bureaucratic buy-in
5. High salience (of the issues discussed)
6. External partnership
7. National legal/policy framework

In the conclusion for the chapter on PB, the authors write:

“the secrets to success are more local and internal to the design, agency and citizens engaged in PB. To empower the skills and efficacy of citizens through PB requires the practice to be supported, open to all and focused on issues of salience. To achieve an even larger sense of impact at a community level in terms of shifting a sense of political efficacy or fostering cohesion requires the presence of political buy-in and salience, in particular. Finally to have an empowering impact on decision making the key factors are less easy to discern but support / facilitation, political and bureaucratic buy-in are present in at least half of the cases [that were studied].” (p.109)

## 8. Ten steps to high quality Participatory Budgeting

1. Consider whether there are other organisations, which deliver services in the chosen area, that might be interested in being involved in the project. PB can be an effective catalyst for partnership working at all levels. Are those potential partners prepared to commit funding?
2. If possible, establish a longer term strategy for PB. How can it become sustainable? What are the desired outcomes? PB needs time to grow, build the level of participation and win the confidence of all sections of the community. Think about how it might develop to incorporate mainstream budgets.
3. Ensure as far as possible that elected members are on board. The commitment of ward councillors can make a significant difference, especially with regard to the future sustainability and development of PB.
4. Gain the commitment of the community and voluntary sector. Their support will make it easier to involve those groups which are difficult to engage and help deliver a high level of participation. They can also be a valuable resource for helping with the workload. They might be prepared to provide support to those thinking about putting forward an idea or help with the delivery of budget literacy workshops.
5. Involving residents in the design of the process will give them a sense of ownership and confidence in the project. Establishing a steering group; particularly if constituted predominantly of local people, it can give ownership to the community, help transparency and, again, take a share of the workload. (However, it is important that the group does not become “institutionalised” over time and it might be sensible to revolve membership over time.)
6. Think about outcomes; what you are trying to achieve. Is it community cohesion, high participation levels, improved services, building the confidence of local people? The particular objectives of each project and the relative importance of each element can impact its design as well as forming the basis for evaluation.
7. Adopt a brand for the project. “Participatory Budgeting” can sound rather technocratic and deter involvement. Names such as “U-Decide”, “Voice Your Choice” or “In Your Hands” are much more accessible. Use the name/logo on all the material you issue. Have an associated publicity strategy. Gaining the interest and endorsement of the local paper and/or radio station can make a big difference to levels of awareness. If you have one, make maximum use of your website to tell local people about the project.

8. Plan evaluation at the start of the project. What information will you and the stakeholders need to determine whether the project met its objectives and to help make the case for future PB activity? Decide how that information will be gathered. Determine whether any benchmarking is required prior to implementation?
9. Develop a strategy for informing and engaging the community at key stages of the project. How will people find out about the project? Consider a launch event to explain what the project will involve, the constitution of the steering group (or elect it at the event) and the bidding process. Inform all residents, not just the bidders, of the results. This is particularly important for building confidence in the process and the level of participation in future initiatives.
10. Think about how space for deliberation can be built in to the process, whether at the voting event or beforehand. Enabling people to discuss their respective priorities and the merits of the bids can build engagement and lead to better informed decisions.



## 9. The Role of the PB Unit

**The PB Unit was set up in 2006 by Church Action on Poverty (a UK charity) with the support from Oxfam's UK Poverty Program and other partners.**

The unit receives funding from the Department of Communities and Local Government and further income is generated by providing support for PB pilots in England and Wales as well as training events and research work.

The unit aims to promote the use of PB in different statutory bodies, so as to give local citizens a greater say in the allocation of public resources. To achieve this, a network of associates has been set up, who can offer training and advice in PB work to residents, local authorities, other statutory agencies and third sector agencies.

The core PB Unit team currently (October 2009) comprises:

**Phil Teece**, the Programme Manager for the PB Unit. Phil has spent most of his working life as a civil servant in the Department for Work and Pensions and the Ministry of Justice. He has also volunteered in the UK and in Peru. Phil oversees the day to day running of the PB Unit and develops the Unit's strategies as well as speaking regularly at conferences and meeting new projects.

**Alan Budge** formerly worked for Bradford Vision and works part-time for the unit. He has been closely involved with many of the innovative PB programmes in Keighley and Bradford and brings practical experience both of delivering PB and from being the neighbourhood partnership manager for Keighley.

**Jez Hall** works part-time for the unit, with a focus on using PB with Children and Young People. He maintains links with European bodies working on PB and has written and presented widely across the UK, including on training days and at conferences.

**Andrea Jones** is the Police & Health Co-ordinator for the unit. She liaises with the Department of Health and Home Office in developing national policies for PB and supports projects with a police, crime or community safety and health focus. Andrea has previously been a councillor, Chairing boards on health and policing and has worked for MPs.

**Jenny Lazarus** provides administrative and other support to the PB Unit. Jenny has worked for Church Action on Poverty and Community Pride for a number of years.

**Ruth Jackson** is the unit's Research & Information Officer. Ruth previously worked for a local authority undertaking research into innovation and best practice. She supported the council in developing strategies around neighbourhood renewal.

**Vince Howe** formerly worked for Newcastle City Council as a Senior Manager responsible for the city's UDecide participatory budgeting programme. Vince was instrumental in implementing and developing PB in Newcastle and now brings this experience as a member of the PB Unit.

## The Participatory Budgeting Unit provides the following services:

### PB Research

- Research about policy and practice happening in local authority areas across the country
- Research into specific local authorities' activities relating to participatory budgeting

### Accompaniment in developing and delivering participatory processes

- Budget literacy work with various stakeholders using a range of participatory tools
- Support in developing community engagement activities and capacity building processes to enable active participation in PB pilots
- Facilitation of planning meetings and partnership working
- Working with local authorities to enable bureaucratic structures to be less visible and provide more ownership of meetings to local people

### Technical support

- Workshop facilitation with neighbourhood managers, community development workers, councillors and community members
- Support with the development and delivery of participatory processes
- Support with the development of technical tools, including budget matrices, policies, rules, etc

### Evaluation and monitoring throughout PB process

- Development of a framework for baseline monitoring, indicators and targets
- Facilitation of participatory evaluation
- Report writing and dissemination internally and externally
- Providing further support from:
  - PB Practitioners' Network – opportunity to share learning with other pilot areas
  - National Reference Group meetings – opportunity to share learning with senior government policy makers
  - International networks

### Our services are particularly suitable for organisations wishing to:

- Develop more participatory and inclusive processes in their budget decision making
- Build capacity within their organisations and the wider community around budgets

**A Toolkit for Participatory Budgeting in the UK**  
Second Edition, January 2010

## Section B

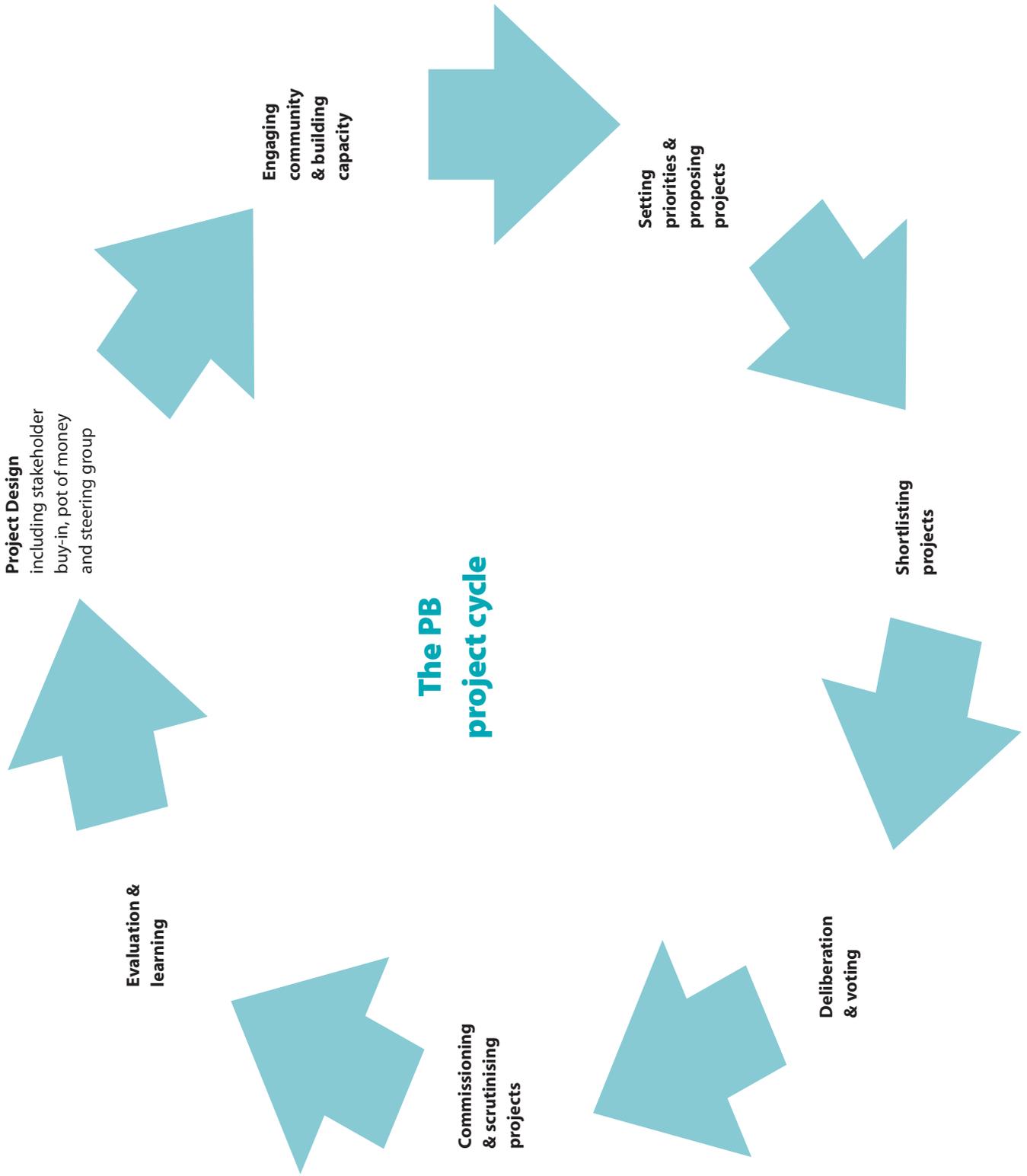
# **The PB process**

This section looks at the stages in the PB process more closely. We have developed some matrices for each stage in the process so that initiatives can identify where they are in terms of developing good practice PB.

Each matrix is also accompanied by a case study which illustrates good practice for the relevant stage in the process.

# 1. Simplified PB project cycle

This is a brief overview of a generic PB process. We have developed a matrix showing minimum standards and good practice for each stage in the cycle. These can be found in Section B of the toolkit



# 1. Securing stakeholder buy-in

Getting buy-in from the various people involved is crucial. Without their commitment to the project, it's likely to fail. Some will be easier to convince than others. Sometimes having a key figure 'champion' of the project can help in convincing others. Stakeholder groups to consider getting involved include:

- Senior managers
- Officers from front line services who would be involved in delivering successful projects
- Councillors
- Partner organisations
- Community activists and leaders
- Community groups
- Community development workers
- Networks that engage with 'hard to reach' groups



Voice your choice,  
Eastfield

### Good practice matrix: Securing stakeholder buy-in

	Identifying Key champions	Converting the sceptics	Building consensus
<b>Best practice standards</b> 	Many champions actively promoting PB. Project is large scale, with significant budgets and widespread awareness beyond the area (possibly nationally).	The majority of the sceptics are converted or silenced and the majority are now listening to the PB champions and involved in spreading awareness.	Widespread consensus is reached, the project has broad appeal at least across the area and probably beyond.
	A few key champions identified, at least 1 with sufficient interest for the project to be of medium scale and reasonably widespread awareness across the area.	A few key sceptics are converted and others pacified. The majority no longer listen to the sceptics and are open to the project.	Consensus is fairly broad and sufficient to give the project a profile locally.
<b>Minimum standards</b> 	1 or 2 key champions identified, however they have little influence and the project is small scale with only very local awareness.	Some sceptics are converted or pacified and their voices are less heard by the majority although buy-in is still low.	Some level of consensus is achieved but is insufficient to give the project any kind of profile.
<b>On the fringes of PB</b>	No key champions are identified – project struggles to get off the ground.	Sceptics remain unconvinced and their voices are listened to by the majority. Project struggles to get any significant buy-in.	Any level of consensus remains unachieved and there is general unawareness or confusion about the project.

## Stakeholder buy-in case study: Voice Your Choice in Eastfield, Scarborough

**Residents of Eastfield voted on how £32,000 should be spent on projects addressing crime and community safety issues. As well as local people voting for projects at the 'Decision Day' in June 2009, residents played a key role in the design and delivery of the process. This is a great example of a locally owned, 'resident led' participatory budgeting (PB) exercise, and of genuine partnership working between residents, elected members and officers.**

Eastfield, near Scarborough in North Yorkshire is one of the region's largest housing estates, providing a mix of owner occupied and social housing. Whilst the estate has a lively and varied community, there are areas of significant disadvantage within it. A community action plan had been developed, which was used to help identify the types of project most needed to address crime and community safety issues.

A steering group of about 12 people, a good mix of residents, (some with previous experience of community relations, others entirely new to the process) elected members and workers was formed to deliver the PB programme. There was a feeling at first among residents invited onto the steering group (at this point chaired by the Police Authority) that their involvement was to some extent 'window dressing' and 'the same old story'; that is to say that the important decisions would still be made by officers and elected members, rather than residents. This feeling had an historical context, based on previous perceptions of 'not being listened to'.

This perception was voiced (loudly, clearly and courageously) at a meeting of residents and officers in the local community café, and a decision was taken to have a structured training session with all steering group members, to really try and get to the bottom of this issue. The session consisted of some input about PB, followed by the whole group, in turn, telling each other how they saw their roles and responsibilities as residents, elected members and officers. This structure ensured that all voices were heard, and it was very instructive, for example, to hear officers feeding back that they didn't realise that they were perceived as remote and 'the suits', seeing themselves as genuinely supportive of the community.

Towards the end of the session, the group was asked "how will you know when the process has moved from local authority to resident led?"

Two immediate responses were

- to elect a resident to chair the Steering Group
- to send out information about the PB project from the Neighbourhood Partnership Office rather than on local authority headed notepaper.

**This is a great example of genuine partnership working between residents, elected members and officers.**

Stuart Pudney, the Police Authority representative on the Steering Group, commented afterwards:

**“The training day...was invaluable in clarifying roles and process and with hindsight should be the starting point for steering groups embarking on a PB process. The session helped to clarify what ‘resident led’ meant and from then on the process was very much resident led... the group finding its own way of doing things, the result being a very focussed and positive steering group.”**

The group then went on to plan and deliver the process effectively.

Other examples of local ownership included:

- Asking pupils from local schools to design logos/publicity materials
- Residents volunteering for key ‘professional’ tasks eg design and running of computerised voting system, providing on site catering facilities
- Outreach to the wider community – over half of the voters who completed evaluation forms said this was the first community event of any type they had attended

In addition to a core group of 5 to 6 residents involved throughout the process, and over 100 other local people involved in voting, publicity, project support. The key statutory partners were North Yorkshire Police Authority, Scarborough Borough Council, North Yorkshire County Council plus elected members from all tiers.

The Decision Day event, held at Eastfield Community Centre was attended by over 80 people. 19 projects were presented to residents, in three minute presentations, backed by displays in a specially hired marquee. Projects included activities for young people, and the elderly, improved street lighting, and environmental improvements. Eight projects received full funding and a ninth was partially funded. These projects are currently being delivered. From feedback received from participants, the day was judged to be very successful with over 94% thinking the process was fair and open, and 97% said they would come again to a similar event.

The project demonstrated the benefits of creating an environment where residents feel valued, listened to, and in some sense in control. Whilst it only involved a relatively small sum of money, it can be argued that, for this small sum, a lot of valuable community engagement, empowerment and capacity building took place. One of the frustrations of working in community development is that people become interested in the short term, and then ‘fade away’. In this situation, the Steering Group remained dynamic and interested because the PB process kept generating new tasks and challenges. It is likely that the relationships developed through this project will improve community relations in the longer term, and foster a growing sense of local ownership.

**The project demonstrated the benefits of creating an environment where residents feel valued, listened to, and in control.**

## 2. Identifying a pot of money

The pot of money is key to many aspects of the project. What the money can and can't be used for largely determines the rest of the process including levels of engagement, levels of anticipated empowerment, degree of community ownership of the process, and the lasting long term impacts of the project. Funding sources to date have included:

- Neighbourhood management funding
- New Deal for communities funding
- Neighbourhood Renewal Funding/Working Neighbourhoods Funding
- Youth Opportunities Funding
- Area Based Grant
- Core service funding
- Home Office pilot funding
- Local Strategic Partnership funds
- Devolved funds to wards/committees/forums
- Community chests
- Rent funds
- Safer and Stronger Communities Fund
- Funding to prevent violent extremism
- Funds recovered from the proceeds of crime
- Section 106 developers funding
- Councillor funds

## Good practice matrix: Identifying a pot of money

<p><b>Best practice standards</b></p>	<p>Partnership approach to PB is taken with mainstream funding identified across a partnership for mainstream services with an aim to shaping how services are delivered in the area.</p>
<p>↑</p>	<p>Devolved pots of money, possibly mixed in source, are used to fund small scale projects at the ward or committee level – a mix of public and community sector projects.</p>
<p>↓</p>	<p>A ringfenced pot of money, possibly quite small is identified for a community grants pot approach to PB.</p>
<p><b>Minimum standards</b></p>	
<p><b>On the fringes of PB</b></p>	<p>There is no involvement of the community in deciding how money is spent, although some form of budget consultation may take place.</p>

## Identifying a pot of money case study: East Devon

**In the prevailing economic conditions, they decided to identify a pot of money that was already available within the council. In discussions with services, an opportunity was identified with Section 106 funding which the council collects from building developers to spend on play and recreation to mitigate the effects of the development. Usually Section 106 agreements are flexible in the details, which means that the developer sets aside a certain amount of money to spend on a play area but the details of what is in the play area can be decided by the local residents.**

One of the Council's priorities is 'Children and Young People' and inviting them to help design and vote on play and recreation provided an excellent opportunity for the Council to engage with children and young people. The findings were presented to councillors who decided that, whenever possible and appropriate, PB should be used when spending Section 106 money on play and recreation in East Devon.

Each PB/Section 106 project is planned on an individual basis with varying levels of involvement from local residents, Town and Parish Councils, officers from East Devon District Council and ward councillors. So far PB has been used in five projects distributing a total in excess of £200,000 of Section 106 funds. It is always emphasised that the most important part of the process is that whatever the local residents, children and young people vote for, will actually happen.

All the projects so far have been very different. Here are two examples:

1. A new housing development in Budleigh Salterton meant that we had £30,000 from developers to spend on a new play area. Working with residents officers found out they wanted the play area to be made of natural materials in natural colours. By talking to local schoolchildren officers also identified the sort of activities children wanted for a play area, such as climbing. This feedback was included in tender documentation sent to play companies. Three of the designs that came back from the companies met all the requirements. Again the District Council organised a play event and invited all the residents in the development to participate. As part of the event, adult and children residents voted on which of the three play area designs they wanted. The winning play area received over half of the votes and is now being installed.

**As part of the event, adult and children residents voted on which of the three play area designs they wanted.**

2. There was £100,000 of Section 106 money to spend on play and recreation in Axminster. Axminster Town Council asked local community groups to submit proposals on how they would like the money to be spent. The proposals were looked at for technical details by the Section 106 officer. The Town Council wrote a questionnaire asking residents to prioritise the projects and placed it in the local newspaper for people to fill in and send back. To gain a wider range of views, the District Council organised and ran a face to face voting event with local residents by taking over a market stall on one of the town's market days. A total of 227 people voted on the projects, and officers are now working with the Town Council and the projects that got the funding, to make them happen.

**The District Council ran a face to face voting event with local residents by taking over a market stall on one of the town's market days.**



Residents, young and old took part in the voting

### 3. Setting up a steering group

Steering groups can sometimes be overlooked by some PB projects. However, they play a key role in creating community ownership of the process, when it is resident led.

Not all steering groups are led by residents. Sometimes they're led by a chief officer or a councillor. A councillor led group can provide councillors with a key and visible leadership role for the project and can be very beneficial in developing relationships.

However, where it is resident led it is far more likely that the process itself will be designed with the needs of the community in mind and will provide a far greater level of community ownership of the process as well as the outcomes than having an officer or councillor lead it.

Steering groups design, monitor and drive the process. Tapping into community enthusiasm is a way of keeping the momentum in the project without having to provide extra officer resources. Good steering groups are key to the success of a project and are often key to its ongoing implementation.

## Good practice matrix: Setting up a steering group

<p><b>Best practice standards</b></p>  <p><b>Minimum standards</b></p> <p><b>On the fringes of PB</b></p>	
	<p>The steering group is led by a resident and has majority resident membership. The steering group has full ownership of the process and have designed it.</p>
	<p>The steering group is a mix of residents, councillors and officers but is officer or councillor led. The steering group design and lead the process.</p>
	<p>A steering group is set up however it either has very limited powers or it's members are only officers and councillors. The process is designed by officers.</p>
	<p>No steering group for the project is set up and the project is designed and run solely by officers.</p>



The Udecide project in Newcastle

## Steering Group Case Study: Newcastle's Ward based PB projects

**Newcastle has branded all of their participatory budgeting processes 'Udecide' to enable residents to more easily identify the process. Each Udecide project begins with establishing a working group to lead the detailed design and delivery of the project. The theme of the project is often determined by the budget we are spending and to a large extent the composition of the working group will be influenced by the theme.**

Members are recruited from local stakeholders - community activists and group representatives (particularly if the project has a specialist theme and there are local groups / individuals with an interest); one or more local councillors and community facing workers from organisations and agencies operating in the area and the Udecide Team. Membership of the working group is often fluid and members may join as a project progresses.

Community members are often recruited to working groups by holding a community lunch or a drop in. Would-be members can discuss informally what the roles and responsibilities are and get some idea of the commitment involved.

Each working group agrees a set of terms of reference which can be tailored to each group and follow a set of core guiding principles.

The following case study illustrates the contribution one local working group made to the delivery of a recent Udecide project.

The project was launched at a ward committee meeting and volunteers were asked to come forward to join the Udecide working group. Two community activists and two of the ward councillors volunteered at the meeting and a date was set for a drop-in session which was advertised to all the community groups and community facing staff operating in the area.

The mailing list for the working group included 7 community representatives, 2 elected members, council officers (community development, community co-ordinator, arts development, youth worker, countryside warden and neighbourhood response manager), 2 community beat officers and the development worker from the ward's main community centre.

At the first meeting of the working group a chair person was chosen (she was one of the community representatives) and decisions were made by the group about the overall shape of the project – the scope and aims of the project, the time frame and key dates in each phase, the methods and techniques employed. At subsequent meetings the group came up with ideas and suggestions about the details of the project such as the publicity, locations and venues for

**The project engaged 630 people including primary school children.**

community engagement activities, project development decisions and management of the voting process.

This Udecide was different from other projects in that the ambitions for the number of residents involved in identifying local environmental issues were greater than ever before – the project actually engaged 630 people including primary school children through school assembly and school council. Some working group members were involved in this consultation phase and staffed road-shows and led discussions at community group meetings.

The information gained at the consultation phase was reviewed by the working group – the nature and number of issues raised in the engagement phase led the working group to decide to package similar types of issues together to create six packages of environmental works to be estimated and costed by the council's technical staff (under the scope of the project the delivery of all the work identified was the responsibility of the local authority).

The working group evaluated a couple of options for managing the voting process – including a DVD and a power-point presentation of the packages of work – in the end they chose to present the options in a voting booklet with an accompanying display of photographs and ballot slips to record preferences and priorities.

The working group then approved the programme for the voting phase of the project which involved re-engaging local residents in prioritising these packages of environmental actions within the value of the spending pot. Working group members were also instrumental in leading some of the voting opportunities by introducing voting sessions at community group meetings and staffing the 'voting station' at the ward's main community building. In total over 800 people voted and 3 of the 6 packages were funded.

The working group were reconvened to discuss and review the project and contribute their thoughts on the successes, challenges and learning points emerging in the course of the project.

The benefits of having resident led working groups are many. They include tapping into local knowledge and aspirations for the area; building on existing community activities which all helps to ensure the project is locally relevant. The working groups also give credibility to the process as being community led and in touch with what is wanted locally. Councillor involvement in the working group also increases trust in the councillors and in democracy more generally. The risks of having the resident led working groups is that they can be dominated by a few community activists or 'gatekeepers' who discourage others from getting involved. However, this can be managed.

*The Udecide Team are also working on extending the role of working groups beyond the voting and announcement of successful projects by looking at the role of the working group in monitoring and evaluation of successful projects. One of our working groups from one of this year's Community Safety Udecide pilots is helping us to work through the ideas.*

**The benefits of having resident led groups include tapping into local knowledge and aspirations for the area.**

## 4. Engaging the community and building capacity

This is a key step in any PB process, particularly a good one. The level of engagement often determines the success of the process. Involving community development workers to engage with harder to reach groups can help ensure that decision days or processes get fairer representation of the community.

