

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Anti-Poverty and Inequality
<b>DATE</b>	30 August 2023
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Citizen Assemblies
<b>REPORT NUMBER</b>	CUS/23/252
<b>DIRECTOR</b>	Andy MacDonald
<b>CHIEF OFFICER</b>	Jacqui MacKenzie
<b>REPORT AUTHOR</b>	Paul Tytler
<b>TERMS OF REFERENCE</b>	1.2

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### 1. PURPOSE OF REPORT

- 1.1 To note detailed plans and costs for a Citizens' Assembly (while noting that budget approval would require to be considered by the Finance and Resources Committee).

### 2. RECOMMENDATION

That the Committee :-

- 2.1 Approves the approach to deliver an assembly on poverty and gender inequality in Aberdeen.
- 2.2 Report Phase 1 development to committee early in 2024.

### 3. CURRENT SITUATION

- 3.1 The Citizen Assemblies papers to committee on 11<sup>th</sup> January 2023, (CUS/23/012) and 8 March 2023 (CUS/23/063) provided background on citizen assemblies and models of engagement.
- 3.2 Work has continued to develop an approach to running an assembly on the identified subject of poverty and gender inequality. A project brief has been developed, describing the approach with indicative timescales and is at Appendix 1.
- 3.3 A procurement exercise will be undertaken in line with the Council's Procurement Regulations, to secure the services of two organisations to support the delivery of the process. While the project specification remains to be developed, a draft is at appendix 2.

#### 4. FINANCIAL IMPLICATIONS

4.1 Subject to approval, this report will lead to a procurement exercise for services which is expected to be below £50,000. A budget up to this level has been approved.

#### 5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from this report

#### 6. ENVIRONMENTAL IMPLICATIONS

6.1 There are no direct environmental implications arising from this report

#### 7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H)  *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
<b>Strategic Risk</b>	Not fulfilling the commitment to undertake Citizens' assemblies	Approval of the paper and agreement to progress with the Assembly	L	Yes
<b>Compliance</b>	No risks identified	n/a	n/a	n/a
<b>Operational</b>	Low level of interest in committing to participation in the assembly	Working through a key local partner to recruit and support participants.	M	Yes
<b>Financial</b>	Bids exceed available budget	Scale of assembly at four sessions (as well as preparation and reporting)	L	Yes
<b>Reputational</b>	Not responding to or implementing the outcomes from the assembly, risking disappointment	Effective planning will ensure that there is a clear timescale for the assembly report and the resolution will be within	L	Yes

	and disillusionment among participants	Council powers. Participants will be advised that the assembly is advisory		
<b>Environment / Climate</b>	No environmental risks identified	n/a	n/a	n/a

## 8. OUTCOMES

<u><a href="#">COUNCIL DELIVERY PLAN 2022-2023</a></u>	
<b>Impact of Report</b>	
<b>Aberdeen City Council Policy Statement</b>  <u><a href="#">Working in Partnership for Aberdeen</a></u>	The proposals in this report will contribute to the policy aim: A Transparent, Accessible and Accountable Council and in particular, 'Explore options to establish local Citizens' Assemblies – with the first remit of a Citizens' Assembly being to advise the council on what's needed to tackle gender inequality in Aberdeen'
<u><a href="#">Aberdeen City Local Outcome Improvement Plan 2016-26</a></u>	
Prosperous Economy Stretch Outcomes	The proposals in this report will contribute to the following stretch outcome:  1. No one will suffer due to poverty by 2026
Prosperous People Stretch Outcomes	N/A
Prosperous Place Stretch Outcomes	n/A
<b>Regional and City Strategies</b>	The proposals in this report will contribute to the Council's Equality Outcomes:  E.O 1: All people with protected characteristics will access information, goods and services knowing that social and physical barriers are identified and removed, with a focus on Age, Gender reassignment and Disability.

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
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<b>Integrated Impact Assessment</b>	Stage 1 IIA completed
<b>Data Protection Impact Assessment</b>	Not required
<b>Other</b>	n/a

## **10. BACKGROUND PAPERS**

10.1 CUS/23/012 Citizens' Assemblies 11 January 2023

10.2 CUS/23/063 Citizen Assemblies 8 March 2023

## **11. APPENDICES**

11.1 Appendix 1 Assembly approach Project Brief

11.2 Appendix 2 Assembly approach – draft specification

## **12. REPORT AUTHOR CONTACT DETAILS**

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### Assembly approach - Project Brief

#### **Poverty and Gender Inequality in Aberdeen City**

##### 1) Background

We have been working to develop a model of participation that will have a practical impact on local policy making and will result in meaningful engagement on the part of both people with lived experience and policy makers.

As part of this work, we will be establishing a citizen assembly approach to engaging with people with lived experience of poverty and inequality to help us to develop local policy and practice.

We will develop this approach through 2023/24, working in partnership alongside expert and local organisations – and most importantly, people with lived experience of poverty and inequality.

We anticipate the project will run for six months, at which point we will evaluate the process to explore how these types of participation processes can inform our work on an ongoing basis and become an established part of how we work.

##### 2) Approach

###### Phase 1: Project Development

- Secure budget and approvals required to progress approach
- Develop project timeline
- Commissioning of local third sector partner
- Commissioning of expert partner
- Panel design – agree project team, principles, terms of reference and initial workplan
- Engagement of key local organisations and stakeholders
- Agreeing evaluation approach

###### Phase 2: Panel Recruitment

- Production of initial materials for publicity and engagement and participants role
- Development of key resources including Terms of Reference, expenses and payment position, practical arrangements agreed
- Identification and induction of participants

###### Phase 3: Participants deliberation

- Facilitation of four meetings
- Follow up with key local officials on emerging key policy issues

#### Phase 4: Review and next steps

- Evaluation of process
- Proposal and agreement on next steps for approach

#### 3) Roles and Responsibilities

##### Aberdeen City Council

The key role for Aberdeen City Council is around the general oversight and management of the process, creating the connections between the participants and local decision makers to maximise impact, and delivering a model which can be embedded into policy and practice on an ongoing basis.

##### **Key tasks:**

- Lead on partnership and relationship building and political buy-in
- Facilitate connections between the participants and the Anti-Poverty and Inequality Committee and other decision-makers
- Engage with local community and voluntary organisations
- Produce written materials for participant meetings
- Support implementation of changes

##### Expert Partner

The key role for the expert partner is around providing expert advice for the participants, Council and partners around good