It's important that, where possible, sufficient time is built into the process for engagement because when time is short it is often this stage that gets squeezed.



Everyone Matters,  
Walsall

## Good practice matrix: Engaging community and building capacity

	Disseminating through groups	Supporting individuals/groups	General publicity & promotion	Engaging with the 'hard to engage'
<b>Best practice standards</b>  	A wide range of groups representing the community are engaged and actively disseminating information about the project widely.	An extensive amount of hands on support is given including training, advice to a presence at any promotional events, extensive encouragement of hard to reach groups, that is open to anyone who wants it and the support is widely publicised. Local community ownership of the process is strong.	Extensive publicity and promotion is achieved with high local press coverage, actively engaging hard to reach people in places where they meet (e.g. pubs, supermarkets, places of worship etc).	Participants are highly representative of the makeup of the community and hard to reach groups have been given support and encouragement to feel as much a part of the process as any other group.
	A number of groups are engaged with the project, some are groups that aren't normally engaged with and they are disseminating information to some extent. Shared commitment to outcomes, community groups prepared to prioritise PB in their workloads, facility to share resources.	A reasonable amount of support is given such as providing hands on support in completing applications, providing training on budgets or giving presentations and events where the project is promoted are given active support.	A reasonable amount of promotion and publicity is done including obtaining local press coverage, engaging with people in public places such as supermarket car parks or doing a roadshow.	A good degree of engagement and support is provided to hard to reach groups including ensuring that all participation is inclusive. This would include engaging with hard to reach groups in situations where they feel comfortable.
<b>Minimum standards</b>	Some groups are engaged superficially and show some interest within their own group but do not disseminate wider.	A minimal amount of support is given, such as basic telephone or email advice on application forms or promotional materials to promote project at events.	Some promotion and publicity is done such as door to door engagement and speaking at other meetings already set up (eg ward meetings).	Minimal engagement with hard to reach groups such as raising awareness with known groups.
<b>On the fringes of PB</b>	Existing groups are not engaged in the project and levels of awareness amongst activists is low. There may even be resistance.	Individuals and groups are not given any additional support to come up with ideas/projects or hold events where the project is also promoted.	Minimal promotion and publicity is done – perhaps a leaflet drop or posters in public areas.	Hard to reach groups are not actively engaged and any that are represented in the vote are by accident rather than design.

## Engaging community and building capacity case study: Everyone Matters, Walsall

**Walsall NDC worked with 8 local Primary schools to collectively decide how to spend £15,000. The money was linked to the Every Child Matters outcomes, and the children were free to decide how to spend the money, whether that was to split the money amongst their schools, or put it towards joint activities, it was all dependent on the ideas from the children.**

The objectives of the project was to test the effectiveness of using PB as a tool to engage and deliver benefits within the community, to engage children to work collectively and to demonstrate budgeting and decision making skills. Also it is hoped that the project will develop a local acceptance and willingness to trust children with real school budgets.

As informal educators the officers devised a programme which would enable the children to make informed and realistic decisions but to also understand the needs of children through understanding the Every Child Matters framework. The learning was very much designed to engage the children through interactive and practical activities, and enabling the children to take ownership.

The programme covered the following topics:

- Team work and communication
- Every Child Matters – what does it mean to children?
- Understanding your community, introducing PB
- Developing decision making and negotiating skills
- Budgeting and making decisions on allocating money
- Consultation and decision making

The programme was a crucial aspect to the project as this learning supported the children to understand the purpose of the project, to make a decision based on the views of all children within their schools and to consider how to effectively spend the funds whilst benefiting as many children as possible. The process taken allowed children to develop their understanding, engage in conversations with one another, and the officers involved. Children were able to develop their skills and knowledge, grow in confidence and encouraged active citizenship. "All sessions helped with confidence" comment by children at Christ Church Primary.

The sessions proved to be successful as the children took on active roles, and were encouraged to take a lead. The children were used to formal teaching and to sit and participate in a certain way whereas this project enabled a more interactive form of participation, and the practical activities enabled the children to discuss and understand the objectives of the sessions. "I learnt that we should be able to have rights ... I liked to learn more about child rights" (comment from children at Little Bloxwich C of E Primary).

**The process allowed children to develop their understanding, engage in conversations with one another, and the officers involved.**

Once all the learning sessions had been delivered and all the consultation had been done all the school councils were brought together to celebrate their hard work but to also carry out the final decision that is to vote upon which activity/activities to take forward. This day was very much about the children and their involvement and ensuring they made the decision how to spend the budget. The event was facilitated by the officers involved in the sessions with the support of Young Advisors and a professional event promoter. The event consisted of activities to help bring the children together, and to get to know one another. The children attended the event not in school uniform because we wanted to reduce any barriers, wanting to encourage the children to come together and to vote collectively focusing on all children and not to vote according to schools.

The results of the consultation was feedback to the children providing information and costs of a range of activities, which the children then voted by placing stickers by their top 3 choices. Teachers and teaching assistants were present on the day and helped facilitate activities and the voting process. One teacher commented “the children were spending the money well, making good decisions that maximised the number of opportunities for children to take part in activities by selecting the ones they thought best value, not necessarily the ones most wanted.” Another commented that “it was good to bring schools together, as at some point children would move to secondary school where they would inevitably join kids from other schools. Creating a link through this event would help that transition.”

The learning process helped support the children have the confidence to make a speech as well as participate in all the activities and voting process. When carrying out the evaluation children had commented that the learning involved helped them be more confident to make their speeches about their thoughts on the project in front of all the children involved, and to get involved during the day.

Through the learning the children have been encouraged to think of project ideas, but to also think about practical and realistic ideas. For example if a play area was suggested then the children were encouraged to think about maintenance, health and safety aspects, where would it go and how much would it cost. Therefore the children understood the importance of being realistic and not raising expectations.

Once the children had filtered through the project ideas, the projects were presented at the event. The children were provided with costs per child and provided with estimated costs based on approximately 240 children benefiting from the project; these figures were presented as a guide to enable the children to think about costs involved with each different idea. By providing step by step learning and engagement with children, they were involved from the beginning of the process and had the confidence to not only get involved but to lead the process. Whilst this is a highly specific case study, the benefits of (sometimes) intensive community development and capacity building from the start are clear in this case study, and the principles can be applied elsewhere with potentially similar benefits.

**Children were able to develop their skills and knowledge, grow in confidence and encouraged with active citizenship.**

## 5. Setting priorities and proposing projects

Involving the community in setting priorities and coming up with solutions to issues is a way of involving them at the beginning of the process. There are many different ways of setting local priorities and some projects tap into existing mechanisms for setting priorities as part of their PB process. However, if the community identifies their priorities and is involved in creating the solutions to them they are far more likely to own the process, own the projects that are funded and have a greater sense of shared responsibility for their area.

If the priorities are pre-determined by any other means then communities can feel alienated from the process and that they are only allowed a say on a small part of the process rather than on all of it. The community identified priorities can also be used to target services not involved in PB at those priorities where it's most needed.

This means that although the community may only be directly influencing a small pot of money, through identifying priorities they are indirectly influencing a far wider range of services that are delivered in their area. These services can then be tailored to local priorities making services more responsive.

## Good practice matrix: Setting priorities and proposing projects

	Setting priorities	Identifying and developing ideas and projects
<p><b>Best practice standards</b></p> 	<p>The priorities are set exclusively by local people with technical input from experts. Setting priorities forms an integral part of the PB process with projects being highly linked to priorities.</p>	<p>Local people identify ideas and projects exclusively with the support of technical experts, and then approach service providers who would be willing to take the project on.</p>
	<p>The project has a number of relevantly linked local and/or strategic priorities which local people have had some influence over and been able to negotiate with service deliverers or councillors about.</p>	<p>The community is involved together with service providers, third sector organisations and councillors in suggesting ideas and coming up with suitable projects to meet the agreed priorities.</p>
	<p>The project has some local or strategic priorities that it is linked to and some form of consultation has taken place to establish these priorities.</p>	<p>The community is consulted about which ideas or projects should be included and there is some link between them and the priorities.</p>
<p><b>Minimum standards</b></p>		
<p><b>On the fringes of PB</b></p>	<p>The process isn't based on local or strategic priorities but is dictated by service or funding requirements. Local people have no involvement in setting the priorities.</p>	<p>Projects are developed exclusively by service providers or known third sector groups without any involvement of the community.</p>

## Setting priorities and proposing projects case study: **Voice your Choice, Manton**

**Manton Community Alliance, a local third sector group, run the neighbourhood management pathfinder in Manton, an area in Bassetlaw in Nottinghamshire. Manton is a very deprived neighbourhood with very low voter turnout at just 22% compared with the district average of 35%. One of the main aims of implementing PB here was to increase voter turnout, not just in PB but for local and general elections.**

Being a third sector group rather than a public sector agency, they already had community involvement in the running of the neighbourhood management pathfinder. MCA built on this existing base of committed individuals to drive a grassroots process for PB.

MCA decided that residents should decide how £50,000 of their pathfinder funding should be spent. They set up a scrutiny panel to manage the PB process which included resident representatives, a local councillor, members of the MCA board and local authority officers.

The residents involved in the panel and board shared their knowledge of local issues, and together with issues identified through other consultations in the area, 42 main priorities for the area were identified. Using a budget bingo sheet, local residents were asked to number their top five priorities – 1 to 5. The top ten priorities are then taken from this exercise and ballot boxes are used for residents to vote on their top priorities. Residents are given Manton Money of £50,000. They were asked to post the amount of money they wanted to spend on each priority into its assigned ballot box.

The ballot boxes visit a number of locations over a number of days to ensure maximum resident involvement. In their 2008 PB process, over 1050 people were involved, which represents about 16% of the total population of the area.

The five priorities which have the most amount of money assigned to them are then used to identify projects. Local community and voluntary groups are asked to put forward projects and ideas which address the five priorities. The scrutiny panel short list the projects based on the funding criteria.

The short listed projects are then asked to present their project in three minutes on a video, which is then shown at a number of different meetings, groups and organisations in the area. They were also shown in local cafes and work places.

**The ballot boxes visit a number of locations over a number of days to ensure maximum resident involvement.**

Voting for the projects took place over a week. The voting week was publicised widely both in local media and by word of mouth. Voting points are set up around the area to encourage people to vote.

Participants felt very engaged in the process with most of them putting on their evaluation forms that they came to the events and voted 'to make a difference'. 76% of participants would be involved again, 69% felt it was a good way of involving people and 67% felt like they had been listened to through the process.

The process has also been very beneficial in bringing local partners together. In 2008 the Primary Care Trust provided £10,000 to the pot which had no restrictions because they recognised that the process in itself could improve health outcomes. In 2009 there has been greater involvement by the local police and also the district and county councils.

**67% of the participants felt like they had been listened to through the process.**



A resident casts his vote at Voice your Choice, Manton

## 6. Shortlisting projects

This is an optional step in some ways. Not all PB projects have a short listing stage. However, it can be useful to remove those projects which do not fit the criteria for the funding, prior to them going to a public vote. It reduces the likelihood of not being able to deliver a project that has been funded through PB, which potentially could cause loss of empowerment. Involving the steering group (which is hopefully resident led) will engage the community in the shortlisting process and reduce any concerns around transparency of the process.

To avoid any negative aspects of shortlisting, considerations should be given to how projects which are similar in nature should be treated (can time be allowed for joint projects to be put together?) or for those outside the criteria (can they be signposted to other funding pots?). If a local third sector group or officer can be engaged to support groups or individuals submitting bids this can increase the number of bids and improve the quality of them reducing the number likely to be outside the criteria.

## Good practice matrix: Shortlisting projects

<p><b>Best practice standards</b></p>  <p><b>Minimum standards</b></p> <p><b>On the fringes of PB</b></p>	<p>The steering group short lists the project and the steering group is citizen led and the majority of members are citizens.</p>
	<p>The steering group short lists the projects and the steering group is a mix of officers, councillors and citizens.</p>
	<p>Projects are shortlisted by councillors and/or officers after some consultation with community members.</p>
	<p>Projects are shortlisted by officers and/or councillors exclusively with no community involvement.</p>



Young people made up 40% of the PB working group for the Cae Ddol project in Ruthin, North Wales

## Shortlisting projects case study: Cae Ddol Park, Ruthin, North Wales

**Ruthin is an ancient and beautiful market town in North Wales. Within the town is an extensive public park, owned by Denbighshire County Council, on land once owned by Ruthin Castle. In 2009, the council was forced to demolish the paddling pool in Cae Ddol park, resulting in passionate objections from many residents.**

The council decided to meet with residents and offer them £25,000 to decide how to spend this money in the park.

The council arranged an initial meeting (attended by 90 residents) and after inviting everyone to openly express their displeasure, gave the council's reasons for having to close and remove the pool. This frank and open discussion meant that much of the initial bad feeling was dispelled and residents better understood the reasons for closing the pool. At the meeting the idea of PB was also introduced and residents were given the opportunity to propose alternative schemes to replace the paddling pool. At the close of the public meeting volunteers from the community were requested to join the Working Group for the next stages of the project, especially to include young people. 40 residents volunteered including 12 young people.

Over 30 proposals were received, and the Working Group then had the task of adding technical details and costing the ideas presented; and preparing the proposers to present to the community at the voting event in early November.

The working group also had the task of shortlisting proposals based on their technical feasibility and costs (proposals costing more than £20,000 couldn't be put through to enable at least 1 project to be funded). The group also shortlisted proposals based on the parameters that the proposals had to improve the opportunities for play in the park

The working group also had the responsibility to evaluate the project – expected outcomes, continual assessment of public perception and levels of engagement, how to manage community feedback. And this responsibility also impacted on the shortlisting process.

The main working group directive was to facilitate the proposals received evenly and equally, and NOT to express personal preferences or to seek to change proposals unnecessarily; in detail:

**The group also had the responsibility to evaluate the project – expected outcomes and how to manage community feedback.**

To examine all received proposals individually for:

1. Legality – health and safety issues
2. Does it meet the themes – geographic and purpose
3. Feasibility (is it possible or can it be adapted to fit?)
4. Costs (capital and on-going) using existing and developed expertise – is it within budget or can it be adapted to be so?
5. Potential merging of similar proposals
6. Direct contact and collaboration with project proposers to ‘tune up’ or merge or amend to fit.

It should be noted that some working group members were also project proposers, and this was not considered a conflict of interests since the community as a whole would make their preferences known at the voting event; no advantage to any proposer was gained by being on the working group, in fact it speeded up the collaborative and examination shortlisting process.

**The numbers engaged, and the demographic range, exceeded all expectations.**

## Outcomes

- Joint chairing of the working by a councillor and a resident led to strong collaboration, strengthened democratic links and full transparency.
- Including strong representation of the potential beneficiaries on the working group – in this case younger people – was invaluable in ensuring the views of younger people were expressed freely and had an impact on how the project developed and this made a massive contribution to the overall success.
- Of the 32 original proposals the working group reduced these to 16 by merging several similar ones; three were considered to be so far beyond the budget to be possible and two were taken as being generally aspirational rather than specific but those ideas were taken on board by the council for future consideration.
- Engagement with all proposers at all stages of technical review led to full and effective public engagement; with no potential for criticism or resentment.
- Denbighshire County Council and the local community have developed a strong working relationship, each developing increased respect for and understanding of the other’s responsibilities and capabilities.
- The numbers engaged, and the demographic range, exceeded all expectations.
- They all want to do it again, with other funding streams.

## 7. Voting and deliberation

Voting and deliberation are at the heart of PB. How well the deliberation and voting aspects are managed will determine, largely, the success of the process overall.

Giving participants the opportunity to deliberate about local priorities; and the relative merits of the proposals they are being asked to vote on, is a key element of good practice for any good quality PB project.

Key values are relevant to these components. Values include transparency, accessibility, inclusion, shared responsibility and resident led.

It's important that deliberation allows all voices to be heard and that the process is inclusive. It's also important that the voting mechanism itself is seen as fair, easy to understand and transparent to avoid concerns around the legitimacy of the decision taken.

Facilitated deliberation can often be more productive than a more informal discussion and facilitators can help ensure that all voices are heard and the process is inclusive.

## Good practice matrix: Voting and deliberation

	Decision-making processes	Voting mechanisms	Deliberation
<b>Best practice standards</b> 	<p>The steering group design the decision making process and obtain the views of the wider community. Extensive community development ensures that 'hard to reach' groups participate in the process.</p>	<p>There is far greater transparency of all public budgets in a local area. The process is owned by the community and there is a degree of negotiation which is undertaken between budget holders and the community about the percentage of the budget that is open to PB.</p>	<p>Facilitated deliberation is integral to the decision making process. Sufficient time is given over to it to ensure all voices and views are heard and all participants feel equally involved.</p>
	<p>The steering group are involved in designing the decision making process and community engagement prior to it means that participants are more representative of their area.</p>	<p>The budget holders choose to give up their decision making power and the voting system makes the decision, which is usually mandated by the budget holders and only overturned in extreme circumstances. The voting system is seen to be fair and transparent to all involved.</p>	<p>There is some facilitated deliberation as part of the decision making process. However, it is somewhat perfunctory and generally involves the loudest voices and views.</p>
<b>Minimum standards</b> 	<p>The process follows the standard format with little or no thought given to different decision making styles. 'Real' decisions are made however most participants are the 'usual suspects'.</p>	<p>The voting system is used for making a decision, however the final decision rests with the budget holders.</p>	<p>The process involves a degree of informal deliberation – at the discretion of the participants themselves, perhaps amongst themselves prior to the decision making process or during it.</p>
<b>On the fringes of PB</b>	<p>There is little or no involvement of residents in designing the decision-making process. The process is somewhat perfunctory with real decisions being made elsewhere.</p>	<p>The voting system is purely for consultation purposes and the votes do not amount to a decision made on a budget although they may inform a decision.</p>	<p>The process does not involve deliberation or discussion of any of the projects in any format whatsoever. Participants make choices purely based on personal thoughts.</p>

## Voting and deliberation

### Case Study: UDecide in Denton and Newburn, Newcastle (Safe Newcastle)

**The aim of the project was to give local people their say on how to spend £50,000 to tackle community safety as part of a Home Office participatory budgeting pilot campaign. Safe Newcastle was awarded £20,000 for being a pioneer area with the remaining £30,000 match-funded by Newcastle City Council and private sponsorship.**

The Denton ward mainly consists of large areas of local authority housing estates and private housing. The ward is currently undergoing a large housing regeneration project which includes looking at the development of new community space. Much of the ward is urban. Newburn ward is made up of five villages – Bulcher, Newburn, North Walbottle, Throckley and Walbottle. Some of the ward is semi-rural and it has a variety of housing tenures. It has a population of 9,301. Both wards suffer from high levels of youth anti-social behaviour and associated crimes.

Working in partnership with the City Council's Udecide team, who specialise in participatory budgeting, a number of roadshows and community events were held to raise awareness of the funding available to local community groups and organisations.

Each ward held their own 'Grand Voting Day' with their community. Each group worked hard to ensure that the rooms had a celebratory feel.

Residents were welcomed on arrival, provided with an electronic hand held voting device and shown to a table. Working group volunteers were responsible for seating guests to ensure that each table had a good mix of ages, groups and geographical area.

Each group applying for funding was given 3 minutes to present to the audience. The audience were then asked to debate how well they felt the project addressed community safety issues and what they thought of the project. There were facilitators at each table with a good knowledge of crime and community safety issues if there were any queries or help was needed. The aim of the discussions was to help residents with their decisions. It was not necessary to reach an agreement with others at the table as each vote was everyone was entitled to their own opinion.

**Roadshows and community events were held to raise awareness of the funding available to local community groups and organisations.**

The projects with the most votes were awarded their funding until all of the funds available were allocated. In Denton, there was a total of 17 projects presenting at the Grand Voting event. The total cost of these 17 projects was £34,500 – with only £25,000 of Udecide funding available. In Newburn, a total of 19 projects presented at the Grand Voting event. The total cost of these 19 projects was £58,000 – with only £25,000 of Udecide funding available.

Feedback from participants included:

**'it's opened up greater teamwork amongst the community'**

**'makes us feel like our opinions count'**

**'it gives people a lot more confidence in the place they live'**

Participants were also asked to rank their views about various aspects of the day out of 5. In both Newburn and Denton the average score for 'How helpful did you find talking to other people before voting' was 4 out of 5, indicating that people really valued the time to deliberate first before voting.

Participants considered deliberation to be a valuable element of the process, which did have the ability to modify an individual's decision making process:

**"we all had a say and listened to each others opinions – if we'd just done it ourselves it would not have been the same"**

**"you need the discussions, otherwise it is just reactive decision making".**

Working Group members in both wards acknowledged the value of project deliberation in the programme. In particular, it was noted that 'it got different communities talking across the table', and 'it allowed people to make more informed decisions'. Other professionals and Council staff who took part in deliberation were very positive about this addition to the programme, and recognised that it brought about a deeper understanding of the projects and made the voting seem more robust.

**You need the discussions, otherwise it is just reactive decision making.**



Winners project, Newcastle

## 8. Commissioning and scrutinising projects

This is an often ignored or seemingly insignificant aspect of the process. In some projects accountability and scrutiny processes of projects are absent or minimal. Many projects feel that the process ends at the decision day. However, PB should be seen as a cyclical process. A good way to keep people involved beyond the decision day is to involve them in commissioning and scrutinising the projects which received the funding. Regular updates and feedback are key to developing community ownership of the process and the projects they funded.

## Good practice matrix: Commissioning and scrutinising projects

	Commission projects of other organisations/groups	Deliver services or projects
<p><b>Best practice standards</b></p> 	<p>A wide range of projects are commissioned by local people and full support is given to those that require it in terms of providing updates for scrutiny and accountability structures. Where support isn't sufficient a number of work arounds are available.</p>	<p>There is widespread clarity and understanding of what has been delivered for the funding provided through the PB process and participants are actively engaged to be involved in the ongoing design and implementation of projects and services.</p>
	<p>There is a broader range of projects – some typical projects/organisations and some are projects put together by groups of residents or smaller organisations and some support to put accountability structures are put in place (or a work around is agreed).</p>	<p>A good degree of clarity and accountability is available on what has been delivered for the funding provided which is available to participants. Participants are kept informed of project or service progress.</p>
	<p>Projects voted for by participants are funded but the projects tend to be the usual suspects and are limited to those with all the accountability structures already in place.</p>	<p>Basic accountability is put in place and services are able to identify top level outputs for services or projects delivered from funding received via a participatory voting process. There is no ongoing engagement with the participants around the design or implementation of the project and project timescales are unclear or slip significantly.</p>
<p><b>Minimum standards</b></p> 	<p>Projects selected/voted for by participants do not end up being funded and the projects funded are chosen by officers or councillors. These tend to be well known or typical projects. Minimal accountability is put in place.</p>	<p>There is no accountability of what services have been delivered or commissioned through a voting exercise. Funding is provided to services to deliver the projects but services do not split out the different funding against services delivered.</p>
<p><b>On the fringes of PB</b></p>		

## Commissioning and scrutinising projects case study: Norfolk

**Norfolk had their first participatory budgeting decision day in December 2008. In September 2009, they wrote to everyone in Norfolk to let them know what's happened to the decisions made in the previous year.**

Citizens in Norfolk decided to spend £200,000 of Second Homes Allowance funding on nine projects including programs to help disadvantaged residents back to work, activities for disabled young people and projects tackling anti social behaviour.

The steering group monitors the projects and requests updates and the completion of a questionnaire at six-monthly intervals. The questionnaire focuses on the Local Area Agreement priorities and how the project is helping to meet the priorities. Initial results from the questionnaires – all of which were completed and returned on time – are positive:

- **Nearly 4000 people have directly benefited from the projects funded by PB.**
- **The projects have focussed on a diverse range of people particularly from disadvantaged backgrounds – young and old, rural and urban areas and those with disabilities.**
- **One project created 25 new jobs, brought in £3million additional funding to the area and is creating a further 130 new jobs from October 2009.**

Positive comments about the projects include

**“ [Projects are tackling] Higher unemployment, greater levels of anti social behaviour and lost opportunities.”**

**“12 young people [are no longer] doing nothing with their lives but now they're moving forwards.”**

In March 2009 the Norfolk County Strategic Partnership allocated a further £200,000 to participatory budgeting initiatives. This time their partner organisations will hold their own initiatives, to increase involvement and participation locally. Seven partner organisations were allocated funding. These will take place in Sprowston, Downham Market, Norwich City, Great Yarmouth, Breckland and via town and parish councils.

**Nearly 4000 people have directly benefited from the projects funded by PB.**



Winners project,  
Norfolk

## 9. Evaluating the process

Evaluation is crucial. Without evaluation, there is no way to know, beyond anecdotal evidence, what has been achieved, what worked well, what could be improved, and whether or not the process is delivering the intended outcomes.

Evaluating the project is also a good way of identifying unintended outcomes as well. Evaluation can help demonstrate the need (or otherwise) for the project and can help convince sceptics.

## Good practice matrix: Evaluating the process

<p><b>Best practice standards</b></p>	<p>An extensive participatory evaluation is undertaken, in which participants are involved in the design and provision of data and seeks to gather data for comparisons where this is not already available.</p>
<p>↑ ↓</p>	<p>Evaluation is undertaken which involves the steering group in the design and seeks to gather data from participants as well as using pre-existing data to map correlations.</p>
<p><b>Minimum standards</b></p>	<p>A high level evaluation is undertaken which consists of using pre-existing data. Participants aren't involved in the evaluation.</p>
<p><b>On the fringes of PB</b></p>	<p>No evaluation is undertaken.</p>

## Evaluating the process case study: Tower Hamlets

**Tower Hamlets implemented their first PB initiative in March 2009. They have produced an evaluation from the first process. Tower Hamlets are the first project to develop a PB model that is similar to the original Brazilian model. They are using funding that is allocated by residents to mainstream services in their areas, and it's a process that is carried out across the entire borough, but devolved to ward areas.**

**The equalities data suggests that most groups were well represented.**

The focus of their evaluation is on whether or not PB is supporting an increase in national indicators 4 & 5, that is, whether people feel they can influence decisions in their local area and whether they feel satisfied with their local area. As this was the first PB process, the purpose of collecting the evaluation data was to form a baseline with which to measure subsequent processes against.

The other purpose of the evaluation was to test the approach and see if it was a good way of engaging the community and allocating resources. Learning points from the evaluation are used to improve future processes.

Tower Hamlets collected data primarily at voting events in the form of participant questionnaires, equalities information, feedback and observations from the events. The evaluation, therefore, focuses on the voting event itself rather than the process overall or the quality of the decision making in terms of monitoring the successful projects/services.

Initial findings from the evaluation suggest that PB has contributed to a higher national indicator 4 score than was originally obtained by the partnership. The equalities data suggests that most groups were well represented, although there is some room for improvement.

The voting analysis suggests that most people got most of what they voted for, but no one got everything they voted for, and no one got nothing that they voted for. This suggests that the voting process is fair. The analysis also shows that no particular group was able to dominate the decisions made.

The feedback and observations from the voting days provide qualitative information on various aspects including strengths and weaknesses and what could be improved next time.

The evaluation recognises that it only provides a partial picture and ongoing evaluation will provide more detailed data and information. The evaluation also recognises, however, that the voting events are a key milestone in the process and are important to 'get right', which the evaluation supports.



Mainstream involvement, Tower Hamlets



A Toolkit for Participatory Budgeting in the UK  
Second Edition, January 2010

# Section C

## **Tools**

## Tool A: Acorns steering group, terms of reference (page 1)

### Agenda Item 4

#### Acorns Participatory Steering Group

#### Draft Terms of Reference 10/02/2009

##### Context

Participatory Budgeting (PB) is about empowering local residents in decisions about shaping their local area through allocating part of a public budget.

The Policing Green paper *'From the Neighbourhood to the National: Policing our Communities Together'* sets out in Chapter 1 *'Empowering Citizens - Improving the connection between the public and the police'*, plans to pilot participatory budgeting in some force areas this financial year to inform wider roll out in 2009/10.

Since the Green paper was launched in July 2008 the Home Office has met with representatives from a number of force areas interested in PB to progress this initiative. This has been facilitated by the national Participatory Budgeting Unit (PBU) which is supported by the Department for Communities and Local Government (DCLG).

The Home Office has made £20,000 available for forces who wish to carry out a pilot PB consultation in a defined area and invited Police Authorities to put forward their proposals and bid to access this funding in December 2008. The bid developed by Acorns Neighbourhood Management and submitted by Humberside Police Authority has been successful. This project is supported by the Humberside Police Authority, the Chief Constable and the North Lincolnshire Local Strategic Partnership.

A condition of this grant must be for the Authority to complete a PB process by 31<sup>st</sup> March 2009. In real terms this means that the public consultation has to have been completed, the activity residents voted for identified, and funds committed for the 31<sup>st</sup> March 2009 deadline (however, delivery of the approved projects will happen after 31<sup>st</sup> March 2009). We have our work cut out.

The £20K from the Home Office will be used exclusively as a community kitty and the allocation of this resource will be in the hands of local residents. The plan is to identify 8 to 10 small, deliverable activities costing around £5,000 each. There will then be a public consultation period followed by a voting mechanism whereby residents pick 4 projects they believe will best promote community safety and overcome crime and the fear of crime in their neighbourhood, totaling £20K. These will then be delivered by the service providers or community group putting forward the activity and evaluated by the Steering Group.

As we have a very short period of time to plan and implement this project this Steering Group has a 'task and finish' focus and some of the extensive pre-PB resident consultation recommended in the PBU's guidance will not be practicable in this instance. However, the extensive consultation process undertaken with residents and other stakeholders to develop the Acorns Neighbourhood Management Strategy and the involvement of residents on the Brumby Neighbourhood Action Team, stand as a robust foundation for this PB engagement process.

## Tool A: Acorns steering group, terms of reference (page 2)

### Agenda Item 4

#### 1. Status of this document

- 1.1 The purpose of these Terms of Reference is to establish and govern the operations of a strategic partnership between local residents and statutory agencies.
- 1.2 This document does not in law create a new organisation; therefore the Participatory Budgeting Steering Group shall have no powers to acquire property, assets or liabilities or enter into contracts in its own name.

#### 2. Scope

- 2.1. The Scope and therefore the objects of the Participatory Budgeting Steering Group are:
  - a) To improve the quality of life within the Acorns Neighbourhood Management target area of Scunthorpe, by securing improved and sustainable community safety and criminal justice through a process of effective Participatory Budgeting.
  - b) To encourage and facilitate partnership working between the local community and service providers in identifying community safety and criminal justice priorities and allocating a specified budget to address them.
  - c) To encourage and facilitate the involvement of all residents of the Acorns area in the Participatory Budgeting Process.
  - d) To oversee the design, planning, delivery and evaluation of the Participatory Budgeting process and to make its findings public.

#### 3. Values

- 3.1. As far as is practicable within the timescales of this pilot, the Steering Group will work to the following values, principles and standards as outlined in the Participatory Budgeting Unit's guidance.
- 3.2. *Local Ownership*
  - a) The priorities and needs of local people will be considered when identifying projects, and as far as practicable we will involve residents in decisions about the PB processes that affect them.
  - b) We will encourage individuals and communities - particularly those traditionally marginalised or excluded - to participate.
- 3.3. *Support for representative democracy*
  - a) Elected members will have a key role in this process, as community champions and advocates, they will be supported to engage with their ward members to provide information and promote participation.
- 3.4. *Accessibility*
  - a) We will recognise and remove barriers to full and effective participation in the PB process.

## Tool A: **Acorns steering group, terms of reference (page 3)**

### **Agenda Item 4**

#### **3.5. Transparency**

- a) This will be an open and clear process. The true costs of all projects must be made known and the names and roles of all those with responsibility for managing and planning the PB process will be published and a clear grievance procedure put in place. As far as practicable rules devised for the PB process must be drawn up in partnership with local residents.

#### **3.6. Deliberation**

- a) The PB process should take residents beyond personal choice and involve real deliberation around budget decisions. We will ensure they have all the information they need and receive it in a way that meets their needs so that they can make an informed decision about where the money is spent.

#### **3.7. Empowerment**

- a) We will promote empowerment of individuals and communities based on the principle that active citizenship will create better public services.

#### **3.8. Shared responsibility**

- a) We will have clarity and transparency in the aims of the PB project and as far as practicable involve all stakeholders in this.
- b) We will have clear roles and responsibilities that suit the local situation and meet the needs of all stakeholders.

### **4. Role of the Steering Group**

4.1. The Steering Group will oversee an inclusive programme to design and deliver the PB process which will bring together as far as practicable the police, CDRP, residents, elected councilors, the local authority and partner organisations in the North Lincolnshire Local Strategic Partnership.

4.2. It will do this by:

- Agreeing criteria for service providers and community organisations to put forward Community Safety project/activity to the value of c£5K that meets known community safety priorities for residents to vote on.
- Examining proposals and determining which ones will be put up for public vote to a maximum of 10 projects.
- Overseeing the PB engagement process and ensuring the consultation meets the values of community empowerment and accessibility outlined in this document.
- Developing and monitoring the delivery of the project plan
- Adapting or altering the project plan when necessary to ensure effective implementation
- Assisting with the development of and approving all engagement materials including newsletters, posters, flyers and ballot papers

## Tool A: **Acorns steering group, terms of reference (page 4)**

### **Agenda Item 4**

- Providing an evaluation for the Home Office, Police Authority and LSP partners as required
- Communicating the results of the PB process to residents and service providers
- Ensuring the delivery of the projects chosen by residents are carried out in accordance with the criteria developed.
- Communicating the delivery and impact of each of these projects to residents
- Appointing an independent person or organisation to act as Returning Officer for the process
- Promoting the PB process and acting as champions for the activity amongst their own organisation and partners.
- Ensuring that all expenditure is properly accounted for in line with Home Office guidance on eligibility of funds.
- Ensuring that any actual or forecast under spend of Home Office grant awarded to any project in this Pilot PB process is recouped and used for an appropriate purpose, in line with Home Office guidance on eligibility of funds.

### **5. Accountability**

5.1. The Humberside Police Authority will act as the Accountable Body for this project and as such will provide its financial management systems, process and procedures to all financial transactions.

5.2. The Steering group will communicate with the Brumby Neighbourhood Action Team.

### **6. Recruitment**

6.1. This Steering group is a working group with a mandate to oversee this PB initiative. With this in mind the group has been formed by inviting service providers in the business of community safety, elected members, residents and members of the Acorns Neighbourhood Management Board. Additional nominations to join this Steering Group will be considered by the Group as to suitability and opportunity to enhance the delivery of the Group's Objects as outlined in paragraph 2.

### **7. Membership**

7.1. As this is very much a task and finish group it is essential that members of the group have the authority and means to carry out appropriate tasks and make decisions. The Steering Group will be chaired by an elected member for the Brumby ward. Other members of the group are representatives from:

- CRPD (Safer Neighbourhoods)
- Humberside Police
- North Lincolnshire Council
- North Lincolnshire Homes Ltd
- North Lincolnshire Local Strategic Partnership
- NHS North Lincolnshire

## Tool A: Acorns steering group, terms of reference (page 5)

### Agenda Item 4

- Resident Champion from Acorns Neighbourhood Management Board
- Acorns Neighbourhood Management staff team
- Brumby Neighbourhood Action Team
- Additional partner members may be drafted in at any time if the group consider they can make a contribution to the success of this initiative.

### 8. Decision making

8.1. Decisions for the most part will be of an operational nature so wherever possible will be reached by consensus. As this project is to be developed and delivered within a short period of time, regular communications of progress will take place via email. There will be a process in place whereby decisions can be made by the group via email and formally approved at the next group meeting. The Chair will determine when this method is appropriate.

### 9. Servicing the Steering group

9.1. The Acorns team will be responsible for setting meeting dates and collation and distribution of meeting papers. The agenda will be developed in consultation with the Chair. The team will endeavor to circulate meeting papers to members within 2 working days (either side) of meetings.

### 10. Conflicts of interest

10.1. Again due to the 'task and finish' role of the group it is likely that there will be occasions where conflicts of interest arise (for example connection of a steering group member to an organisation applying for funding to deliver a community safety project through this PB process). Members will be required to declare their interest and the Chair will determine the appropriate course of action with regard to their participation in that agenda item. In the event of any grievance being made by either a member of the group, resident or organisation the Chair will determine the appropriate course of action in consultation with the Police Authority.

### 11. Attendance at meetings

11.1. Full attendance is important again due to the challenging timetable for delivery of the project. If a member is unable to attend they may send a suitably qualified, well-briefed substitute.

### 12. Culture

12.1. Participatory Budgeting has been used to great effective in hundreds of neighbourhoods around the world yet it is a relatively new concept in the United Kingdom. Participatory democracy is untested in North Lincolnshire and therefore may be greeted with scepticism from both residents and services. It is not the role of this Steering Group to debate government policy; our focus must be to ensure the appropriate use of public money by implementing an effective PB process as commissioned by the Home Office and Humberside Police Authority for the maximum benefit of the residents of the Acorns Neighbourhood Management area.

Let's get on with it...

Tool B: **Feeling Safe in Heywood** poster

# Feel Safe in Heywood

How should you spend **£20,000** on improving community safety in your area? **You decide!**



*Give us  
your ideas  
and make a  
difference in  
your area*



Helping to make people feel happier,  
more secure and safe

For more information or to request an  
application form call on

**01706 691 040**

[heywoodsyoungspirit@live.co.uk](mailto:heywoodsyoungspirit@live.co.uk)



Tool C: **Lancaster Constabulary poster**



**your** Neighbourhood **your** Choice

This is your chance to make a difference in the area, so join your neighbours and come along to the grand voting event at Chaucer Community Primary School, Chaucer Road, Fleetwood, Lancashire. FYN 6QN. on Saturday, 28th March at 10:30am till 3pm . All ages welcome. No previous experience necessary.

**Local people will be presenting their bids for up to £2000 which should help improve and enhance community safety and quality of life in the North Fleetwood area.**

Free refreshments and buffet lunch • Free entertainment • Free prize draw of £100  
*(only eligible voters will be entered into the draw)*

*Crèche facilities and transport for those with mobility difficulties available by request only.  
Call xxx to arrange.*



For more information or an application form contact:  
The enquiry desk, Fleetwood Police Station, North Church St  
Or, email to: [breed@wyrebc.gov.uk](mailto:breed@wyrebc.gov.uk) or [sordonez@wyrebc.gov.uk](mailto:sordonez@wyrebc.gov.uk)  
Or by telephoning Bill Reed or Sara Ordonez on 01253 887646/887267  
by post to: Participatory Budgeting project team,  
Wyre Strategic Partnership, Clo Wyre Borough Council, Civic Centre, Breck Road, Poulton-le-Fylde, Lancs FY6 7PU.

You must live within the Fleetwood North area wards of Pharos and Mount to be eligible to vote



Fleetwood North  
Neighbourhood  
Management Team



**Lancashire  
Constabulary**  
police and communities together

# Islington People's Project is coming to Finsbury Park ward

Come along and have **your say!**  
Three local projects need **your vote**  
to win **£28,000** to spend in your ward.

Come to the People's Project event to find out more and cast your vote.

**People's Project, Finsbury Park,**  
**Thursday 26 March between 4 and 7 pm.**

Andover Estate's community centre.

Food and crèche facilities will be available.

## Tool D: Islington People's Project leaflet (page 2)

# Islington People's Project is coming to Finsbury Park ward

The areas that residents tell Finsbury Park Safer Neighbourhoods Team they worry about are:

- Street drinkers
- Class A drug users
- Youths on estates

We have chosen three voluntary organisations who are specialists and work in the Finsbury Park ward.

- **The Whittaker Centre and the Pilion Trust** work with street drinkers. If they win, they will provide extra outreach services in Finsbury Park ward hotspots and extended opening hours for the "wet centre" where street drinkers can go and get support to manage their drinking, and help with housing and healthcare.
- **CASA Family Service** provides support for families affected by drug and alcohol use. If they win, they will use the money to fund an extra worker, who will work specifically in the Finsbury Park ward.
- **Islington Somali Community and St Mark's Church** work together with young people in Finsbury Park ward. If they win, they will provide outreach to young people on estates, offering advice and support, provide activities and trips that will encourage young people from diverse groups who normally don't socialise, to have fun and learn together.

## Which project wins? You decide

Remember, only one project will be chosen by Finsbury Park ward residents. The winning project will win £28,000, so they need your vote.

The three organisations will be at the Peoples Project event, so you can come along and meet them and find out more about their work and what they would do if they won. You will be able to cast your vote for your favourite project at the event, or you can vote by emailing your choice to [peoplesproject@islington.gov.uk](mailto:peoplesproject@islington.gov.uk)

For more information go to [www.islington.gov.uk/peoplesproject](http://www.islington.gov.uk/peoplesproject)

The People's Project event will be at the Andover Estate Community Centre, Corker Walk, London N7 7RY.

# ONECORNWALL



## U-Choose 4

### Pengegon, Gwelmor and Parc an Tansys

### Building Community Spirit

#### What is U-Choose? ▼

U-Choose is all about you - the people that live in this area deciding how to spend a set amount of public money.

#### Why is U-Choose Important? ▼

U-Choose allows you to decide how money should be spent in your area. If you have an idea to improve your area and other residents agree then you could get some money to support your idea.

#### What can U-Choose fund? ▼

This is really up to you and your community to decide. Applications must fit into one of more of the four themes:

- Healthier Communities and Older People
- Children and Young People
- Safer, Stronger, Sustainable Communities
- Economy and Enterprise

#### How does U-Choose work? ▼

##### Stage 1

- Complete an application that fits within one or more of the themes.

##### Stage 2

- Come to the U-Choose Event
- Present your project idea
- Listen to other applicants
- Vote for the projects that will be funded.

- ▶ What about a street party?
- ▶ Getting a basketball coach?
- ▶ What about some sports equipment?
- ▶ Maybe a treasure hunt?

#### For further information contact:

**Claire Arymar:** 01209 714956

Or call into the Neighbourhood Office at  
72, Park an Tansys, Camborne

Sept08 P20596



If you would like this information in any other format please telephone the Corporate Equality & Diversity Team on 01872 322339



## Press Release

[www.mansfield.gov.uk/newscentre](http://www.mansfield.gov.uk/newscentre)

Tuesday 24 March 2009

JAT PR617

### **Passing go: Mansfield groups prosper through Community chest!**

A host of community groups are celebrating after they were voted funds from a community pot offered by Mansfield District Council, Notts Police and the Home Office.

A total of £60,000 was available in the District Council's pilot Participatory Budgeting scheme.

£30,000 from the District Council was been matched by £20,000 from the Home Office and £10,000 from Notts Police Authority to fund community safety projects.

Having established a set of local priority issues at Area Assembly meetings over the last three months; more than 240 residents living in West, South and East Mansfield attended an event, listened to presentations and deliberated on a wide range of projects that addressed these issues.

Projects voted funding include:

- **West Mansfield:** Crescent Primary School, who were given funding to set-up an allotment for the school; Bull Farm Football club were also granted funding to register in the FA league.
- **South Mansfield:** Cantamus Girls' Choir were given funding to give workshops to extend their expertise to both girls and boys from the South Mansfield area and who attend Samworth Church Academy; Notts Police were allocated money to fund a smart water project to benefit the residents of the East Titchfield beat.
- **East Mansfield:** The Sherwood Centre were given money to take senior citizens on a trip and provide lunch also to buy a small amplifier and microphone; Forest Town Community Council gained funds for a CCTV camera in Kingsway Hall, Forest Town.

Similar Participatory Budgeting events will be held later in 2009 for residents in Mansfield Woodhouse and Warsop to vote funding for projects in their neighbourhoods.

## Tool F: **Mansfield Community Chest press release (page 2)**

Tony Egginton, Executive Mayor of Mansfield District Council, commented: “I am pleased that so many residents turned up to vote at these pilot Participatory Budgeting events and have taken an active interest in helping improve their area.”

“I would like to send my congratulations to all of the groups who have been successful in receiving funding and look forward to residents in Mansfield Woodhouse and Warsop being given the opportunity to vote on projects that will help improve their communities.”

Speaking at the West Mansfield event, Chief Constable of Notts Police, Julia Hodson, said: “I am impressed that so many people have turned out and supported these causes.”

“This community pot is another way to make life better for all of us. Just a few hundred pounds makes a huge difference to get projects off the ground.”

Alan Budge from the Participatory Budgeting Unit, added: “The outcomes of these pilot Participatory Budgeting events held here in Mansfield have been overwhelmingly positive.”

“The turnout has demonstrated a commitment in the community to support projects in their local areas and it is evident that the amount of money available in funding gave them confidence in the process.”

**Ends**

### **Notes to Editors**

Community, voluntary and statutory organisations as well as members of the public supported by their local councillor have been bidding for funding between £100 and £10,000 to support projects to improve their communities.

All of the groups and individuals who have submitted bids are required to deliver a short presentation about their bid and residents attending the event vote on which projects should receive public funding, according to agreed priorities for each area.

**For further information on this press release; please contact James Taylor,  
Public Relations Officer, on 01623 463376 or e-mail: [jamestaylor@mansfield.gov.uk](mailto:jamestaylor@mansfield.gov.uk)**



West Middlesbrough Neighbourhood Trust

## Press Notice

### **“U Choose” in West Middlesbrough**

Residents in Newport, West Lane and Whinney Banks have been given the chance to take the lead in improving their own neighbourhood thanks to “U Choose”, a new £60,000 project from West Middlesbrough Neighbourhood Trust.

Residents are being encouraged to develop their own ideas for improving their community by making it safer, greener or cleaner, and submit their proposals to WMNT. Each neighbourhood will then have a chance to consider the proposals and vote for them at their own community event.

Melanie Rollinson, Liveability Co-ordinator at WMNT, said; “We will be working with groups and individuals in the community to encourage as many people as possible to get involved in U Choose and take a lead in local decision-making. Help will be available from the Trust with getting proposals together. What we want is for people to take ownership of the projects that matter to them and if they can convince their community to vote for them, we’ll work together to make it happen.”

U Choose is WMNT’s own take on participatory budgeting, part of the Government’s drive to devolve more decisions to local communities. The idea was then developed by WMNT’s Neighbourhood Management Group which has brought together residents from the three neighbourhoods to look at issues, work with agencies to address issues, pilot initiatives, and share experience across West Middlesbrough.

Linda Broadhead, OBE, Chair of WMNT’s Board, believes that U Choose can make a real difference to how residents feel about their community:

“This scheme is a fantastic way to widen community involvement and build the capacity of residents to tackle their own neighbourhood issues. The concept is about far more than a pot of cash – it’s about developing new ways for local people to bring about improvements to their own neighbourhoods.”

“A lot of work is already going on with the police, council and other agencies to improve the environment and safety of the area. This funding is designed to complement that work by providing quick solutions to problems. We want West Middlesbrough people to set the standard for other areas of the town to aspire to.”

## Tool G: **U Choose (Middlesborough) press release (page 2)**

£20,000 had been allocated to each of the three neighbourhoods and will be shared between successful projects, as voted for by residents. There will be a £10,000 cap on each proposal. Residents can submit applications between now, and 30<sup>th</sup> May 2008, with the neighbourhood voting events taking place in July.

You can pick up an application form now, from WMNT at Melbourne House, phone us on 01642 230555 to receive one in the post, or download one from our website: [www.wmnt.co.uk](http://www.wmnt.co.uk)

**Ends.**

Press Notice WMNT222. 01/05/08.

**Note to Editor: Melanie Rollinson, Liveability Co-ordinator for WMNT is available for telephone interview. Please contact WMNT to set up interview.**

Issued by Rachel Baker, Marketing Development Manager on (01642) 757 870.

# Tool H: Feel Safe in Heywood, ideas application form (outside)

# Feel Safe in Heywood

How should you spend **£20,000** on improving community safety in your area? **You decide!**

Give us your ideas and make a difference in your area

For details on how to get your hands on some of the cash see inside

What is your proposal?

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How will it improve community safety?

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What involvement would there be from local people/ community groups?

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There are three pots of cash up for grabs, £3000, £7000, £10,000. Please indicate how much you think it will cost for us to help solve your safety issues by ticking one of the three amounts.

- £3000     £7000     £10000

Please return to: 198 Claybank St, Heywood, OL10 4TL  
For any further information please call on 01706 691040  
Or email: heywoodsyoungspirit@live.co.uk



Tool H: **Feel Safe in Heywood, ideas application form (inside)**

**Have your say**

We think it's important that everyone living in Heywood is safe and feels safe. We want to work with you to tackle the negative effects of crime and disorder in your local community.

Neighbourhood policing teams, together with your local council, are working to address local concerns such as antisocial behaviour, criminal damage and burglary.

£20,000 can make a real difference in your area, helping to make people feel happier, more secure and safe. We are asking local people, community groups, schools, businesses, youth groups, friends and neighbours to come up with ideas of how the money can be spent to improve the safety of local people. Even better, local people will decide which projects receive funding and will get to vote for the ones they think will benefit the community the most.

There are three pots of cash up for grabs; £3000, £7000 and £10,000. You can bid for a portion of the money; we are open to suggestions so over to you!

All entries will be checked to ensure they are suitable and applicants will then be invited to the 'Feel safe in Heywood' event at 2pm Saturday 28 March at St James Church, Heywood; where a host of members from a wide range of community and voluntary groups in Heywood will cast the deciding votes.

**Be quick - applications must be returned by Friday 20 March 2009. Complete the application form on the opposite page NOW.**



**Application Form**

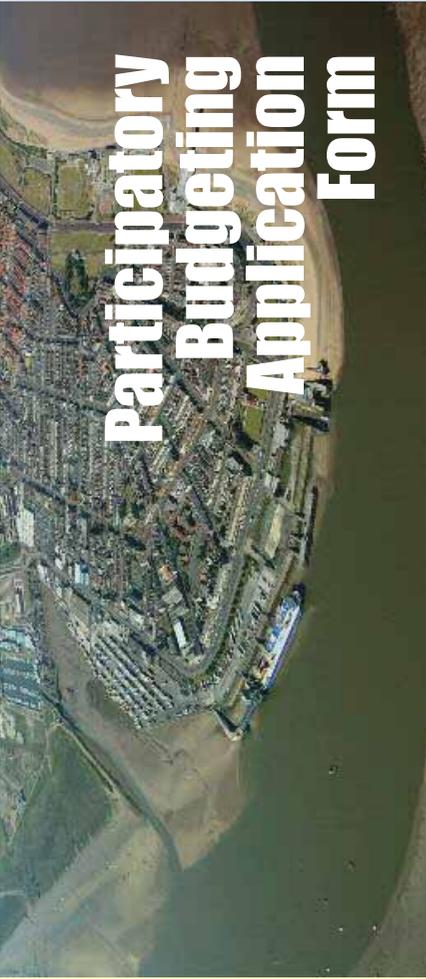
First name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_  
 Tel no: \_\_\_\_\_ Email: \_\_\_\_\_

Are you representing a group?  
 Yes (please state name of group) \_\_\_\_\_  
 No \_\_\_\_\_

What is your community safety issue?  
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Who and where does it affect?  
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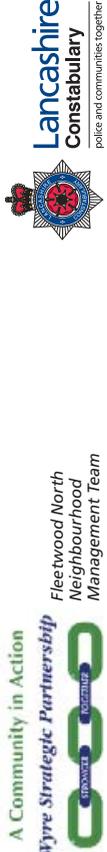
Tool I: Lancashire Constabulary, application form (outside)



**your Neighbourhood your Choice**



**A Community in Action**  
**Wyre Strategic Partnership**  
 Fleetwood North Neighbourhood Management Team



- 5. Please list any organisations with whom you will be working: \_\_\_\_\_
- 6. Have you applied elsewhere for all, or part of this funding? \_\_\_\_\_
- 7. What is your contingency if your project is unsuccessful?  
 Will the project still proceed, or is it totally reliant on 'Your Neighbourhood Your Choice' funds? \_\_\_\_\_
- 8. In applying for this money, you will agreeing to accept responsibility for any relevant legal and liability aspects of the project, such as: insurance, planning permission, land ownership, child protection etc.  
 What legal or liable provisions are already in place? \_\_\_\_\_
- How are you progressing towards meeting with the requirements? \_\_\_\_\_
- 9. Total expenditure required. Please give a breakdown of costs, e.g. equipment, overheads, wages etc. \_\_\_\_\_
- Total cost: £ \_\_\_\_\_

**NOTES: The deadline for applications is 5:00pm Tuesday, 17th March 2009. Applications received after this deadline will not be considered.**

A member of your group/organisation must attend the 'Your Neighbourhood Your Choice' participatory budgeting event on Saturday 28th March to present your proposal, and answer questions from local residents. Up to three members of the group are allowed to present the project.

This application will not be considered unless you can attend the event in March. Will someone from the group attend the 'Your Neighbourhood Your Choice' event? Yes  No

**For more information or an application form contact:** The enquiry desk, Fleetwood Police Station, North Church Street. Or email to: [breed@wyrecb.gov.uk](mailto:breed@wyrecb.gov.uk) or [sordonez@wyrecb.gov.uk](mailto:sordonez@wyrecb.gov.uk) Or by telephoning Bill Reed or Sara Ordonez on 01253 887646/887267. By post to: Participatory Budgeting project team, Wyre Strategic Partnership, Clo Wyre Borough Council, Civic Centre, Breck Road, Poulton-le-Fylde, Lancs FY6 7PU.

Tool 1: **Lancashire Constabulary, application form (inside)**

Up to **£20000** is available in total for projects to build stronger communities in Fleetwood North

**IMPORTANT INFORMATION**

Please read carefully and tick the appropriate boxes before completing the project proposal section of this form

**Group details:**

- Is your group constituted? Yes  No
- Or Does your group have agreed terms of reference? Yes  No
- Does your group have its own bank account? Yes  No
- Or Is there an accredited organisation that can act as banker for the project, e.g. School, Church etc. Yes  No

**Who can apply?**

Project proposals are invited from the community or voluntary groups, or social enterprises as long as projects deliver genuine 'added value' and do not replace services that should be and are being provided through mainstream budgets.

**How much money can be applied for?**

The maximum that a project can apply for is £2000. Organisations can submit more than one proposal, as long as the total amount does not exceed £2000 per organisation. Organisations submitting more than one project need to complete a separate application pre proposal.

**Which Category does your project fit in?**

Your project must fit into the theme of 'Stronger Communities', and into one of the following categories. If you proposal falls into more than one category, please choose the one that will benefit the most.

Tick one box only.

- Environment
- Jobs & Training
- Safer communities
- Health, well being, leisure
- Education
- Neighbourliness
- Young and the Elderly

**Project proposal**

Name of project: \_\_\_\_\_  
 Name of Group/Organisation: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Address for correspondence: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_

1. Describe your project in no more than 75 words: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. a. What will your project achieve? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b. What will change in North Fleetwood as a result of your project? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Over what time period will the project run? (Start and end dates) \_\_\_\_\_  
 \_\_\_\_\_

4. Has there been community involvement or consultation in developing this proposal? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

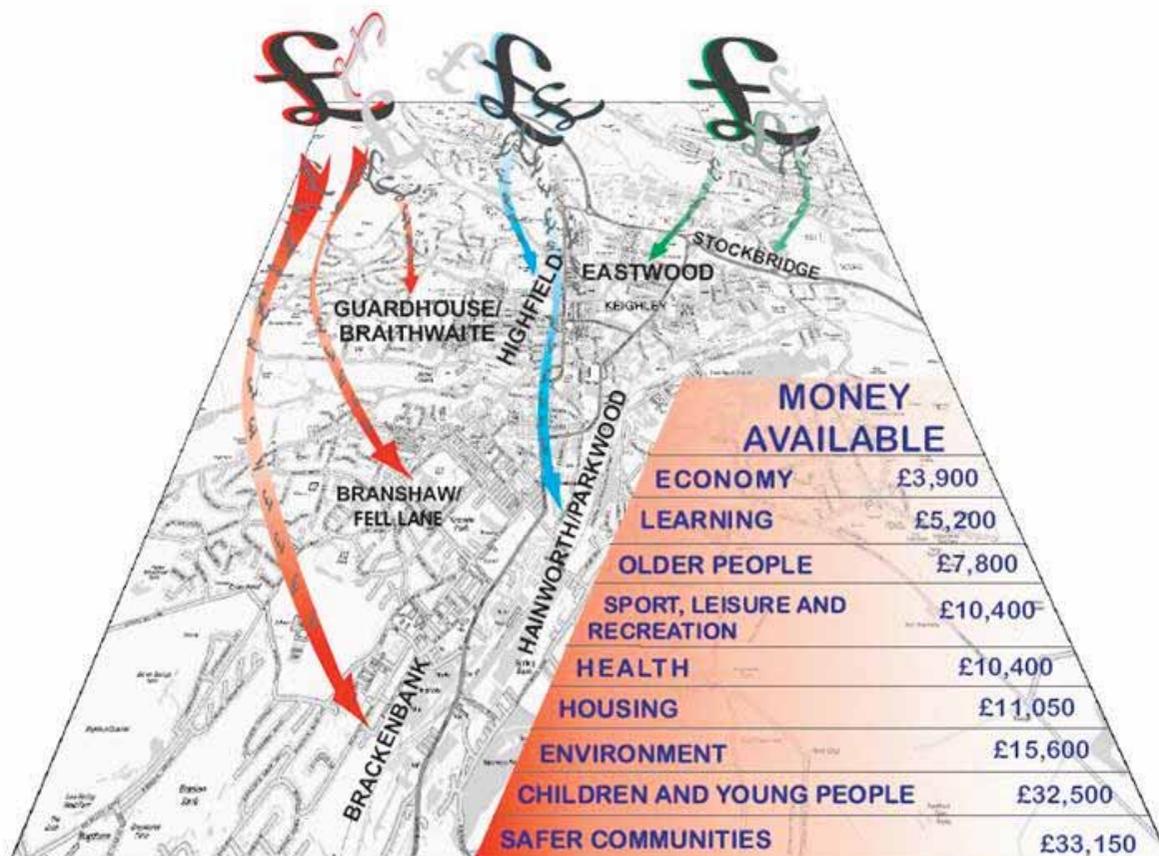
Tool J: **Keighley application form (page 1)**



# PARTICIPATORY BUDGETING in Keighley

## Funding Application Form

Up to £10,000 for projects to improve services in the Braithwaite/Guardhouse, Branshaw/Fell Lane, Eastwood, Hainworth/Parkwood, Stockbridge, Highfield and Brackenbank areas of Keighley



This form can be downloaded from our website ([www.bradfordvision.com](http://www.bradfordvision.com)). Alternatively, a copy can be requested via email from [alan.budge@bradfordvision.com](mailto:alan.budge@bradfordvision.com) or by telephoning 01274 433987.

Tool J: **Keighley application form (page 2)**



## PROJECT APPLICATION FORM

Please complete this form and return to the address shown on the back page.

### IMPORTANT INFORMATION

Please read carefully and tick appropriate boxes before completing the project proposal section of this form.

#### GROUP DETAILS:

- Is your group constituted? Yes:  No:  OR
- Does your group have agreed terms of reference? Yes:  No:
- Does your group have its own bank account? Yes:  No:  OR
- Is there an accredited organisation that can act as banker for the project, e.g. church, school, mosque, etc.? Yes:  No:

#### WHO CAN APPLY?

Project proposals are invited from community, voluntary or statutory sector groups, as long as projects deliver genuine 'added value' and do not replace services that should be provided through mainstream budgets.

#### HOW MUCH MONEY CAN BE APPLIED FOR?

Proposals are invited for between £1,000 and £10,000. Organisations can submit more than one proposal, as long as the total amount applied for does not exceed £10,000 per organisation (a separate application per proposal will be required, photocopies accepted).

#### WHERE WILL YOUR PROJECT BE DELIVERED?

(Please see map on reverse of Additional Information sheet)

Please tick which one of the following neighbourhoods your project will benefit:

1. Brackenbank <input type="radio"/>	2. Braithwaite/ Guardhouse <input type="radio"/>	3. Branshaw/ Fell Lane <input type="radio"/>	4. Eastwood <input type="radio"/>
5. Hainworth/ Parkwood <input type="radio"/>	6. Highfield <input type="radio"/>	7. Stockbridge <input type="radio"/>	

If your project benefits more than one neighbourhood, tick all relevant boxes.

If the percentage to be spent in each area is not equal, please indicate here the estimated percentage of spend per neighbourhood:

1. Brackenbank %	2. Braithwaite/ Guardhouse %	3. Branshaw/ Fell Lane %	4. Eastwood %
5. Hainworth/ Parkwood %	6. Highfield %	7. Stockbridge %	

Tool J: **Keighley application form (page 3)**

**UNDER WHICH THEME DOES YOUR PROJECT DELIVER?**

Your proposal to deliver improvements **must** correspond to one of the themes indicated below. This is to ensure that money is spent in accordance with residents' priority concerns.

If your proposal covers more than one theme, please indicate below the theme that will benefit the most, e.g. a project working with young people around drugs misuse issues might cover the Young People, Safer Communities and Health themes but the main beneficiary would be Young People.

(tick **ONE** box only)

SAFER COMMUNITIES	<input type="checkbox"/>	CHILDREN AND YOUNG PEOPLE	<input type="checkbox"/>
ENVIRONMENT	<input type="checkbox"/>	HEALTH	<input type="checkbox"/>
LEARNING	<input type="checkbox"/>	HOUSING	<input type="checkbox"/>
ECONOMY	<input type="checkbox"/>	OLDER PEOPLE	<input type="checkbox"/>
SPORT, LEISURE AND RECREATION	<input type="checkbox"/>		

**PROJECT PROPOSAL**

Name of Group/Organisation .....

Address .....

.....

..... Postcode .....

Contact person: .....

Telephone ..... Email .....

1. Our idea for improving the local neighbourhood is:

.....  
 .....  
 .....  
 .....  
 .....

2. How will this make a difference?

.....  
 .....  
 .....  
 .....

3. Over what time period will the project run? Please give proposed start and end dates (all the money for this round of funding needs to be spent/allocated **by 31<sup>st</sup> December 2007**).

.....  
 .....

Tool J: **Keighley application form (page 4)**

4. (a) Please give details of anyone you have consulted about this project.

.....  
 .....  
 .....

(b) Please list below any partner organisations with whom you will be working.

.....  
 .....  
 .....

5. In applying for this money, you will be agreeing to accept responsibility for any relevant legal and liability aspects of the project, e.g. child protection (CRB checks), land ownership/planning permission/insurance. Bradford Vision/Keighley Voluntary Services can offer signposting support if required.

Please indicate below (a) which relevant provisions are already in place and (b) progress made towards meeting all legal and liability requirements necessary to the project's delivery.

.....  
 .....  
 .....  
 .....

6. What resources would you need, e.g. how much money, staff time, equipment, etc.? Please provide a budget breakdown below:

No:	Description:	Amount:
(i)		
(ii)		
(iii)		
(iv)		
(v)		
(vi)		
(vii)		
<b>TOTAL</b>		<b>£</b>

**NOTES:**

**THE DEADLINE FOR RECEIPT OF APPLICATIONS IS TUESDAY, 31<sup>st</sup> OCTOBER 2006. ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE PROCESSED.**

You, or someone in your group, **MUST** attend the 'Participatory Budget' event on **Saturday, 25<sup>th</sup> November 2006**, where residents at the event will decide which proposals will have priority.

Will someone from your group attend the 'Participatory Budget' event? **Yes:**      **No:**

**YOUR APPLICATION WILL NOT QUALIFY FOR CONSIDERATION IF YOUR GROUP IS NOT REPRESENTED AT THE EVENT IN NOVEMBER.**

**If you have any queries regarding the completion of this form, please contact Alan Budge at Bradford Vision, or Keighley Voluntary Services on 01535 665258.**

**Please return your completed application form to: Alan Budge, NR Team, Bradford Vision, Floor 3A, Bradford Design Exchange, 34 Peckover Street, Little Germany, Bradford, BD1 5BD  
 Telephone: (01274) 433987, Fax: (01274) 435482**

**HAVE YOUR SAY IN...**

# acorns Your Voice Your Choice



RIDDINGS - WESTCLIFF - MANOR FARM - RIDDINGS - WESTCLIFF - MANOR FARM

**HOW TO VOTE - CENTRE PAGES**

**WIN A £100 SHOPPING SPREE**

**ROADSHOWS - BACK PAGE**



Resident Acorns Board member Pete Woodcock with the Acorns Team: Jenny Gavin-Allen, Sally Czobaniuk and Michelle Farrell

## You decide how £20,000 is spent Voting March 18th - 30th

Residents in the Acorns area are getting ready to decide how £20,000 of Home Office money is to be spent on Community Safety projects in their neighbourhood.

Organisations and community groups have put forward their ideas for projects worth £5,000 each to help make the Acorns a safer and better place to live.

A total of ten projects have been shortlisted and residents will decide which **four** will be delivered.

All Acorns residents aged 18 or over are entitled to vote.

**YOUR Ballot paper is enclosed in this newsletter.**

The four projects with the most votes will be given £5,000 of Home Office money each to deliver their project.

The postal ballot is open from March 18th and closes at 12 noon on March 30th. North Lincolnshire Council Democratic Services will act as Returning Officer and manage the count.

The results will be announced at the Acorns Neighbourhood Management Annual General Meeting on Monday March 30th at 6pm at the Kingsway Centre.

Acorns is only one of 26 Home Office pilots which are experimenting with this way of

spending public money, and the only one in Humberside.

It's called Participatory Budgeting; it's not new - in fact they've been doing things this way in Brazil since the 1970s and over 12 million people worldwide now decide on public spending this way.

The UK government wants all public services across the country to have made decisions on public spending this way by 2012, so the Acorns is way ahead of the field!



Cllr Sue Armitage, elected member for Bramby Ward and Chair of the Participatory Budgeting Steering Group says:

*"This is a unique opportunity for residents in the Acorns area. I would like to thank all the organisations and community groups that have put forward their proposals. These are all quality projects and it is going to be tough for residents to choose just four. I urge people to get involved and vote for the projects they want to see happen, because every vote counts"*

## Community Safety Priorities

This is Home Office money, and so it has to be spent on the top Community Safety priorities for the Acorns.

The top community safety issues in the Acorns have been identified from Police intelligence and resident consultation, they are (in no special order):

- Violence
- Alcohol related violence
- Domestic Violence
- Anti-Social behavior
- Arson
- Criminal Damage
- Shoplifting
- House burglary
- Commercial burglary
- Theft from a motor vehicle
- Theft of a motor vehicle

Residents have told us they want to live in neighbourhoods that are peaceful, pleasant and safe. The ten proposals described in the centre pages all offer to make the Acorns safer in different ways, such as preventing crime and the

opportunities for crime; cracking down on anti-social behavior; making our roads safer; improving home and fire safety or making the environment better for residents to enjoy and feel safe in.

**Community Safety can also be achieved by...**

- Providing young people with positive things to do and keeping them off the streets
- Helping the younger and older generations to get along better
- Helping young people make wise choices about their lives, turning them away from activities that get them into trouble or cause problems for others
- Giving people the skills they need to play a positive role in their community

Your ballot paper is in this newsletter, but if you need more ballot papers for other eligible members of your household, you can get them at any of our consultation roadshows (see back pages for where and when) or by calling the Acorns Team on (01724) 749076.



**Win a £100 Shopping Spree!!**

All residents taking part in the Your Voice Your Choice vote will be entered into a free draw to win £100 in shopping vouchers. The winner will be drawn at random after the ballot result is announced on Monday March 30th at 6pm. So return your ballot paper today to enter the draw to win a credit crunch busting £100 shopping spree!

RIDDINGS - WESTCLIFF - MANOR FARM - RIDDINGS - WESTCLIFF - MANOR FARM

Tool K: Acorns newsletter (page 2)

**Project A Fairplay Football £5,000**

**Who are we?** – North Lincolnshire Fairplay Football

**What do we do?** – We organise Fairplay Football tournaments on Friday nights for boys aged 11-16 years in the Acorns area. Fairplay is different because, you don't have to be good at football and you get Fairplay points for good sportsmanship.

**We want to...**

- Provide 3 eight week tournaments (Spring, Summer and Autumn) for 80 boys.
- Organise celebratory "Awards Evenings"
- Encourage good behaviour and respect for one another with rewards.
- Encourage lads from Manor Farm, Riddings and Westcliff estates to play in the same team to reduce the tensions that sometimes exist
- Help older lads to become Team Mentors and Coaches
- Provide transport to and from the matches

**Free of charge and open to all lads between 11 and 16 years in the Acorns**

For more information:  
Paul Crompton, Sports & Play Development Officer,  
Fairplay Football  
(01724) 297289




**How will this make Acorns safer?**  
By involving young people in positive activities the amount of Anti-Social Behaviour (ASB) is reduced. The most recent tournament helped to bring about a 30% reduction in ASB on Friday nights in this area. The tournaments help the lads learn tolerance, the rewards of good behaviour and encourage them to progress to other positive activities including coaching teams, refereeing and gaining qualifications, and a sense of responsibility.

**Why vote for this project?**  
We hope residents vote for our proposal because it gives young people a chance to take part in something more positive than just hanging round on street corners on a Friday night. It gives them the opportunity to play sport with young people from other parts of Westcliff, Riddings and Manor Farm, allowing them to make friends and get to know some of the local residents and volunteers.

**Project B Mixed Junior Football £5,000**

**Who are we?** – Scunthorpe United Community Sport & Education Trust.

**What do we do?** – Provide fun-based physical activities throughout North Lincolnshire and build links between Scunthorpe United FC and the local community.

**We want to...**

- Provide Friday night football for 6-11 year old boys and girls from 5pm to 6pm at Birmingham Road Fields during the School Summer term
- Provide full day soccer camps during the school holidays at the Westcliff, Riddings and Manor Farm areas (2 during May half term and 8 during summer holidays)
- Award free tickets to Scunthorpe United games for children and their carers as a reward for good behaviour at these sessions
- Provide volunteer placements for youths aged 16+ at soccer camps to start to develop coaching skills

**Free of charge for 6-11 yr olds across the Acorns**

**How will this make Acorns safer?**  
By providing children with positive, structured physical activities and keeping them off the streets this will keep them safe and reduce the nuisance caused to their community.

**Why vote for this project?**  
Our proposal offers girls and boys structured, fun football coaching from our qualified Scunthorpe United community coaches. We know that school holidays and summer evenings are the times when children are most at risk of getting into bother or getting hurt playing out on the streets. Our soccer camps will channel their energies in a positive way so they will go home happy, more confident and hopefully (for their parents) tired out!

We will also give youths aged 16 and over a chance to volunteer at these soccer camps as a first step to developing their coaching skills. We believe this proposal will benefit not only the children but the wider community also.

For more information: Lee Turnbull, Executive Officer, Scunthorpe United Community Sport & Education Trust (01724) 280716




**Project J Youth Activities £5,000**

**Who are we?** – Westcliff Neighbourhood Drop-in Centre

**What do we do?** – We provide support, information, education and learning to all residents in Westcliff and surrounding neighbourhoods. We also provide regular and additional activities for children and young people.

**We want to...**

- Provide a diversionary moto-bike project during the Summer holidays for 60 young people
- Provide transport to and from the moto-bike project daily
- Provide Awareness and Prevention workshops on self-defence and confidence building for 48 young people

**Free of charge and open to all across the Acorns**

**How will this make Acorns safer?**  
Moto-bike nuisance is a big problem in the Acorns. Both projects will teach young people respect and the need to be safe. They will have a greater understanding of the requirements of the law around riding motorbikes. Both projects will be certificated and will encourage young people to take up a regular activity which will reduce the need to congregate where they cause a nuisance to others. We expect to see a reduction in reports of nuisance and anti-social behaviour, along with quieter, safer streets for all of us.

**Why vote for this project?**  
Because we will engage young people in activities that will help them choose a different path - away from anti social behavior, and teach them about respect and safety for themselves and their community. We have successfully delivered these activities before with very positive outcomes. Our project offers safe, supported, accessible, learning and development activities linked to personal safety and the safety of others in the community. On completion, over 100 young people will be better equipped with new skills and awareness to deal safely with a variety of situations in their community.

For more information: Sue Twidale, Manager,  
Westcliff Neighbourhood Drop-in (01724) 861565





**Project I Scunthorpe Sea Cadets £5,000**

**Who are we?** – Scunthorpe Sea Cadets

**What do we do?** – The Sea Cadet Corps is a national youth organisation for boys and girls aged 10 to 18. Our aim is to help young people towards responsible adulthood by encouraging valuable personal attributes and high standards of conduct using a nautical theme based on the customs of the Royal Navy & Royal Marines. Cadets meet 2 evenings a week (Tuesdays and Fridays) and engage in weekend camps and activities.

**We want to...**

- Refurbish our training room to expand activities and create a better learning environment
- Purchase new training equipment such as computers, software and a projector

**How will this make Acorns safer?**  
By reducing anti-social behavior, by getting involved in adventurous activities Cadets become self reliant, and develop consideration and respect for others. The Corps encourages high personal standards and a sense of purpose, and provides a sound foundation for future Careers.

**Why vote for this project?**  
Because Scunthorpe Sea Cadets is a youth charity based on Wragby Road. Our aim is to get young adults off the streets and give them a good start and let them have fun in a controlled environment. All of our activities are based on the traditions of the Royal Navy. The Sea Cadets have been in Scunthorpe for over 40 years and all funds have to be raised by the Cadets and Staff. If we are awarded this grant, it will make a tremendous difference towards the learning facilities within the unit.

For more information: Mark Betts, Commanding Officer, Scunthorpe Sea Cadets (01724) 859765, or 07771 552056




**Project H Young & Old Together £5,000**

**Who are we?** – Riddings Action Group, Riddings Drop-in Centre

**What do we do?** – Encourage local people to take an active part in our communities in order to improve local services and facilities, which in turn will empower local people and help them feel safer and more loved.

**We want to...**

- Employ an Activities Co-ordinator over the school summer holidays
- Provide an activity each weekday for five weeks over August 2009 some of which will involve young and older people participating together
- Involve 10 adults and 10 children in each inter-generational activity
- Provide additional sessions if there is a demand for them

**Free of charge and open to all across the Acorns area.**

**How will this help Acorns safer?**  
This project will give young people positive activities to do instead of hanging around the streets during the summer where they can be led into causing nuisance and anti-social behaviour. This activity will also create better community cohesion by encouraging better understanding between the generations.

**Why vote for this project?**  
We hope residents will get behind us and vote for our proposal. Our young people need positive things to do in the school holidays as many of them do not get the chance to go away. But the real benefit of this project is that it will bring younger and older people together in fun activities where they can learn new things whilst developing a better understanding of each other's qualities. This money will make such a difference, it will enable us to provide a jam-packed calendar of activities for young and old people across the Acorns area.

For more information: Jean Marshall, Chair of Riddings Action Group on (01724) 843777.




Tool K: **Acorns newsletter (page 3)**

**Project C Fire Prevention £5,000**

**Who are we?** - Humberide Fire & Rescue Service

**What do we do?** - Provide emergency fire and rescue services, and work with partners to create safer communities to promote fire prevention and fire safety.

**We want to...**

- Provide kitchen timers, deep fat fryers and multi-plug extension leads to residents identified as at risk, particularly elderly and vulnerable people
- Fit wheeler bin locks to domestic/commercial bins where there is a risk of nuisance arson
- Provide and fit smoke alarms to vulnerable residents' homes

**Free to identified homes across the Acorns**

**How will this make Acorns safer?**  
By making people safer in their homes there will be a reduction in fire-related deaths and injuries, a reduction in arson and deliberate fires; and a



reduction in the number of accidental dwelling fires

**Why vote for this project?**

Humberide Fire and Rescue aim to improve peoples' lives by responding to emergencies and by preventing them happening in the first place. By supplying your community with bin locks, kitchen timers, deep fat fryers and multi-plug extension leads we aim to increase safety in the home and allow you to make your home safer. Approximately 70% of accidental fires are cooking related. The results of fire can be devastating, wheeler bin locks prevent arsonists setting fire to your bins and possibly your home. By voting for our proposal we hope to prevent fires happening in the first place.

For more information: Nick Tharatt, Community Safety Manager, Humberide Fire & Rescue Service on (01724) 295900

[www.humberide.fire.gov.uk/safety](http://www.humberide.fire.gov.uk/safety)



**Project D Cycle Safety £5,000**

**Who are we?** - Humberide Police - Acorns Neighbourhood Policing team

**What do we do?** - We are here to protect your community, police the area to make the estates safer and improve the quality of life for residents.

**We want to...**

- Purchase and distribute 450 sets of Cycle lights
- Purchase and distribute 450 Cycle locks
- Identify young cyclists at risk when out on their bikes in the dark, talk to them about cycle safety and security and provide them with lights and locks

**Free of charge and open to all young cyclists across the Acorns**

**How will this make Acorns safer?**

By increasing awareness of road safety and security amongst young people, we will see a reduction in cycle accidents/thefts. By providing essential equipment to young cyclists and engaging them in discussion about the legal requirements for cyclists, we will prevent them from being stopped for not having the correct equipment, and therefore coming to the attention of



the Police for the wrong reasons.

**Why vote for this project?**

Officers in the Neighbourhood Police team are very concerned about the number of young people who are at risk when out on their bikes in the dark; and cycle thefts are a problem in the area. Our Police Community Support Officers want to work with young people to tackle this. This proposal enables them to get the important messages out about road safety and at the same time make a practical difference by giving the equipment needed to make them safer and their bikes more secure. I hope residents give our proposal consideration as we believe it will make a difference and improve safety in this neighbourhood.

For more information: Sgt. Phil Moore and the Neighbourhood Police team on (01724) 272224



**How to use your vote**

Each of the projects on this page costs £5,000. There is £20,000 available from the Home Office. Choose the FOUR projects you think will make the Acorns safer and that give the best value for the money you are spending.

Public Services such as the Police, the Council and the Health Service have to make tough decisions on how to spend the money you pay in taxes. There is never enough money to do everything they, or you, would like them to do, so they have to try and pick the most important things - the things that they feel will make a real difference.

This time YOU get to decide - you can vote on how this £20,000 is spent, by picking FOUR projects for your neighbourhood.

Once you have read all the information about the projects and matched that against what the money is supposed to do, fill out your ballot paper with your name and address, then a put a X against the 4 projects you think will make the biggest difference.

**Want more information?**

If you want to know more about any of the projects just call the contact for that project (see the project details on this page). You can also come along to any of our "Your Voice - Your Choice" roadshows and talk to members of the Acorns team (see back pages for when and where we're out and about).

The results of the vote will be announced at the Acorns Neighbourhood Management Annual General Meeting at 6pm on Monday March 30th 2009, at the Kingsway Centre.

**Go on - make a difference!**

Remember all voters will be entered into a free draw to win a £100 shopping spree



**Project E Door Alarms £5,000**

**Who are we?** - Humberide Police - Acorns Neighbourhood Policing Team

**What do we do?** - We are here to protect your community, police the area to make the estates safer and improve the quality of life for residents

**We want to...**

- Purchase 1,100 door alarms - they emit a loud beep when the door is opened to alert the occupant of a possible intruder
- Promote home security and encourage householders to lock their doors at all times
- Carry this activity out as summer approaches and the number of sneak-ins can rise unless residents take security measures.

**Free of charge to all residents we identify as "at risk" of sneak-in burglaries in the Acorns area**

**How will this make Acorns safer?**

Sneak-in burglaries are a problem in this neighbourhood and cause our residents a lot of distress and hardship. By providing door alarms and advising residents of other measures they can take, we will reduce the opportunity for sneak-ins and reduce the number of residents who become victims of this crime. This will also reduce the fear of crime and make our elderly and most vulnerable

residents feel safe, and be safe.

**Why vote for this project?**

Sneak-in burglaries increased by 67% between 2007 and 2008 in this area. Whilst there is no better security measure than locking your doors, these door alarms have proven very effective in deterring thieves and preventing these types of crimes. As there are 4,500 homes in the Acorns area we know demand will exceed supply, so we will work with local partners to target the most vulnerable residents in the area first. We believe that if residents vote for this project it will be of great benefit to the community.

For more information: Sgt. Phil Moore and the Neighbourhood Police team on (01724) 272224



**Project G Neighbourhood Clean-Up £5,000**

**Who are we?** - North Lincolnshire Homes

**What do we do?** - We are a Registered Social Landlord responsible for managing 30,000 homes in North Lincolnshire. We work closely with residents and partners to improve services and strengthen the communities in which we work.

**We want to...**

- Carry out an environmental clean-up week, supplying skips in key locations across the Acorns for residents to use (30 skips over 5 days)
- Provide extra resources where needed
- Involve young people to help co-ordinate the clean up week and conduct local litter picks - we provide lunch and support for those who participate
- Work with Acorns Dreamscheme to award Dreamscheme credits as a reward for taking an active part in improving their local area.

**Free to all residents of the Acorns**



**How will this make Acorns safer?**

By ensuring residents can dispose of their waste items appropriately and safely this will reduce the incidence of rubbish accumulation, which is an eyesore and health hazard and makes the area vulnerable to fires and arson. By improving the appearance of the area residents gain a sense of pride in their community, and by involving young people we will increase their awareness of the impact of litter on their neighbourhood and the benefits of keeping it clean and tidy

**Why vote for this project?**

We really hope residents vote for this proposal and take the opportunity to use over 30 skips that we supply to help them have a good spring clean of the neighbourhood. We also look forward to working with young people on the Acorns Dreamscheme who will help us tidy up their community and continue to keep it clean and tidy in the future.

For more information: Steve Evans, Head of Housing Management, North Lincolnshire Homes (01724) 279900



**Project F ASBO Turn Around £5,000**

**Who are we?** - New Westcliff Residents' Association

**What do we do?** - Come together to address issues in our local area, act as a voice for our community and make the experience of living in or around our neighbourhood a more pleasant one.

**We want to...**

- Train PX2 (Pathways to Extreme Success) leaders
- Work with the Police and Partners to identify 40 to 60 youths whose behaviour is beginning to cause concern for the neighbourhood.
- Deliver a dynamic programme of training that will address the challenges these young people can cause the rest of our community
- Organise a celebratory paintball event for those who pass successfully through the programme and turn their lives around.

**Free of charge and open to all across the Acorns**

**How will this make Acorns safer?**

The young people involved will make a significant shift from "negative" to "positive" behaviours - in attitude, initiative, self esteem,



confidence and social skills. They will be better members of our community and face brighter futures for themselves. This means that anti-social behaviour, criminal damage, drink-related violence and burglary will be substantially reduced in our neighbourhood.

**Why vote for this project?**

PX2 builds character and self belief and helps young people see that they do have choices. A vote for this project is a vote to give our youth the tools that will set them on the path to a purposeful and successful life.

For more information: Peter Woodcock, Chair of New Westcliff Residents' Assn on (01724) 345117

Check out [www.thepacificinstitute.com](http://www.thepacificinstitute.com) for more information about PX2 or call Jen Dunn on 07959 81713



Tool K: **Acorns newsletter (page 4)**



## Want more information before you vote?

Come and talk to members of the Acorns team and representatives for the projects that are up for your vote. We'll be here to answer your questions. If you can't get out and about and want to chat to us face to face, call us on (01724) 749076 and we will be happy to come and see you. We will also be visiting clubs and events in the community to ensure everyone has their chance to vote. Here's where we'll be over the next two weeks:



Date	Time	Location
Wednesday 18th March	11am -1pm	Riddings Drop in and Willoughby Road Shops
Wednesday 18th March	3pm – 6pm	Coop Westcliff Precinct
Thursday 19th March	2pm – 3pm	Westcliff Precinct
Friday 20th March	10.30am – 11.30am	Willoughby Road Shops
Monday 23rd March	9am – 11am	Coop Willoughby Road
Tuesday 24th March	9am – 11am	Westcliff Precinct
Wednesday 25th March	2pm – 4pm	Priory Lane Shops
Thursday 26th March	5pm – 7pm	Coop Willoughby Road
Friday 27th March	10.30am – 11.30am	Willoughby Road Shops

## Notice of Annual General Meeting

Acorns Neighbourhood Management will hold its Annual General Meeting at the Kingsway Centre on Monday March 30th at 6pm, light refreshments will be available from 5.30pm. We are taking nominations for three places on the Acorns Neighbourhood Management Board, which must be voted on at the AGM. The Board positions are for

- Resident Champion for Education & Learning
- Resident Champion for Community Engagement (Riddings)
- Resident Champion for Health & Well Being

If you:

- have a passion for and possibly some experience of one of these roles
- are prepared to work with a partner who is a professional
- are able to attend a Board meeting one evening each month, plus some training and development sessions

Please contact Sally Czabaniuk, Community Engagement Officer for an application form and more information on 01724 749076 or [sally.czabaniuk@northlincs.gov.uk](mailto:sally.czabaniuk@northlincs.gov.uk)

Over 200 young people from the Acorns area took part in the txt db8 last autumn and gave their views on a number of topics such as leisure activities and facilities, graffiti and how people get along in their neighbourhood. We received lots of brilliant ideas and comments from our txt db8ers and have sent all of these to the people in the council and other organisations that are responsible for these services. All the views and ideas have been listened to and are being used by services as they plan their activities and services for young people. Some of your ideas have already been put into action such as providing Street Dance classes during the February half term break. Thank you to everyone who took part.

For more information contact:  
Sally Czabaniuk,  
Community Engagement Officer,  
Acorns Neighbourhood Management,  
65 – 67 Enderby Road,  
Scunthorpe,  
North Lincolnshire,  
DN17 2HE.  
Tel: (01724) 749076  
Email: [acorns@northlincs.gov.uk](mailto:acorns@northlincs.gov.uk)

### No English?

#### For information please call:

- 08000 193530 للحصول على المزيد من المعلومات باللغة العربية (Arabic)
- ০৪০০০ ১৯৩৫৩১ বা ০৪০০০ ১৯৩৫৩১ (Bengali)
- 08000 193532 (Cantonese)
- 08000 193533 या 08000 193533 (Hindi)
- 08000 193537 یا 08000 193537 به گهردی سۆزانی ئه‌گه‌ڵێن بۆ زانیاری (Kurdish Sorani)
- Para mais informação em português contacte-nos através do telefone 08000 193538 (Portuguese)
- 08000 193539 "ਤੇ ਗਿਆਰ" (Punjabi)
- "Maliiska oo ah Soomaali ah wax 08000 193540" (Somali)
- 08000 193541 اردی سی اندازی کنکے ان لکھن کرین باط ایل - (Urdu)
- Nie mówisz po angielsku? Po informacje zadzwoń pod numer 08000 195587 (Polish)
- Но знаете английскій? Для информации звоните 08000 195586 (Russian)

For information in large print, or audio, or to request a signer to speak to us please contact 01724 749074

### The Acorns...

a proud, caring and prosperous community, positive about the future in which everyone has a stake. Acorns Neighbourhood Management is an initiative of the North Lincolnshire Strategic Partnership.  
**Acorns Neighbourhood Management, 65 Enderby Road, Scunthorpe, North Lincolnshire, DN17 2HE**  
Tel: 01724 74 90 74 email: [acorns@northlincs.gov.uk](mailto:acorns@northlincs.gov.uk)



## Winners Row



Sgt James Main presents Naomi Hatchin from Westcliff with £25 Game vouchers after she correctly named her local community police officer PCSO Rob Clarke in the txtdb8 last autumn.



12 year old Aaron Newton from Riddings was thrilled when he heard he had won the IPOD Nano in the final prize draw of the Acorns txtdb8. Prize presented by Acorns Board member Peter Woodcock.



Angela Grey from Riddings was also very happy when her name was drawn out of the hat to win £60 of ASDA vouchers in the Acorns membership draw.

All residents of the Westcliff, Manor Farm and Riddings areas can join the Acorns for free and be entered into a quarterly prize draw to win £60 in shopping vouchers. For more information call us on 749076

Tool L: **Invitation to residents (page 1)**

[Insert date]

Dear Resident

**Doing anything on [insert date of event]?**

Can you spare half a day to decide how money should be spent to improve your neighbourhood?

We invite you to **Decision Day** on

**[insert date of event]  
at the [insert location]  
[insert time]**

**We provide:**

- **£[total amount of grants pot]** and proposals on how to spend it (funds for [insert themes/neighbourhoods], etc.)
- Free lunch and refreshments
- Free childcare
- Free transport

**You provide:**

- Your local knowledge
- Your vote!

**The projects with the most votes are the ones that get the money: the results are announced on the day.**

**You decide. It's as simple as that!**

---

**If you would like to come ...**

**Who can attend?**

If you have received this letter, then your address is in one of the qualifying neighbourhoods so you are welcome to come along.

**What will happen on the day?**

You will listen as people from different organisations present their ideas for improvements to local neighbourhoods. You will be asked to mark each idea from 1 to 10. The scores will be collected, added up and the ideas with the most votes in each neighbourhood will receive funding.

**How do I get there?**

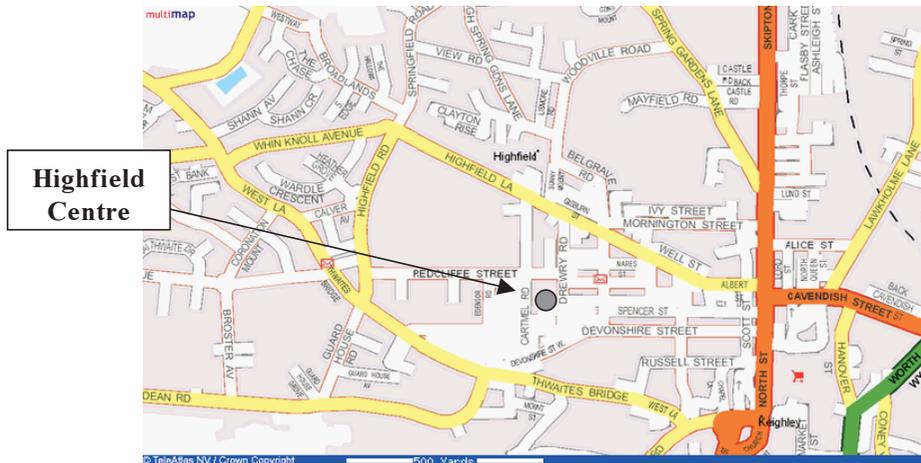
The [insert name and address of location].

Please feel free to make your own way to the Centre. If you need transport, coaches (free service) will leave from:

Braithwaite/ Guardhouse	Whinfield Centre, Braithwaite Avenue, Keighley, BD22 6HZ Keith Thomson Centre, Braithwaite Avenue, Keighley, BD22 6HZ	12.00 noon 12.15pm
Stockbridge	Monty's Café (outside), Bradford Road, Keighley, BD21 4AW	11.45am
Eastwood	Sangat Centre, Marlborough Street, Keighley, BD21 3HU	12.00 noon

Tool L: **Invitation to residents (page 2)**

Please complete the appropriate section of the Reply Slip should you require transport.



**Do you need childcare?**

Free childcare is provided but we need to know in advance should you require this. Please complete the Reply Slip.

**Will I have to stay for the whole morning?**

Yes, to make sure the voting system is fair to everyone.

**What if I'm late?**

Unfortunately, and again to ensure fairness in the voting process, we cannot admit any latecomers to the event and they will be unable to take part in the process.

It would help us to know beforehand if you are coming, by completing the Reply Slip below, but please feel free to turn up on the day. However, if you need childcare, transport or have any special dietary needs please ensure that you complete and return the Reply Slip below to reach us by [insert date for receiving reply slip].

If you require any further information, please contact us on (01274) 433987.

**Remember, this is your chance to decide how money is spent in your neighbourhood.**

Yours sincerely

[insert name, address & contact details of organiser]

**REPLY SLIP**

**PM**

**PLEASE PRINT**

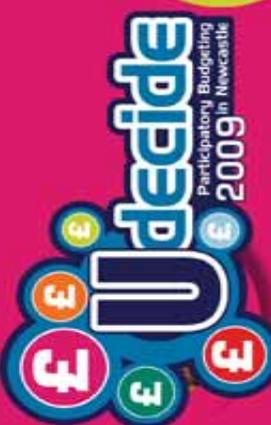
I will be attending the Participatory Budgeting Event on [insert date of event].

<b>Name:</b>	<b>Postcode:</b>		
Do you require childcare? <b>YES/NO*</b>	No. of children ..... Age/s: .....		
Do you require transport: <b>YES/NO*</b>	Pick up point (please circle as appropriate):		
	Sue Belcher Centre	Clockhouse Centre	Hainworth Community Centre
Do you have any special dietary requirements? (please state)			

\*Please delete as appropriate.

Please return this Reply Slip to [insert name & address of organiser], to reach us by [insert date for returning reply slips].

Tool M: UDecide (Newcastle) voting event brochure (page 1 and 2)



**You are taking part in an exciting new venture for Newburn Ward. Your decisions today will help to spend £25,000 to tackle crime and make Newburn Ward a safer place.**

**Where did the ideas come from?**  
Newcastle is one of a small number of places in England to be given Home Office funding to try and tackle crime using the UDecide approach. The city was awarded £20,000 from the Home Office, which the City Council matched with a further £30,000. We decided to run two projects – one in Denton and one here in Newburn – meaning there is £25,000 each!

**The Newburn UDecide Working Group teamed up with the local Safe Neighbourhoods Action Planning Group (SNAPs) and sent application forms to a range of organisations in Newburn as well as other parts of the city, asking for project ideas to tackle:**

- Anti-social behaviour
- Criminal damage
- Environmental crime
- How safe you feel in your area

**Your views**  
UDecide also asked local people how they thought the money should be spent at a series of public roadshow events in Newburn Ward. Some of the key messages from local people at the public roadshow events were:

**Activities** - More things for young people to do to prevent under-age drinking and anti social behaviour, as well as more opportunities for young and old to get together.

**Relationships** - Stronger police and street warden presence on the streets, and stronger relationships with local residents, young people and their parents.

**Awareness** - Raising awareness of fire prevention and safety, as well as action to address low awareness and use of the non emergency number and other useful contacts.

**Environment** - Overgrown, neglected or vandalized environments creating fear of crime and encouraging anti-social behaviour.

This information was shared with organizations to help them improve their project ideas. From this, we now have 19 fantastic ideas for you to listen to, discuss and score over the course of the day. We only have £25,000 which means that not all the ideas can be funded through UDecide so score wisely!

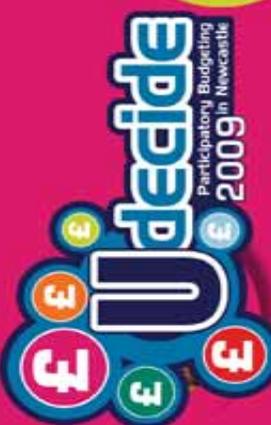


**Welcome to Newburn Ward's Grand Voting Event**

- Blucher
- Newburn
- North Walbottle
- Throckley
- Walbottle

**How shall we spend £25,000 to tackle crime in Newburn Ward?**  
[www.newcastle.gov.uk/udecide](http://www.newcastle.gov.uk/udecide)

**SafeNewcastle**  
Better Lives, Stronger Communities.




Tool M: **U Decide (Newcastle) voting event brochure (page 3 and 4)**

**What's going to happen today?**

**Presentations**

Each group presenting a project today will have 3 minutes to explain how their idea will make a difference. They will use a variety of methods to get their message across. To help you assess the Working Group and the SNAPs Group recommend you think about 2 project questions:

**1. To what extent do you think this project will address crime and community safety issues in Newburn Ward?**

**2. Will the benefits of this project be worthy of the investment?**

(You will be asked to score the ideas based on how well they answer these questions so listen carefully!)

**Discussing the projects**

After each presentation, your table will have some time to discuss the merits of the project. You should focus on how well the project has answered the 2 assessment questions. Each table will be supported by a facilitator with a good knowledge of the crime and community safety issues in Newburn Ward.

The discussions are meant to help you with your decisions however you do not need to reach an agreement among the group about the merits of the project, everyone is entitled to their own opinion.

**Voting**

Every local resident from Newburn that attends the event will have an electronic voting pad. Other people attending the event to present projects or facilitate the discussions who are not residents, will not have a vote. After each presentation and discussion, there will be two rounds of voting and in each round you must use your voting pad to give the project idea a score from 1 to 5. Remember, there is not enough money to fund all the ideas so score wisely!

**Round 1**

**To what extent do you think this project will address crime and community safety issues in Newburn Ward?**

- A score of 1 or 1\* would mean "not at all"
- A score of 5 or 5\* would mean "to a great extent"

**Round 2**

**Will the benefits of this project be worthy of the investment?**

- A score of 1 or 1\* would mean "not at all"
- A score of 5 or 5\* would mean "really good value for money"

After all the projects have been presented, the winners will be announced. The projects with the highest scores will win a share of the U Decide funding until the whole £25,000 has been spent!



**1 Project title: Women Aware – Community Safety Event**

**Project costs: £260**

*From Eve Women's Group*

The group would like to organise an intergenerational event aimed at promoting community safety for women of all ages in the Throckley area. The event will last a day and include stalls and information from organisations and provide some practical educational sessions such as personal safety training. The grant covers the cost of publicity, hall hire and refreshments.

**2 Project title: Summer Camp**

**Project cost: £4250.00**

*From Throckley Community Hall*

In 2006 and 2007, Throckley Community Hall's Summer Programme attracted around 60 local children per day! Due to funding issues the Programme did not take place last year, but could be back in business this summer with funding from U Decide. The programme would run for a month and be free to children aged 8 to 13. In addition to the usual assortment of exciting activities including rock climbing and martial arts, the Camp would this year adopt a community safety theme by inviting the Police, and Fire and Rescue Services to run sessions on the consequences of anti-social behaviour.

**3 Project title: Money to burn??**

**Project cost: £600.00**

*From Tyne and Wear Fire and Rescue Service*

In Newburn Ward alone, the Fire Service was called out to deal with 48 incidents of antisocial behaviour last year relating to fire. The cost of each incident is estimated at £2,000 meaning the total cost for Newburn Ward during 2008 was £96,000! The Fire Service thinks they can reduce this figure in 2009 through a ward-wide information campaign to raise awareness of the consequences of fire-related anti-social behaviour and how local residents can prevent and report such incidents. The Princes Trust Team at Gosforth Community Fire Station would design a Mailshot, to be delivered to every household in the ward.

Tool M: UDecide (Newcastle) voting event brochure (page 5 and 6)



**6 Project title: Blucher Online**  
**Project cost: £1537.97**  
 From Blucher (Thursday) Young Peoples Group

This project provides new internet facilities to be hosted at Blucher Methodist Church – the facilities would consist of two lap tops and broadband internet connection as well as the paper, ink and other sundries that would be used by the 31 young people who attend the Thursday night club at the Church. The facilities will help to maintain the current membership and attract new members providing positive activities for young people and helping to reduce the potential for anti social behaviour in the village. The internet access may also be used to develop other new community activities such as homework clubs, silver surfers, local history and genealogy clubs.

**7 Project title: The All Seeing Eye**  
**Project costs: £798**  
 From Newburn Community Centre

Newburn Community Centre would like to fit 4 external CCTV cameras to the building to help protect it against vandalism, break ins, criminal damage and environmental crime. The CCTV system is internally managed on recordable discs and will provide a deterrent as well as evidence of anti social behaviour. The cameras will also provide some security for adjacent properties and make users of the Community Centre feel safer and more confident. The project will help to reduce anti social behaviour, save money on repairs and maintenance and help people feel safer in their community.

**8 Project title: Stopped in your tracks**  
**Project Costs: £2500.00**  
 From Northumbria Police

The funding is required to purchase a "tracker" device – this is an item of equipment used by police which is inserted into an item of property eg. a laptop or a SatNav. Police set up an item which is left in a location and officers wait nearby ready to react should the property be stolen. The tracker emits a signal which can be followed until the item is recovered and the offender detained. The tracker would be targeted at hot spots for crime and would help to reduce fear of crime when success are publicised through the local media. Residents will feel more confident in local police activity and securing convictions against offenders will result in longer term reduction in crime and fear of crime in the area.

**4 Project title: Dene not Dump!**  
**Project cost: £10646.00**  
 From The Friends of Throckley and Walbottle Dene

The Friends of Throckley and Walbottle Dene are committed to preserving this ancient woodland and hope that funding from U Decide will help their cause. Illegal fly tipping and rubbish dumping is hampering local people's enjoyment of the Dene and has increasingly become a problem in recent years. This Group feel that high palisade fencing along Dilly Lane to Horse Stile and decorative fencing along Mayfield Avenue could improve security and have a tremendous impact on the number of fly tipping incidents. Plus if the Dene starts to look better, people may be encouraged to keep it that way.

**5 Project title: Spin a disc not a bottle**  
**Project cost: £1450.00**  
 From Throckley Monday Mayhem

This project aims to provide diversionary activities using music to engage with young people and provide them with opportunities to learn lyric writing and beat matching from professional musicians – Co musica - from the Sage Gateshead.

The grant would be used to purchase record decks, mixers and amps and associated equipment (£1,200) which would be available for youth work after this project finishes and to employ the fund Co-musica trainers (£250) to work with a group of young men at youth work sessions in the Throckley Community Hall.

The use of loaned decks in the past has attracted new members to the youth club and volunteers and youth workers are confident they would be very popular with local young people providing a positive contribution to reducing anti-social behaviour.

**6 Project title: Rhyme and Community Safety**  
**Project cost: £7800.00**  
 From Arts Development Team

This imaginative project aims to break down the barriers between the generations by bringing old and young together to share their community safety concerns... through the medium of rap! This unconventional approach will help to build stronger relationships between local groups of young and older people and challenge stereotypes. The groups will write and record a range of songs and raps over the course of the 15 sessions on the theme of crime and community safety. Their efforts will be compiled into a book (£4,000) to spread their message wider. The book would be launched at a local community event.

Tool M: **U Decide (Newcastle) voting event brochure (page 7 and 8)**

**9 Project title: Green Fingers**

**Project cost: £2850.00**

From Blucher Allotment Association

In recent years, Blucher's allotment has suffered from petty crime and acts of vandalism. Blucher's green fingered residents would like your votes to try and prevent any further incidents. By trimming back the trees and undergrowth on the nearby footpath, visibility could be greatly improved allowing local allotment holders to keep a watchful eye over their produce. This would also make the area less intimidating to local residents. A new security gate and shed locks for those that want them would compliment these environmental improvements and help keep intruders out.



**10 Project title: Safe Storage**

**Project cost: £1400.00**

From St. Cuthbert's RC Primary

Pupils at St Cuthbert's RC Primary are really proud of their school and have some great equipment in their outdoor classroom. With no fence surrounding the classroom however, the pupils are concerned that this equipment could be at risk from theft. Likewise lots of pupils choose to cycle to school, reducing the amount of traffic on the roads and contributing to road safety in the area, but fear their bikes may not be safe without proper storage. The pupils would therefore like U Decide funding to purchase a shed and a cycle minipod which will keep their bikes and outdoor resources safe and secure.

**11 Project title: CSI Newburn**

**Project costs: £6280.00**

From Arts Development Team

To use digital art to create images to go on the back of a pack of larger than average playing cards depicting crime hot spots in the Newburn Ward. A digital artist will work with 4 groups of local people, two older, two younger, to take the photographs and agree the ones chosen for the pack of cards. The images will be made into packs of usable playing cards – the jokers will carry ideas on how to improve the crime scenes and can be used in issue based sessions to prompt discussion. All the photographs taken by the groups will be displayed in a local exhibition and community groups will be given a pack of cards to use with their members.

**12 Project title: Tough on Grime!**

**Project cost: £600.00**

From Enviro Schools

Enviro Schools think that children and young people in Newburn could play a big role in helping to tackle environmental crime. The Team already know from previous work that young people in Newburn are passionate about the environment but would like U Decide funding to "dig" deeper into their issues. Following a series of awareness-raising sessions in each of the Newburn schools on the theme of environmental crime, children and young people would be funded to develop a slogan which promotes a sense of pride in the environment. The slogan would feature in a new sign, displayed around the ward, helping to prevent environmental crime.

**13 Project title: Youth Activities on Face Book**

**Project Costs: £1375.96**

From Throckley Community Hall

The Community Hall would like to establish a web page and social networking site for the young people's groups operating from the Community Hall. The idea is that the site is used to convey information about what's on in the villages and encourage young people to link up with other youth groups in the area. The project would include young people designing the web pages and gaining skills and experience in this area. The project costs include providing a laptop and internet access for the main hall of the Community Hall so that the site is built and monitored during sessions – other computer facilities at the Hall are in separate rooms and are not suitable for this project.

Tool M: UDecide (Newcastle) voting event brochure (page 9 and 10)

**14 Project title: No Time for Crime**

**Project cost: £1500.00**

From Newburn Detached Youth Work Team

When asked how they think anti social behaviour can be tackled, young people from Blucher said: "more activities", "more youth workers", "more intergenerational activities". They have a number of thoughts for what this might mean: "overnight camps", "Pie, Peas and Bingo Nights with older residents", and "cooking and life skills" are among their ideas. The Newburn Detached Youth Work Team has listened to these young people and would like £1500 to develop a package of activities and opportunities that meet their needs. Young people themselves would decide how to spend the money, choosing priorities from the list they compiled for U Decide, to be sure that the activities are a success.



**15 Project title: Prevention is better than cure**

**Project cost: £2029.30**

From Throckley Monday Mayhem

The Throckley Monday Mayhem project believes that prevention is better than cure. The project is bidding for U Decide funding to provide activities for young people in the area so they can channel their energies constructively, reducing the risk of anti-social behaviour. U Decide funding would pay for a range of activities and equipment including Boxercise gear and coach, and a Laser Quasar Kit. Monday Mayhem hope that by providing a wider range of activities, they will be able to attract more young people and make a bigger impact on anti-social behaviour in the area.

**16 Project title: The Apprentice (You're "Fired")**

**Project cost: £3600.00**

From Tyne and Wear Fire and Rescue Service

Building on the success of the Phoenix Project, West Denton Community Fire Station would like to run a special course for young people in the ward who are engaged in or at risk of offending behaviour. The course would provide an opportunity for these young people to gain practical fire service experience, but more importantly it will build their confidence and increase their awareness of the impacts of anti social behaviour. The Fire Station would run two courses, each lasting two days with a maximum of 10 young people per course.

**17 Project title: Fair Play**

**Project cost: £5000.00**

From Throckley Junior Group

The Throckley Junior Group understands the importance of promoting safety and good behaviour from an early age. Through the purchase of new materials and equipment, the Group will be able to undertake workshops with the aim of educating the children about a range of potential risks to their safety such as bonfire night, as well as environmental issues and antisocial behaviour. The children can then practice these skills in their neighbourhoods, encouraging positive behaviour and personal safety among their peers. The Police and Fire Services will be invited to run sessions with the Group using the new materials, to strengthen the message.



**18 Project title: "To be or not to be" - that is the question for Newburn**

**Project cost: £2750.00**

From Live Theatre Team

This project uses theatre and audience participation to help local people express and address community safety problems and take responsibility for and care for the local environment. Theatre for Social Change are professional drama trainers and they will be commissioned to design a programme to address local community safety issues identified by recent community safety events and the Safer Neighbourhoods Action Problem Solving Group. The programme uses live performance to explore and communicate ideas with the specific intention of contributing to social change such as expanding the horizons of participants or altering the viewpoints of individuals. The project is aimed at the whole Newburn ward.

**19 Project title: Don't worry, use your phone!**

**Project cost: £400.00**

From Newburn SNAPS

Local residents surrounding Walbottle Park have told U Decide that anti social behaviour is impacting on their quality of life. Low awareness of the non-emergency number paired with a reluctance to report these incidents, means that local police officers are not aware of the problem. Residents must report incidents if they want the police to respond, so Newburn's Safe Neighbourhoods Action Problem Solving (SNAPS) Group wants your votes to fund an awareness raising campaign. U Decide funding would pay for information packs and the design and production of fridge magnets displaying the non emergency number to encourage residents to report anti social behaviour.

Tool M: **U Decide (Newcastle) voting event brochure (page 11)**



Tool N: Tower Hamlets School Council conference booklet (page 1 and 2)

You Decide! Supermarket Quick List

Here's a quick list of all the items you could buy. You'll find more information about them on the following pages.

Number	Name	Cost
1	Family Learning Summer Programme	£15,000
2	English Language Classes for Parents and Carers	£7,500
3	Youth Disabilities Employment Project	£5000
4	Women's Lifeguard Training Programme	£8,000
5	Engaging young people in community events	£7,000
6	After School Patrols	£20,000
7	Zero Tolerance Drug and Crime Operations	£25,000
8	Warrior Women Personal Safety Training	£6000
9	Street Mediation and Restorative Justice	£10,000
10	No Place for Hate Youth Champions	£15,000
11	Community Shrub and Tree Planting	£20,000
12	Computers for Older People	£60,000
13	Gyms in the Park for Older People	£20,000
14	Handyperson Service for Older People	£70,000
15	Intergenerational Events	£25,000
16	Day Trips for Older People	£20,000

**School Council Conference 2009**  
The first of its kind in Tower Hamlets!

**Friday 16th October**  
Mulberry School for Girls, Richard Street  
Commercial Road, London E1 2JP.

Schools are trekking from across the borough to participate in local decision making. Create a School Council Charter and spend £160,000 on extra local services!

**Stand up and have your say!**  
To take part and find out more click: [www.amp.uk.net/youngmayor](http://www.amp.uk.net/youngmayor) or text "school conference" to: **07931 271 519**

**Young Mayor You Decide!**  
Tower Hamlets Partnership



Tool N: Tower Hamlets School Council conference booklet (page 3 and 4)

**You Decide! Supermarket**

**Item 1**

**Family Learning Summer Programme**  
**COST: £15,000**

This project will be run over the summer and is for parents and their children. It will help parents who don't speak much English to come and learn English through play and activities with their child. This will help them to remember their English skills through the long holiday. Activities might include:

- Cooking and healthy eating
- Crafts
- Other games and activities
- Trips

The project will:

- Involve 150 – 175 participants in the summer workshops
- Have a celebratory event
- Help parents and carers feel less lonely
- Increase skills of Parent and carers
- Increase opportunities to progress to other learning and employment opportunities

**DID YOU KNOW?**

- Many people learning English do not speak it at home so during the summer holidays they lose speaking English skills

**Item 2**

**English Classes for Parents and Carers**  
**COST: £7,500**

This project will teach very basic English to help parents and carers to communicate with the school and their children in English. They will learn useful language such being able to call to say a child is sick and to help them teach their child to read.

The project will:

- Involve 12 learners completing 12 week Family learning ESOL programme (2 sessions a week)
- Provide a crèche
- Help parents and carers feel less lonely
- Increase skills of Parent and carers
- Increase opportunities to progress to other learning and employment opportunities
- Help parents to help their children with homework and reading

**DID YOU KNOW?**

- There are large waiting lists for accredited English language classes across the borough.
- Many of the opportunities are not flexible enough to fit around caring responsibilities.
- Many schools have asked for English language classes for their parents and carers.

**Item 3**

**Youth Disabilities Employment Project**  
**COST: £5,000 per placement**

This project will give two young people with disabilities (aged 18 – 25 years old) 3 months employment. The young person will have special support to make sure that they are having a positive experience and learning as much as possible.

The project could involve the young person working for Greenwich Leisure Limited (who run the borough's leisure facilities), Veolia (who collect waste and recycling) or the Council's Idea Stores. The project will work with the Tower Project, a charity that work with young people with disabilities.

The project will:

- Create job opportunities for two young people with disabilities
- Increase the skills of young disabled people
- Increase opportunities to progress to other learning and employment opportunities
- Hopefully lead to longer employment

**DID YOU KNOW?**

- People with disabilities are the most discriminated against group in the job market.

**Item 4**

**Women's Lifeguard Training Programme**  
**COST: £8,000**

This project will encourage women to train as life guards. The funding will pay for local marketing and recruitment to attract women to programme. The women will be supported to complete the challenging training course. Greenwich Leisure Limited (who run the borough's leisure facilities) will match the funding.

The project will:

- Tackle the shortage of women lifeguards
- Increase the skills of women participating
- Hopefully lead to jobs as life guards.

**DID YOU KNOW?**

- Statistics show that women and girls engage less in physical activity and tend to suffer from poor fitness levels
- Women want more women only swimming sessions but the shortage of women lifeguards has made it difficult.

**Item 5**

**Engaging young people in community events**  
**COST: £7,000 for training for up to 24 young people**

This project will recruit young people as volunteers to support an event or a number of events in their local area. Each participant would be offered training as well as practical experience. Practical

Tool N: Tower Hamlets School Council conference booklet (page 5 and 6)

experience could include: helping to set things up, helping to market events, stewarding, event management, litter picking, running stalls etc. The associated training would complement their practical experience and could include security, stewarding, first aid, hospitality, food hygiene, customer service, artist liaison, or basic first aid.

The project will:

- Train up to 24 young people
- Focus on older young people who are not in education, employment or training
- Help participants access further training and employment
- Prepare young people in the borough for the events which will be going on in the lead-up to the Olympics
- Provide a positive activity for young people
- Engage young people in their local community
- Give young people the skills to run their own events

**DID YOU KNOW?**

- In an average year, the Council's Arts and Events team support in over 100 applications to use the Borough's parks and open spaces for events

**Item 6**

**After School Patrols**

**COST: £20,000**

This project will work with the Police and Tower Hamlets Enforcement Officers. It targets young people's concerns about crime and anti-social behaviour including 'Youth on Youth' crime. They will provide after-school patrols of areas where there is a high amount of crime or where young people feel unsafe. It will help to reassure young people going home from school and reduce the chances of crime and anti-social behaviour happening.

The project will:

- Improve feelings of safety
- Reduce fear of crime
- Reduce crime and anti-social behaviour
- Support local needs and concerns about crime

**DID YOU KNOW?**

- Crime has been cut by over 24% over the past four years in Tower Hamlets

**Item 7**

**Zero Tolerance Drug and Crime Operations**

**COST: £25,000**

This project will fund extra drug, crime and anti-social behaviour operations. They will work with the Tower Hamlets Enforcement Officers and local Safer Neighbourhood Team to reduce crime through enforcement, treatment and education. They will target certain areas in response to information from local residents and via Crimestoppers, to stop drug dealing and other crimes.

The project will:

- Target community concerns

Tower Hamlets Partnership



- Give a report at the end of each operation telling the community what happened and what else needs to be done
- Help advertise, the Safer Neighbourhood Teams, Anti-Social Behaviours and Crimestopper Hotline number.

**DID YOU KNOW?**

- Nominations are now open for the Tower Hamlets Community Safety Awards 2010 . You can nominate someone who really helps reduce crime, drugs or anti-social behaviour in our Borough. Forms are available in Idea Stores, Police Stations and One Stop Shops.

**Item 8**

**Warrior Women Personal Safety Training**

**COST: £6,000 for a 12 person course**

This is an accredited personal safety training course. The course provides women with discussion based learning around safety both in and outside of the home. Participants learn about citizenship, economic empowerment, and personal safety issues including practical self defence. The course can be tailored to meet the specific needs of specific women's groups including younger women.

The project will:

- Train 12 women over a 12 week course
- Reduce fear of crime
- Improve feelings around personal safety
- Increase confidence
- Increase knowledge of local services
- Give participants an accredited qualification

**DID YOU KNOW?**

- Previous participants have found that the course has really helped them with their confidence
- The programme has been very successful so far

**Item 9**

**Street Mediation and Restorative Justice**

**COST: £10,000**

This project will pay for a project worker and any materials they need to carry out a programme of street mediation for young people. The mediation will involve finding neutral venues, getting young people to talk to one another, giving counselling and working to challenge and change core values and attitudes. If needed, the project will identify and co-ordinate appropriate restorative justice.

The project will:

- Improve feelings of safety
- Reduce fear of crime
- Tackle gang culture
- Improve community relations
- Help offenders to take greater responsibility for their actions

Tower Hamlets Partnership



Tool N: Tower Hamlets School Council conference booklet (page 7 and 8)

**DID YOU KNOW?**

- Street mediation is entirely voluntary for everyone involved and works with the community to solve problems

**Item 10**

**No Place for Hate Youth Champions**  
**COST: £15,000**

Ten young people from across the Borough will receive accredited training and support to enable them to fulfil the role of a Youth Hate Crime Champion. Once trained the Youth No Place for Hate Champions will be supported to deliver their own awareness activities amongst their peers, aiming to reach a minimum of 300 young people.

The project will:

- Train 10 young people
- Give young people the opportunity to develop their leadership skills
- Reach 300 young people across the borough through awareness activities
- Improve feelings of safety
- Reduce fear of crime
- Improved awareness of local needs and concerns
- Help people to get on with one another

**DID YOU KNOW?**

- The 'No Place for Hate Campaign Pledge' launched on 10 December 2008
- Organisations and individuals can sign the pledge against hate. Celebrities such as Sir Ian McKellen have already made their pledge.

**Item 11**

**Community Shrub and Tree Planting**  
**COST: £20,000 for 30 trees or 150 shrubs**

This project will plant new shrub beds in parks and open spaces or new trees in streets, parks and open spaces. The shrub beds will include plants like bulbs, roses and climbing plants. Local community planting events would take place including the planting of by young people and schools.

The project will:

- Improve the environment
- Involve young people in some planting
- Work with the community to choose where the trees or shrubs get planted

**DID YOU KNOW?**

- Shrubs and planted beds provide colour, interest and seasonal change as well as create an important habitat for birds and wildlife
- Trees improve air quality and establish green links between open spaces

**Item 12**

**Computers for Older People**  
**COST: £60,000**



This project will be based around sheltered housing schemes and day centres. It will help older people in the Borough to feel more connected to the worldwide web. Training will be provided by young volunteers to help older people to use the internet and packages such as Skype so they can keep in contact with friends and family. The project is a way of developing links between generations, and also providing positive activities for young people. References can be provided to volunteers looking to find paid employment.

The project will:

- Provide 42 laptops with broadband to be located across the borough
- Provide Software for visually impaired people
- Provide Webcams for Skype usage
- Employ a co-ordinator to oversee the project
- Fund a volunteer programme for young people to help older people

**DID YOU KNOW?**

- Just 28% of people over the age of 65 have home internet access
- More than two thirds of older people who are currently not connected said they would get online if they had the right support

**Item 13**

**Gyms in the Park for Older People**  
**COST: £20,000**

This project will buy 5 pieces of gym equipment especially for older people. We want to encourage a healthy, active lifestyle and this could be a fun way to reach this goal! We will draw up a list of potential sites for the outdoor gym from park spaces to housing estates and the final decision on where the outdoor gym will be located will be made by your young mayors.

This project will:

- Buy equipment especially for older people but it can be used by everyone
- Encourage older people to get active
- Promote healthy lifestyles

**DID YOU KNOW?**

- Research shows that we benefit if we become more active more often, whatever our age
- Exercise makes the heart stronger, increases energy levels, muscle strength and bone density and reduces the risk of falls

**Item 14**

**Handyperson Service for Older People**  
**COST: £70,000**

This project will increase the capacity of Age Concern's 'Handyperson' service. This is a team of handy people available to older people in Tower Hamlets who provide three different types of service: general handyperson services, home security and accident prevention.

The project will:

- Visit 100 older people and the necessary home security adaptations will be made ie spy holes on doors, extra locks, alarms
- Visit 160 people for accident prevention and 448 jobs will be completed ie installing grab rails

## Tool N: Tower Hamlets School Council conference booklet (page 9 and 10)

### You Decide! Your Shopping List

Here's some space to write down what you'd like to buy



- Visit 220 people and 648 jobs will be completed ie putting up shelves, pictures, curtains etc.
- Allow the Handyperson service to help more people
- Help older people stay independent
- Improve the health and safety of older people
- Offer advice and equipment to victims of burglary

#### DID YOU KNOW?

- For many older people just a little extra support can mean that they continue to enjoy living at home for many years

#### Item 15

##### Intergenerational Events

COST: £25, 000

This project will provide a programme of inter-generational events that can be enjoyed by people from all backgrounds and age groups.

The project will:

- Encourage older and young people to have fun together
- Promote community cohesion

#### DID YOU KNOW?

- In 2008 the number of over 60s outnumbered the under 16s for the first time in British history
- Intergenerational work can help beat stereotypes through building bridges between people who might not normally meet and helping them to share their skills.

#### Item 16

##### Day Trips for Older People

COST: £20,000 for 12 trips

This project will work with the voluntary sector to provide regular trips for older people out of the borough particularly for those who are not part of a community group. They could go to the seaside, historical sites and tourist destinations. Older people will pay a small fee (approximately £5) which would cover the cost of the transport, lunch / refreshments and entry fee if applicable. Young people could be recruited as volunteers to help on the day.

The project will:

- Provide one day trip per month for 200 people each time
- Help older people meet other older people
- Encourage older and young people to get to know each other

#### DID YOU KNOW?

- Loneliness affects 1 in 10 older people in the UK



Tool N: **Tower Hamlets School Council conference booklet (page 11)**

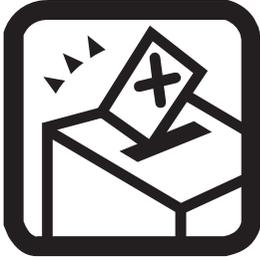
**You Decide! Your Shopping Basket**

In this table you can write down what you have bought so that you can keep a track on your spending!

	ITEMS	COST
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
26		
27		
28		
29		
30		
31		
32		
33		



Tool O: **Southampton voting form (page 1)**



## Hints for scoring the projects

All of the projects being presented today have common aims. It is up to you to decide which ones you think will benefit residents the most.

- Each project will have three minutes to tell the audience about their idea
- You will hear about 9 projects and then be asked to give them each a score out of 5
- When you have scored these, we will collect the score sheets (please keep them stapled together and have them ready for the collector). You will do the same for the next 9 after the break.

**Remember – if you leave at any time before the results have been announced, your votes will not be counted!**

Adapted from the Thornhill, Southampton project. More resources can be found in their evaluation report

Number:



## SCORE SHEET – 1

On the next few pages you will see a brief summary of each project. When you have watched all of the presentations, please give each project a score by putting an 'X' in one of the boxes next to the project's name. Please keep the sheets stapled together. **Remember** – you are not judging the presentation skills of the people you are listening to, but deciding whether their project will benefit your community. You will score each project between 1 and 5.

### Scores:

- 5 points – I prefer these ideas the most
- 3-4 points – I like these ideas
- 1-2 points – These are my least preferred idea

**When you have seen and scored these presentations, please wait for a member of staff to collect them**

Tool O: **Southampton voting form (page 3)**

No.	Project	1 Least preferred	2 	3	4	5 Most preferred 
1.	Name and short description					
2.						
3.						

Tool P: **Acorns ballot paper (outside)**

FREEPOST RLUH-LCZK-KKYH  
Ballot c/o Democratic Services (RAM/LB)  
Legal and Democratic Services  
North Lincolnshire Council  
Pittwood House  
Scunthorpe  
DN16 1AB

## BALLOT PAPER

HAVE YOUR SAY IN...

acorns  
**Your Voice**  
**Your Choice**



RIDDINGS - WESTCLIFF - MANOR FARM - RIDDINGS - WESTCLIFF - MANOR FARM

**Use your vote!**

Have your say on how £20,000 of community safety money is spent in the Acorns and enter a free draw to win a £100 shopping spree

March 18 - 30, 2009

**Acorns Neighbourhood Management (01724) 749076**

Tool P: **Acorns ballot paper (inside)**

MOISTEN HERE



**You can decide how £20,000 is spent in your neighbourhood. Each project is worth £5,000. Decide which 4 projects will be of most benefit to your community and mark them with an X.**

All residents aged 18 years and over who live in the Westcliff, Riddings and Manor Farm areas are entitled to vote. Additional ballot papers can be obtained by contacting Acorns on (01724) 749076 and we will send one out to you, or come to one of the consultation road shows listed in your newsletter.

**Making your choice**

- Read about all these projects in your Acorns Your Voice Your Choice newsletter
- Speak to any of the projects directly by using their contact details in the newsletter and ask your questions
- Come along to any of the consultation road shows listed in your newsletter for more information

**How to vote**

- Put an X in four boxes alongside the projects you want. You must not vote for more than four projects or your ballot paper will be spoilt and your vote will not count.
- To make sure your vote is valid and counted you must enter your name and address and signature.

**Enter your vote**

- By FREEPOST – seal this ballot paper and pop it in the post (**no stamp required**). Ballot papers must arrive by 12 noon on Monday March 30th when the ballot closes.
- In person – Pop your ballot paper in any of the ballot boxes at:
  - Westcliff Drop-In Centre in the Precinct
  - Riddings Drop-In Centre on Willoughby Road
  - Acorns Neighbourhood Management office in the North Lincolnshire Homes Housing Office at 65, Enderby Road.
- In person – at any of the mobile consultation stations across the estates during the voting period (see your newsletter for more information)

**Choose four projects:**

- Project A** – Fairplay Football – North Lincolnshire Fairplay Football
- Project B** – Mixed Junior Football – Scunthorpe United Community Sport & Education Trust
- Project C** – Fire Prevention – Humberside Fire & Rescue Service
- Project D** – Cycle Safety – Humberside Police Acorns Neighbourhood Policing Team
- Project E** – Door Alarms – Humberside Police Acorns Neighbourhood Policing Team
- Project F** – ASBO Turnaround – New Westcliff Residents Association
- Project G** – Neighbourhood Clean-Up – North Lincolnshire Homes
- Project H** – Young & Old together – Riddings Action Group
- Project I** – Scunthorpe Sea Cadets
- Project J** – Youth Activities – Westcliff Drop-In Centre .

Name (print) \_\_\_\_\_

Name (signature) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post code \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

All valid ballot papers will be entered into a free draw to win £100 in shopping vouchers. Terms and Conditions of Entry: The draw will take place at the Acorns Neighbourhood Management Annual General Meeting on Monday March 30th at 6pm at Kingsway Business Centre, Kingsway, Scunthorpe. A winner will be drawn at random and will be notified in writing. You must be willing to take part in any associated publicity. NO cash alternative offered. Incomplete or defaced ballot papers will be disqualified from the draw.

MOISTEN HERE

FOLD HERE

MOISTEN HERE

FOLD HERE

## Consensus voting/Policy Slam

### Introduction

Consensus voting is a voting system in which people give their preferences on all the options. Policy Slam is a workshop format built around consensus voting.

This section explains how consensus voting works and compares it with sticky dot voting. The next section explains how Policy Slam works and how to adapt it for participatory budgeting. The final section explains where to find out more and how to get some help.

#### How does consensus voting work?

Consensus voting identifies that option which enjoys the most overall support. There are three stages. First, a list of options is identified. Secondly, in the vote, participants are invited to rank these options according to their preferences. The higher the preference, the greater the number of points.

Finally, the votes are counted. If there are six options on the ballot paper, and if a voter indicates a ranking for all six, then a first preference gets six points, a second preference five points, and so on. The winner is the option with the most points overall.

#### An example

We ran a trial with a very small number of voters to see how consensus voting would work for participatory budgeting. nef worked with the service users of the Holy Cross Community Trust in Kings Cross in London. We used consensus voting to help the service users choose how to spend £500 which was provided as an incentive to work with us. In a meeting, seven of them put their preferred four, out of a total of 10 options, in order. 'Projector and screen', costing £120, came top with 14 points. 'More computers, scanner and printer, plus software', costing £200, came second with 12 points. 'Top soil and fork for garden', costing £100, came third with seven points – leaving £80 unspent.

#### How does consensus voting compare with sticky dot voting?

Sticky dot voting is simple and easy to use and suitable on many occasions. But there are some circumstances in which consensus voting is worth considering:

1. When there are strong differences between people and groups and you are seeking to promote community cohesion.

With consensus voting, you can ask people to vote on all the options. (Although that needn't be the case, as in the example above.) With sticky dot voting, you don't know what people feel about options they don't vote for – except that they didn't vote for them. It may not pick up the differences between two options:

- One that is much liked by half the voters and much disliked by the other half
- One that is much liked by half the voters, with the other half indifferent.

The next advantage of consensus voting is that it encourages constructive dialogue. Every protagonist has an incentive to engage with all the voters, in the hope of

## Tool Q: NEF Consensus Voting / Policy Slam, information (page 2)

persuading them to rate their particular option, say, third instead of fifth. Maybe they adapt their own option slightly to make it more appealing. The process itself encourages a search for consensus. This incentive is much less strong with sticky dot voting, when I know that you have the choice to give all your votes to your favourite option.

Finally, this approach reveals the level of consensus. Suppose there are five options and ten voters. If all give 5 points to one option, its total will be the maximum, 50 – complete consensus, on the other hand, if five voters give the 5 options respectively 5, 4, 3, 2 and 1 points, and the other five give the options 1, 2, 3, 4 and 5 points, then every option totals 30 points and there is no consensus at all. If the vote shows a low degree of consensus, the organisers could see whether the top option could be made more attractive by including elements from other options. Or they might regard the vote as a straw poll, and hold further discussion and another vote.

## 2. Where you can't get all the voters into one room

Consensus voting can happen:

- by postal vote: it has been used with over 700 people in a postal vote.
- on-line: we ran an experiment on the openDemocracy website (see [www.opendemocracy.net/deborda](http://www.opendemocracy.net/deborda)), in which 76 people voted.

## How Policy Slam works

We haven't run a Policy Slam as part of participatory budgeting yet. So first we give a typical timetable, on a different topic. Then we show how it could be adapted.

The topic in this case was: "How much power should local councils (parish and town councils) have in the 21st century?" this was discussed as part of a University of Gloucestershire Summer Seminar in Cheltenham in July 2009.

The timetable was:

When	What
1.30 – 1.40	Introduction to the session. Ballot papers distributed containing six proposals in response to the topic. First consensus vote.
1.40 – 1.50	Votes analysed and the results explained. The proposal that came top was: "Parish and Town Councils should have the power to decide locally what is best for their people through a power of General Competence"
1.50 – 2.20	Each response had someone to propose and support it. Each speaker had five minutes to explain and justify their proposal
2.20 – 3.00	The 60 or so participants, apart from the speakers, were at six tables. The speakers spent six minutes at each table discussing their proposal, and then moved on.
3.00 – 3.10	The speakers summarised the discussions they had had and said if they wanted to amend their proposals. We then looked at whether proposals could be merged. This left us with three proposals.
3.10 – 3.20	Second vote. The proposal that came top before had been merged with another to become: "Local councils should have powers and duties to deliver all appropriate services in the locality."

Tool Q: **NEF Consensus Voting / Policy Slam, information (page 3)**

	<p>This should be accompanied by increased:</p> <ul style="list-style-type: none"> <li>• resources</li> <li>• quality control</li> <li>• accountability”</li> </ul> <p>This again came top, and there was overlap with the proposal that came second.</p>
3.20 – 3.30	Discussion of second vote
3.30	Close

Adapting Policy Slam for participatory budgeting

Consensus voting works best with around six options, as most of us can hold this many options in our head, and so make a proper comparison between them. We may be OK up to nine or ten, but more than that we cannot cope with. If many more projects than this are suggested, there are two ways to proceed:

1. Use something like sticky dot voting to identify the top six to ten, and then hold a consensus vote
2. Assemble the projects into around six ‘packages’, each with a theme, each containing several projects. This can be done in three ways:
  - Either each package might use up the whole budget,
  - Or each package uses only part of it so that two or three packages are needed to make up the whole budget.
  - Get people to vote on priorities and principles, not on the projects themselves. Although this risks being less transparent, this is what Fair Share Trust Ponders End, faced with 40 projects to choose between, decided to do. A consensus vote at the Ponders End Festival in June 2007 ended with two out of four possible priorities first equal:

“Encourage an active, thriving and inclusive community in Ponders End, improving the quality of life and well-being of all residents.

Support joined-up provision of activities for children and young people in Ponders End to enable them to develop into active members of an inclusive society.”

Other changes to the format will depend on your own circumstances, such as whether the projects are known beforehand or being proposed on the day.

**Further information and support**

**Decision-Maker** consensus voting software is available from the de Borda Institute and will shortly be available, free, on-line. Either visit [www.deborda.org/](http://www.deborda.org/) or contact Peter Emerson of the de Borda Institute:

E: pemerson@deborda.org  
 T: 028 9071 1795

**nef** use a simpler Excel spreadsheet. This, plus further advice, is available from: Perry Walker of the new economics foundation:

E: Perry.Walker@neweconomics.org  
 T: 020 7820 6360

**nef** have been developing Policy Slam with funding from the Democratic Innovation Fund of the Ministry of Justice. If you have an event taking place before the end of February 2010, **nef** may be able to use that funding to support you for free. Contact Perry for more details.

Tool R: **Manton Evaluation Bingo**

## Voice Your Choice checklist – cross a box if any of these things happen today!

For a free Voice Your Choice prize, please tell us what you think. Use the empty boxes or the back for other comments.

I'm having a good time	I wouldn't do this again	I asked for something in advance and it's here	I'm worried my kids aren't happy	The day is well organised	The time is going quickly
I don't like the food	I feel this is good for our neighbourhoods	I'm not happy about voting	The day is badly organised	I think everything is being done fairly	The voting seems quite easy
I would do this again	Some of the projects won't be good for the area	I fancy getting involved in this sort of thing again	I'm not sure what it's all about	I wouldn't tell other people about Voice Your Choice	I like the venue
I feel a bit bored	The ideas could be better	All the projects would be good for the area	Everything seems to take ages	I don't like the venue	
I find the voting procedure confusing	I might do this again	I'm inspired by what I'm seeing and hearing	Everyone can take part	My kids are being well looked after	
I might tell other people about Voice Your Choice	The food is great	I'm not having a good time	I don't think the way it's done is fair	I would tell other people about Voice Your Choice	
I feel like I'm having a real say in what will happen where I live	I asked for something in advance and it isn't here	It seems like a waste of time	I think it's a good way of getting people involved in their area	I'm happy to vote	

Thanks for telling us what you think of the [insert name of PB event] Voting Event. Would you be willing to let us phone you in the next few weeks to find out more? If so, or if you want to get involved in this sort of thing yourself, please put your name, address and telephone number below.

Tool S: **Mansfield satisfaction and monitoring form (front)**

What did you like or dislike about the day??



- The day was well organised
- I liked the venue
- I could hear everything
- I could see everything
- I liked the food
- I liked the presentations
- I was happy to vote
- Voting instructions were clear
- I think everything was done fairly
- I feel this is good for my area
- I would do this again

Any other comments

.....  
.....  
.....

Provided by Mansfield council from their voting process in East Mansfield.

Tool S: **Mansfield satisfaction and monitoring form (back)**

**EQUALITIES MONITORING**

We want to ensure that all our services are delivered fairly. We are therefore asking you the following questions, so that we can make sure that our services consider everyone's needs. **The information you provide will be kept strictly confidential.** We will use your answers to pull together statistical information that will assist the council to check the equality of any services you receive. If you choose not to answer any of these questions it will not affect the service you receive.

<b>Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<b>For each section please tick the appropriate box</b>
---------------	-------------------------------	---------------------------------	---

<b>Age</b>					
16-25	26-35	36-45	46-55	56-65	66+

To which of these groups do you consider you belong to?

<p><b>White</b></p> <p>British .....</p> <p>Irish .....</p> <p>Any other White background (PLEASE WRITE IN).....</p> <p>.....</p>	<p><b>Black or Black British</b></p> <p>Caribbean .....</p> <p>African .....</p> <p>Any other Black background (PLEASE WRITE IN) .....</p> <p>Voting registration Number: 200.....</p>
<p><b>Mixed</b></p> <p>White &amp; Black Caribbean.....</p> <p>White &amp; Black African.....</p> <p>White &amp; Asian .....</p> <p>Any other mixed background (PLEASE WRITE IN).....</p> <p>.....</p>	<p><b>Asian or Asian British</b></p> <p>Indian.....</p> <p>Pakistani.....</p> <p>Bangladeshi.....</p> <p>Any other Asian background (PLEASE WRITE IN) .....</p> <p>.....</p>
<p>Chinese.....</p>	<p><b>Other ethnic group (PLEASE WRITE IN) .....</b></p> <p>.....</p>

<b>Disability:</b>		
Do you consider yourself a disabled person as defined by the disability discrimination act?	Yes	No
<b>What is your religion/belief?</b>		
None	Christian	Buddhist
Muslim	Sikh	prefer not to say
Any other religion or belief – please write -		
How could we improve our services to you?		

THANK YOU FOR YOUR ASSISTANCE

Provided by Mansfield council from their voting process in East Mansfield.

# [INSERT EVENT NAME] PARTICIPATORY BUDGETING

---

Contract Agreement for '[insert name of grant] Participatory Budgeting' grant between [insert organisation responsible for funds] and:

**Name of Group/Organisation:** «Company»  
**Project Reference Number:** «Ref\_No»  
**Name of Applicant:** «Full\_Name»  
**Cheque made payable to (Banker):** «Bankers\_name»

1. In this document “[insert name of organisation responsible for funding]”, “we” and “us” refer to [insert name of organisation responsible for funding]; “recipient”, “your” and “you” refer to the organisation and persons named above, who have received a '[INSERT NAME OF GRANTS POT] PARTICIPATORY BUDGETING' grant payment. “Payment” refers to grant and “Proposal” refers to your suggestion for improvement of service. Other terms are to be understood in the context of this agreement, your application and any other correspondence or communication between you and us.
2. Acceptance of this agreement is one of the conditions of the [INSERT NAME OF GRANT] PARTICIPATORY BUDGETING grant, but other conditions may be attached to an offer. Acceptance is not confirmed until the details of the proposal/project and the amount of the payment have been agreed in writing and this agreement has been signed by both yourself and an authorised representative of [insert name of responsible organisation]. You are advised not to enter into any commitments on the basis of a conditional offer of a payment. Each party will hold a copy of the signed agreement.
3. This agreement sets out the terms under which [INSERT NAME OF GRANT] PARTICIPATORY BUDGETING payment - a grant with cash value, is to be made by [insert name of responsible organisation]. The payment is for a specific proposal/project and the associated spend is for the improvement of specified neighbourhoods in [insert local area/theme] and or service directly impacting on these areas, as outlined in your application form to us and subsequently awarded/amended at the 'Participatory Event'. The amount of the payment is also based upon funds approved at the 'Participatory Event', provision of breakdown of realistic budget and any amendments agreed between you and [insert name of responsible organisation]. Details of the agreed proposal/project and budget form part of this agreement.
4. You agree to spend the funds awarded to you in the areas you have agreed to work in as outlined in your application form and subsequently confirmed or amended at the Participatory Budgeting Event. Any variation to this commitment must be agreed in writing with [insert name of responsible organisation]. Failure to adhere to this arrangement may result in your overall budget being adjusted accordingly.
5. This agreement is made with you as the representative of your group and or organisation you are employed by and in the understanding that this group/organisation will be accountable for the delivery of the proposal/project. The grant is not transferable.

## Tool T: Draft PB grant contract (page 2)

6. The payment scheme is funded through public money. You agree to grant [insert name of responsible organisation], its authorised agents and statutory audit bodies access to all documents relating to the grant.
7. [insert name of responsible organisation] agrees to fund your proposal/project up to the maximum amount agreed with you. At our discretion, all or part value of the payment, may be administered by [insert name of responsible organisation] for your project.
8. [insert name of responsible organisation] is not responsible for any costs or liabilities incurred by you and your organisation in connection with the proposal/project you have applied for. You are advised to consider purchasing appropriate liability insurance, if not already covered by your group's/organisation's current policy. Any project that involves working with children must ensure that appropriate CIB checks are in place before any activity is carried out in accordance with legislation regarding children and young people. You are responsible for ensuring that you keep to the law and any relevant regulations.
9. You may not at any time claim to be a representative, employee or agent of [insert name of responsible organisation]. Should you become aware that anyone you are dealing with believes you are acting on behalf of [insert name of responsible organisation], you must make it clear that this is not the case.
10. You must mention "[insert name of responsible organisation]" and "[insert name of external funding pot, if applicable]" in any publicity material for your project, but each time you wish to print or distribute anything bearing our name you must get our approval. You may not use the relevant logos without our express permission.
11. The payment may only be used for the agreed proposal in accordance with the agreed budget details. Before making any purchases you should ensure that they are covered by the agreed budget. Any alterations to the project or budget must be agreed in writing by [insert name of responsible organisation].
12. The payment is made for the period not exceeding twelve months or until [insert date by which funds must be spent], whichever is sooner, from date of this agreement (the "specified period") and may be renewed, subject to approval by [insert name of responsible organisation]. Any alterations to these dates must be agreed in writing.
13. You certify that all information given in your application, in any additional papers you have given us and in conversations with representatives of [insert name of responsible organisation] is true and complete to the best of your knowledge and belief.
14. If the budget allows for the purchase of equipment, the items may only be bought after the purchase has been approved by [insert name of responsible organisation]. We may decide to make such purchases on your behalf. Full details of items bought must be given to [insert name of responsible organisation]. Such payment scheme assets do not become your property and may not be sold or otherwise disposed of without [insert name of responsible organisation] express consent.
15. You agree to keep full written records of what the payment is spent on and to obtain original receipts as proof of expenditure. You agree to give [insert name of responsible organisation], other bodies appointed by [insert name of responsible organisation] full access to the accounts and to supply a progress report to [insert name of responsible organisation] every three months from date of this agreement. (Progress report includes a written report on your proposal's progress including copies of literature, income and expenditure accounts for the period. Original receipts of expenditure will be held by your organisation and allow access by [insert name of responsible organisation] on request).
16. You agree to provide a final written report and supporting documentation on completion of your proposal to show how it has matched up to agreed aims and targets.

Tool T: **Draft PB grant contract (page 3)**

17. You agree that all or part of any money paid under this agreement must be repaid to [insert name of responsible organisation] if:
- a) you fail to apply the payment for the purposes for which it is awarded.
  - b) the payment money is not spent for the approved purpose within the specified period.
  - c) payment money is incorrectly paid to you as a result of any administrative error.
  - d) equipment purchased from the payment is disposed of without the express approval of [insert name of responsible organisation].
  - e) you do not account satisfactorily for payment money or produce acceptable original receipts.
  - f) you supply or have supplied incorrect or incomplete or misleading information [insert name of responsible organisation] or its agents, or if you act fraudulently or negligently in the course of completing your proposal.
  - g) you carry out all or part of your proposal in a way that is incompatible with [insert name of responsible organisation] policy or the law on equal opportunities and discrimination.
  - h) you cease to have legal control of your finances or become bankrupt.
18. Should any part of this agreement be invalid, the remaining parts retain their validity and both they and the document as a whole are to be interpreted, as far as possible, as if the whole document were valid as written.
19. Agreed budget:

	Description:	Budget:
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	<b>TOTAL BUDGET:</b>	£ -
	<b>LESS 30%</b>	£ -
	<b>BALANCE:</b>	£ -

20. Please note that we are releasing [insert percentage of initial payment]% of the total payment. The remaining balance of [insert percentage of final payment]% will remain with [insert name of responsible organisation] until you/your group can demonstrate that the project is making reasonable progress and is in a position to receive the balance. This will be based on receipt of appropriate documents, as requested, i.e. quarterly progress reports, accounts, etc.
21. I accept the cheque payment of £ . The remaining [insert percentage of final payment]% will be sent in due course, subject to Section 3 & 20.
22. We, the undersigned, confirm that the information we have given in the [insert name of grant pot] Participatory Budgeting Application Form and the information as detailed in this contract is true and complete to the best of our knowledge and belief.

Tool T: **Draft PB grant contract (page 4)**

We understand that any material omission or untrue statement may:

- lead to the withdrawal of any payment/allocation of grants
- make each of us individually liable for the repayment of any money/grant allocation
- result in legal action being taken against each of us

**Data protection:** Information given here will be stored by [insert name of responsible organisation]. The names of applicants, their contact details and other general information about their applications may be made public, unless otherwise agreed. Other information about applicants will not be made public without their agreement

**PLEASE NOTE THAT ALL PROJECT ACTIVITY MUST BE COMPLETED BY [INSERT FINAL DATE BY WHICH PROJECTS MUST BE COMPLETED].**

---

**This agreement is legally binding. Only sign it if you understand and accept the contents.**

Name of person responsible on behalf of group/organisation: .....

Signature: ..... Date: .....

Name of person responsible on behalf of **banking** organisation (**Treasurer**):

.....

Signature: ..... Date: .....

On behalf of [insert name of responsible organisation]: .....

Date: .....

**Name:** [officer signing on behalf of responsible organisation]      **Position:** [position of officer]



**Your Norfolk**  
your decision

**Norfolk's Pilot** on

# **Participatory Budgeting**

What has happened since December 2008



Autumn 2009

# **Norfolk Ambition**

The sustainable community strategy for Norfolk, 2003-2023

Tool U: **Your Norfolk progress leaflet (page 2)**

**Thank you** very much for helping to make the Your Norfolk Your Decision Day such a success. It may seem a long time since 6th December 2008, but the Norfolk County Strategic Partnership has been keeping track with the nine projects to which you allocated a total of £200,000. For a reminder of the day, why not have a look at the Your Norfolk Your Decision film on the Norfolk Ambition website: [www.norfolkambition.gov.uk](http://www.norfolkambition.gov.uk) under "News".

In this update we list the winning projects and also take a closer look into the work that they have been doing. We'll also tell you how we have opened up Your Norfolk Your Decision to be a county-wide initiative with participatory budgeting pilots occurring simultaneously in Norfolk during 2009-10.

We hope you enjoy this update and can see that real progress and innovation have been achieved with your help. We are always interested to hear your feedback, so please do get in touch via the Norfolk Ambition website: [norfolkambition.gov.uk](http://norfolkambition.gov.uk) or contact **Caroline Money** on **01603 228961** or e-mail [caroline.money@norfolk.gov.uk](mailto:caroline.money@norfolk.gov.uk).



Your Norfolk Your Decision Winners

Tool U: **Your Norfolk progress leaflet (page 3)**

**A reminder of the projects you decided should be funded**

Organisation	Amount	Summary	What we've done in six months
	£60,000	The Grow Organisation provides free gardening services to vulnerable people in the community, whilst providing work experience, life skills, accredited qualifications, mentoring and support to those disadvantaged in the labour market.	Pride in your Street project in NR5; trained 68 individuals in catering and food safety qualifications; delivered more than 18,000 hours of community work.
	£10,000	The Norfolk Youth Games enable disabled youngsters within the county to try different sports, have a fun and challenging experience doing so and to progress within a sport and, if they have the potential, to the pinnacle of the Paralympics.	The Youth Games multisports festival swimming gala both held in summer 2009; supported on-going clubs across the county.
	£30,000	A project where young people can learn, teach, listen and respect one another, taking out negative feelings, making positive choices and changing lives.	Held 18 workshops; produced three plays; reached over 80 students and training on issues about hate crime.
	£9,105	15 individuals will be trained in trades skills, plastering, tiling and painting and decorating, earning a national qualification.	Trained 16 young people with 14 achieving trade skills qualifications.
	£2,500	CATS' aim is to promote and reward positive community action through the presentation of sports-based awards to young people and promoting healthy life styles and social responsibility.	Established CATS committee with 15 young people participating; charity football match; litter picking event.
	£9,000	Engagement is key, offering young people, often surrounded by crime and disadvantage, a course that will give them the aspiration and ability to change their lives and gain a job or place on a course.	Three week programme for 16-18 year olds not in education or employment, gaining coaching/key skills qualifications.
	£47,500	This project will provide support to older people with a personal budget, providing people with more control of their care/support needs.	Providing an advocacy service to older people; supported clients to access benefits.
	£15,000	Goalz uses sport and football to engage a very hard to reach group of young people who are not in education, employment or training. The aim is to complete Open College Network and sports qualifications and volunteer within the local community.	Four young people attended course to coach; 14 young people gaining experience at outdoor adventure centre; four receiving training and one gaining employment.
	£16,895	This is a domestic violence support service to women, providing advice and emotional and practical support on issues around safety, welfare, housing and finances.	Raising awareness at local councils, police stations and Sure Start centres; one to one visits and support.

## Tool U: **Your Norfolk progress leaflet (page 4)**

### So, in summary what have these projects achieved in the first six months?

- **3930 people have directly benefited from Your Norfolk Your Decision participatory budgeting projects.**
- **The projects benefit a diverse cross section of the community, focussing on young people, disadvantaged people living in both rural and urban areas and on older people.**
- **Projects are aimed at addressing multiple areas of disadvantage, as well as working with wider social areas such as employment and cohesion.**
- **One project has brought in 25 jobs and £3 million in additional funding in the last six months, as well as securing 130 new jobs from October 2009.**

### This is what the projects have said

***“The largest single sporting event for disabled young people in Norfolk has taken place.”***

***Projects are tackling “Higher unemployment, greater levels of anti social behaviour and lost opportunities.”***

***Young people have the confidence to say, “They are the solution, not the problem”***

***We don’t have to “beg, borrow and steal from other local groups and organisations.”***

***“12 young people [are no longer] doing nothing with they’re lives but now they’re moving forwards.”***

***“One of the clients supported has grown in confidence to raise awareness to encourage other victims to come forward.”***

## Leading the way

### Since holding the Pilot, Norfolk has been involved in the following:

- Helping to set policy at the national level by involvement in the National Participatory Budgeting Steering Group.
- Spreading Norfolk's experience of Participatory Budgeting through Improvement East workshops in the region and recording Your Norfolk Your Decision as a case study and short video.
- Helping to inform national policy regarding Rural Participatory Budgeting Pilots.
- Setting the framework for evaluating participatory budgeting across the country through the National Evaluation of Participatory Budgeting Pilots.
- Selected for the front cover of the County Beacon, a newsletter which looks at best practice in county councils.
- Short listed for the Local Public Services Excellence Awards by the Chartered Institute of Public Relations.



Tool U: **Your Norfolk progress leaflet (page 6)**

# What's happening this year?



## **Your Norfolk** your decision – getting more people involved:

In March 2009 the Norfolk County Strategic Partnership allocated a further £200,000 to participatory budgeting initiatives. This time we've asked our partner organisations to hold their own pilots, to increase involvement and participation and also to make PB more local. Seven partner organisations were allocated funding by the original Your Norfolk Your Decision Steering Group. These will take place in areas including Sprowston, Downham Market, Norwich City, Great Yarmouth, Breckland and via town and parish councils.

To be involved again, watch out for more information in your area about these projects. Please look at the Norfolk Ambition website for more information on Your Norfolk Your Decision 2009.

An evaluation of the Pilot can be found on the Norfolk Ambition website.

[www.norfolkambition.gov.uk](http://www.norfolkambition.gov.uk) look under "News".



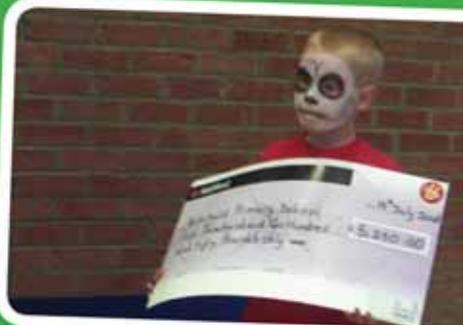
If you need this document in large print, audio, Braille, alternative format or in a different language please call (01603) 223047 and we will do our best to help



# YOUR AREA YOUR IDEAS



# YOU DECIDED



**On 19th July, you had your say!**  
A big thankyou to everyone who supported the UChoose Voting Event on 19th July, and came along to have their say. See inside to read about the projects that you voted for!



West Middlebrough  
West Middlebrough Trust

Newport | West Lane | Whinney Banks **UChoose** 19th July 2008

## Tool V: **U Choose (Middlesbrough) feedback leaflet (page 2)**

# **U CHOOSE YOUR AREA YOU DECIDED**

The weather didn't dampen the community spirit of West Middlesbrough residents and these are the projects which you voted for. Work on all the projects will be starting almost immediately and we'll be following their progress and reporting back to the community.

### **NEWPORT PRIMARY SCHOOL**

To install a bike shelter and provide safe cycle workshops for the children as well as safety equipment.

**FUNDING: £10,000**

*"It is good to see so many people attending, and choosing the projects. It really helps when people decide what will benefit their own community."*

*"It is nice to see that so many people care about this area!"*

### **LONGFORD ST/MEATH ST RESIDENTS**

To purchase planters, seating, water butt, plants and compost for alleyway project, and decorative ironwork for inside of alleyways.

**FUNDING: £2,080**

### **NEWPORT CHILDRENS CENTRE**

To purchase and install two awnings in the outdoor play area to provide shade for children.

**FUNDING: £2,500**

### **NEWPORT GARDENING CLUB**

To purchase tools and equipment, fund educational courses, course equipment, and public organic food event.

**FUNDING: £3,980**

### **TOWN RESIDENTS INDEPENDENT COMMUNITY**

To purchase greenhouse and gardening equipment to develop a children's vegetable garden.

**FUNDING: £1,207.64**

*"Well done for taking the time to improve the area."*

*"This is a really unique project. I hope it is very successful."*

### **ST CUTHBERTS YOUTH & COMMUNITY CENTRE**

To create an outdoor decked seating area, and improve flooring in the main hall, and redecorate generally.

**FUNDING: £5,928**



West Middlesbrough Community Trust

Tool V: **U Choose (Middlesbrough) feedback leaflet (page 3)**

**ARCHIBALD PRIMARY SCHOOL**

To install a bike shelter and provide training, locks and helmets for school children to ride their bikes to school.

**FUNDING: £5,250**

**BELL ST /AYRESOME GRANGE ROAD RESIDENTS**

To clean up alleyway and purchase plants, planters, hanging baskets, and trellis for climbing plants.

**FUNDING: £3,461.20**

**BELL ST /AYRESOME GREEN RESIDENTS**

Landscaping of open space at back of houses including planting, painting, flower baskets.

**FUNDING: £2,346.28**

**WEST LANE RESIDENTS**

To purchase and install two litter bins and one dog fouling bin and bag dispenser on West Lane.

**FUNDING: £1,000**

*"I was pleased to be able to vote on what I feel is important, and to be involved in saying where I think the money should be spent."*

**WHINNEY BANKS PRIMARY SCHOOL**

Clean out and restock the school pond and improve the access for children and wildlife.

**FUNDING: £1,890**

**PLAYGROUP NETWORK**

Improve access to children's toy library loan service and to replace existing fixed window with an opening uPVC one.

**FUNDING: £2,690**

*"An event like this makes a real difference to West Middlesbrough residents."*

**WHINNEY BANKS RAINBOWS/BROWNIES GROUP**

To purchase Brownie resources such as books, uniforms and badges, as well as contribution towards bus hire for summer trip.

**FUNDING: £500.00**

**ST MARTINS CHURCH**

To purchase gardening equipment, tools, trees and shrubs.

**FUNDING: £1,272.98**

**YOUNG PEOPLE OF WEST MIDDLESBROUGH**

To set up "Youth Bank", a young person's participatory budgeting scheme similar to UChoose.

**FUNDING: £6,000**

**ACKLAM GRANGE SCHOOL**

To develop a Young Fire Marshalls fire safety magazine for all WMNT residents, in association with Just 4 Youth.

**FUNDING: £790.00**

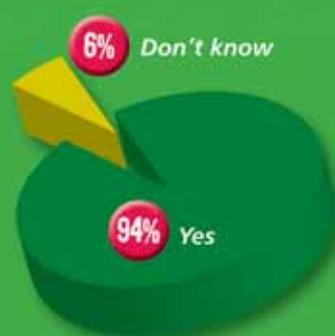


**0800 083 3731**  
**WWW.WMNT.CO.UK**

Tool V: **U Choose (Middlesbrough) feedback leaflet (page 4)**

# WHAT DID YOU THINK OF

Of the people who attended the Voting Event, 100% thought it was important that communities have a say on how money is spent in their area.



Yes: 94%	No: 0%	Don't Know: 6%
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## DID YOU ENJOY THE EVENT?

Yes: 94%	No: 0%	Don't Know: 6%
----------	--------	----------------

## DID THE EVENT GIVE YOU ANY IDEAS ON HOW TO IMPROVE YOUR COMMUNITY?

Yes: 84%	No: 4%	Don't Know: 12%
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## IF UCHOOSE WAS TO BE REPEATED NEXT YEAR, WOULD YOU LIKE TO BE INVOLVED?

Yes: 88%	No: 6%	Don't Know: 6%
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**What did you enjoy most about the event?**

- "A chance to meet and talk to other people in the community."
- "Seeing all the projects around the West Middlesbrough area."
- "The Community spirit of residents coming together to have their say."
- "Activities for the kids."

Look out for an update on how the projects are going in the next edition of Trust Matters, in October!

Contact us at:  
Melbourne House, Newport Road, Middlesbrough, TS1 5QH.  
Tel: (01642) 230555 or Freephone: 0800 083 3731. Visit: [www.wmnt.co.uk](http://www.wmnt.co.uk)



## **BUDGET QUIZ**

**1. Why do you think residents should be interested in the City Council's budget in your town?**

**2. Roughly how big do you think the City Council's budget is this year (2004-5)?**

**3. What percentage of your town City Council's budget do you think comes from:**

- a) Business rates?
- b) Council Tax?
- c) A grant from central government?

**4. How much do you think it costs to provide the following services:**

- a) A primary school place for one child (each year)
- b) Emptying the bins for one household (each year)
- c) Visiting the library (per visit)

**5: What percentage of the Council budget do you think is spent on:**

- a) Education?
- b) Social Services?
- c) Police?
- d) Health?

## Tool X: **U Choose (Cornwall) strategy paper (page 1)**

### **U Choose for Cornwall - a county-wide approach**

#### **1.0 Participatory budgeting**

Participatory budgeting as a concept started in Porto Alegre in Brazil, whereby significant municipal decisions were taken based on the priorities put forward by large and widespread public meetings throughout the city. This concept has spread to many parts of the world, and was first trialled in the UK in 2006 using small pots of money targeted at projects that were put forward and decided upon by local communities.

In Cornwall, three pilots were undertaken in late 2008 and early 2009 under the branding of 'U Choose for Cornwall' in three areas in the west of the county, and these included Pengegon, Parc-an-Tansys and Gwelmor, Redruth North and Treneere. These were carried out with small grant pots of money, and community-led application and voting events were undertaken with great success. Examples of projects included Pengegon dance sessions, which started different types of dance sessions for women, and the Pengegon youth carnival, which provided workshops for children to make costumes and learn circus skills culminating in a parade throughout the estate.

However, it is clear that there will never be unlimited funds to allocate on this basis, and the ultimate goal of promoting more community choice and influence over the activities of the council will have to look more at influencing services, rather than straightforward allocations of money.

Given the avowed aim of the community networks to create better links between local priorities and service delivery plans through the medium of the community network programme, there is clearly scope to start looking at developing deeper participation as part of this process. This process should also link in with two of the key outcomes for the localism service, which are:

1. Increase the capacity of local communities so that people are empowered to participate in local decision making and are able to influence service delivery (Strong 1)
2. Improve the quality of life for people in the most deprived neighbourhoods and ensure service providers are more responsive to the needs of communities (Strong 3)

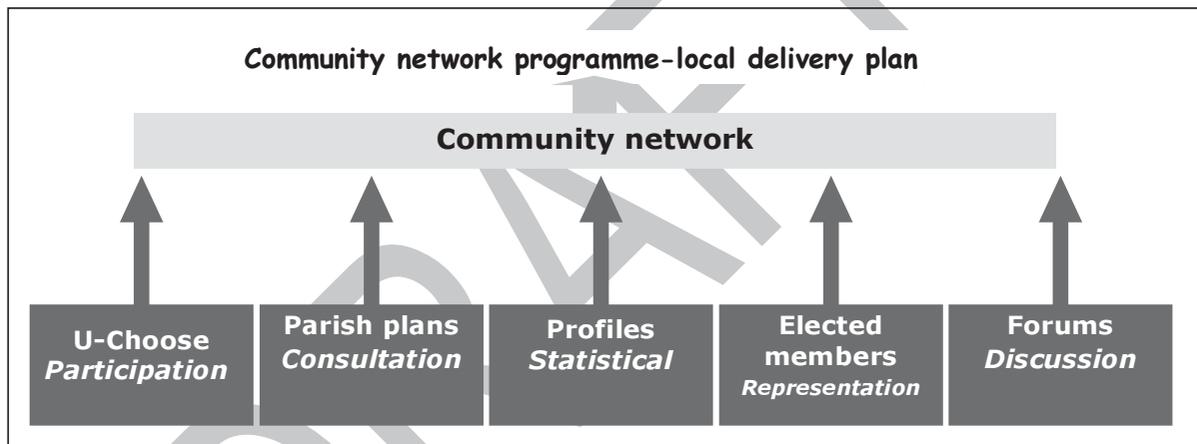
While the parish planning process, coupled with the voluminous data sets currently available give good indicators of local priorities and perceived needs from a representational and statistical perspective, they do not in all

Tool X: **U Choose (Cornwall) strategy paper (page 2)**

instances incorporate the wider and deeper participation that is often required to get a better understanding of community priorities across Cornwall. This is especially true in areas that have experienced no community planning process at all, but it can also include areas that have been part of a community planning process but may not have engaged for a range of factors.

If one looks at the diagram below, this gives some indication of the different types of priorities that could be feeding into the community network programme, and where the U-Choose programme could potentially sit alongside other mechanisms to provide a more in-depth picture of needs and priorities from within each community network area:

**Diagram 1. Range of priority setting mechanisms and channels**



Each one of the above elements of the work of the networks will provide crucial evidence of local priorities throughout the network. U-Choose will seek to ensure that areas that have had little previous engagement work are given the chance to put forward their views in a format that is inclusive and perhaps just as importantly meaningful, through a variety of engagement processes that will include hosting community-based voting events, priority setting days and utilising other forms of 'priority-capturing' processes.

**1.1 Capturing priorities**

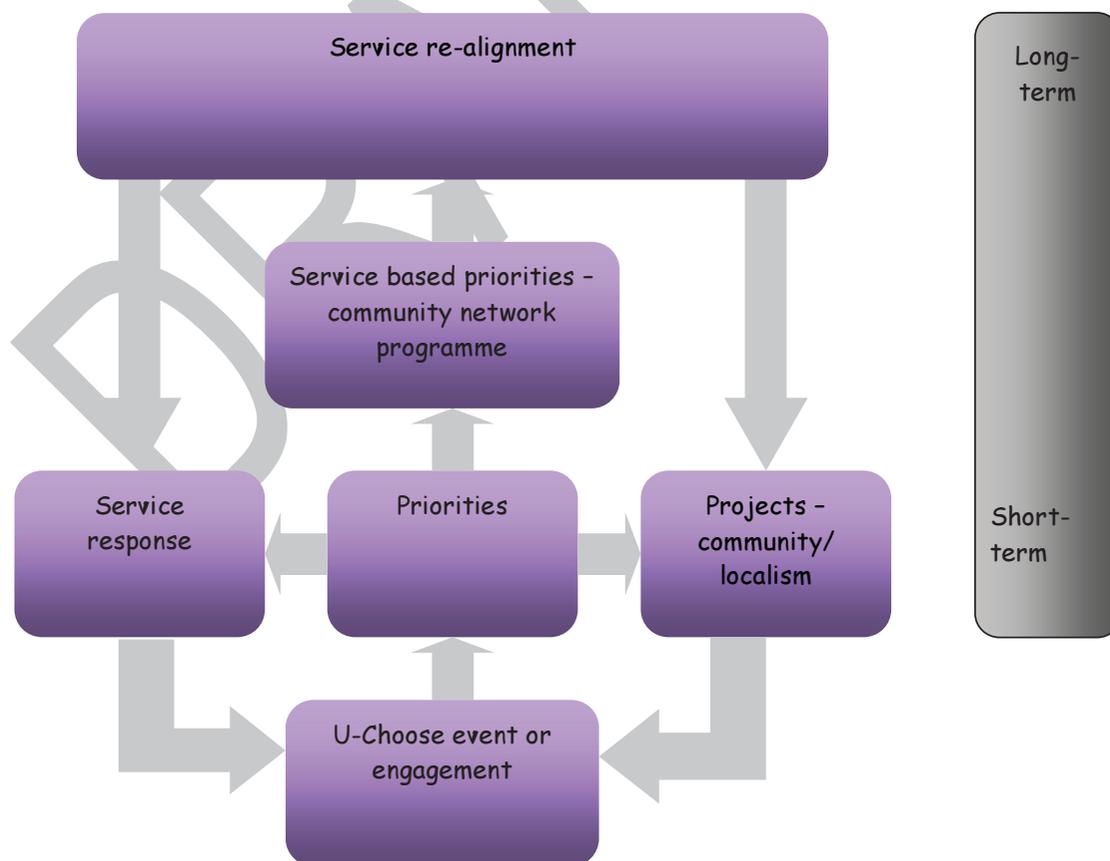
An example of how U-Choose might work can be seen below in diagram 2, with a differential approach to dealing with 'local' projects versus service influence built into the system when dealing with priorities. This diagram essentially highlights that the outcomes of the events might point in a number of different directions;

Tool X: **U Choose (Cornwall) strategy paper (page 3)**

- Some priorities highlighted could be more 'project oriented' that could potentially be dealt with by the localism service or the community themselves (through capacity building)
- Others could be directed to service providers for a relatively quick resolution
- More fundamental service priorities that might require a re-alignment of the way the service is delivered, should be fed into the community network programme with a longer timeframe in mind (which should have a link to the SCS and ongoing discussions are underway with CRCC to ensure that parish plan priorities also fit under this framework)

The key to the success of the above is that, regardless of the type of priority, who deals with it, and whether any change is possible, there must be feedback provided on a regular basis to the communities concerned.

**Diagram 2. Linking priorities to appropriate actions**



Tool X: **U Choose (Cornwall) strategy paper (page 4)**

The U-Choose events could be anything from a fairly informal priority setting exercise, to more organised events that look at voting mechanisms and perhaps investigate certain themes or topics. It may also be appropriate to look at existing engagement structures and try and build upon these with the help of partner organisations. How priorities are recorded and prioritised will largely depend on the format, although it may well be necessary to try and keep the number of key priorities at a manageable level to ensure that delivery on the ground is achievable.

It is important that the events are held under the banner of 'U-Choose' where possible, so that as an authority a 'brand' can develop that highlights the Council's commitment to greater local engagement and develops engagement techniques that people can start to develop trust in and increase capacity in the community.

### **1.2 In which communities should these events be held?**

Within the Truro and Roseland community network area, there is a relative paucity of community planning coverage and there are areas with high levels of deprivation. Given the two Strong outcomes that the localism service has as part of its service planning goals, it is imperative that the U-Choose strategy fits into this framework (along with the community engagement framework).

As such, if Truro is taken as an example, in this particular network it is possible using the IMD data at LSOA level to highlight areas of need. Using this data, two urban areas in the Truro community network stand out as having quite significant deprivation issues, and these are Trelander and Malabar. Progress has already been made approaching these communities through a range of existing networks and partner organisations, and the general feedback has been very positive towards the ideas articulated above.

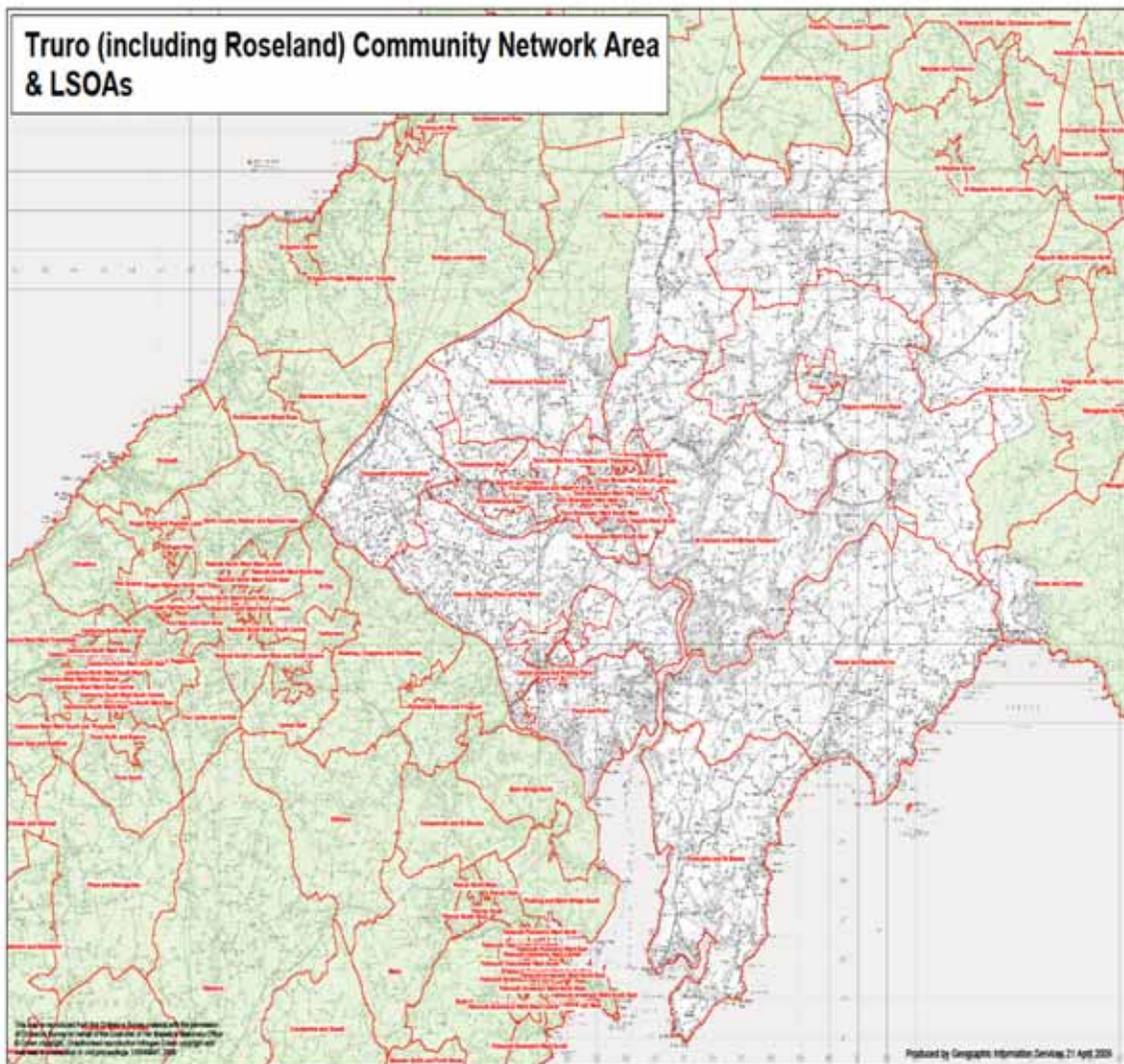
### **1.3 The rural challenge**

However, given that in many instances the most deprived areas will reside in urban areas, it is important that any approach to U-Choose is 'rural-proofed' to ensure that at least one rural area is incorporated into the U-Choose programme. In the Truro and Roseland community network area, the IMD data highlights that the area that incorporates the parishes of St. Clement and St. Michael Penkevil has very significant challenges in terms of barriers to services, housing, and no community planning coverage in this area. There is also the issue that many rural areas have not had any previous facilitated support, and

Tool X: **U Choose (Cornwall) strategy paper (page 5)**

experience from the 'U Choose' pilots highlighted that it was less successful where there was limited previous community involvement in decision making.

**Diagram 3. Truro and Roseland community network area by LSOA**



It is clear that trying to engage with rural communities offers different challenges, given the dispersed nature of population patterns and the associated challenges of travel and venues for engagement events. It is worth considering, however, that the notion of an 'event' may not necessarily provide the best approach, and possible approaches are discussed below.

Tool X: **U Choose (Cornwall) strategy paper (page 6)**

**1.3.1 How to reach and who to engage**

The range and number of key local partners and organisations that could be contacted to try and access different community groups is exhaustive. Equally, the type of approach that could be taken to priority setting exercise could take the form of mini-events through to wider participation possible through 'virtual' networks or other innovative means. Some approaches that could help access local communities in rural areas are highlighted below.

- Utilise links with existing groups and parish councils
- Contact most active groups in community
- Involve community and countywide forums in engaging local people
- Link in with existing events e.g. summer fete's
- Seek advice from unitary member
- Key 'movers and shakers', e.g. village hall/shop reps
- Involve schools/education providers
- Current service delivery providers
- Home service delivery staff e.g. community psychiatric nurse, meals on wheels distributors, youth service etc

**1.4 Generic approaches and options for U Choose engagement**

The decision as to whether a stand alone event or existing events will offer the best option will largely depend on local circumstances. The table below highlights some of the issues that will need to be considered when undertaking events.

**Diagram 4. Pros and cons of event format**

Engagement Events	Pros	Cons	Example Consultation technique
Localism led	More focused discussion on issues Raise awareness of Localism/U Choose	Less people attend – unless great desire to input into process	Concentric mapping – identify issues and prioritise
Existing community events	Greater flow through of people Raise awareness of Localism/U Choose	No time for in depth discussion on issues/opportunities	Pin boards to prioritise issues

## Tool X: **U Choose (Cornwall) strategy paper (page 7)**

### **1.5 Potential themes to engage communities through workshops**

The themes below are an example of the types of overarching themes that could be discussed. To an extent, as always, these will depend on the area and also to the partners involved in the process (see 'the role of partners' below).

- Crime & safety
- Environment & sustainability
- Housing
- Local facilities
- Traffic, transport & access
- Work, training & local economy
- Leisure & tourism
- Health and wellbeing

Workshops should be encouraged to come up with a series of priorities for each theme, and then the group (in total) should then choose 3 priorities per theme via a voting system. This should hopefully ensure that individual priorities do not dominate, and that a consensual process of priorities is agreed. These events should also, where possible, be attended by unitary members.

### **1.6 Materials needed**

Costs will need to be kept to a minimum at these events, but below are some materials that could be used at each event:

- Accessible venue
- Information available on what trying to achieve
- Large material sheets e.g. concentric circles, levels of influence
- Service cards that relate to communities and council
- Flipcharts
- Post-it notes
- Food would be great!

### **1.7 The role of partners**

After discussions with the police, the PCT and CN4C, it is clear that there is a significant degree of buy-in from partner organisations to the principles underlying U-Choose. Within the Truro and Roseland community network area, there is already agreement to hold a joint event between the above

Tool X: **U Choose (Cornwall) strategy paper (page 8)**

organisations on the Trelander estate that will involve officers from each, and because of this the workshop themes can cover a wide range of issues and also only require one event rather than 3 or 4. It is hoped that similar partner arrangements can be carried out across the county, with joint branding under the auspices of U-Choose.

### **1.8 Feedback and action**

The priorities of these events either need to be fed directly into the community network programme, or to the relevant service for more localised action. Feedback should be delivered on a regular basis with a formalised response within six months (although there could be initial feedback at an earlier date to outline what has happened with the information from the events), with the potential to have repeat events on an annual basis (depending on the criteria and the need to approach different communities).

### **Conclusion**

The above can only be viewed as a guide, and the criteria for deciding on which areas are incorporated and how they are best approached will vary from area to area. It is important, however, that some consideration is given to why certain communities should be targeted to ensure that the information that is provided is relevant, and other communities that are not included have an understanding of why their area has not been included.

It is absolutely crucial that follow up mechanisms are built into the U Choose process, with perhaps a six month period for feedback. Due to capacity restrictions, it would not be possible to carry out these types of events more than once a year, and there may be many priorities that require a long-term approach to finding appropriate solutions.

While the number of people who attend these events may be quite low, if 50 people can attend 3 events in each of the community networks, this will give a total of 2850<sup>1</sup> people who have been directly asked for their priorities relating to services; this would send a clear message that we are committed to listening to the people of Cornwall and responding effectively to their needs. The qualitative nature of the feedback should also ensure that the richness of the feedback will be greater than that provided by a simple survey/questionnaire approach.

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<sup>1</sup> Based on 19 community network areas

## **Further information**

At the PB Unit, we promote and support the implementation of PB in the UK. If you have any queries, want to talk through your process or any issues, or would like more hands on support, please do get in touch.

Many of our resources including videos, case studies, blogs, news, events and more tools can also be found on our website [www.participatorybudgeting.org.uk](http://www.participatorybudgeting.org.uk)

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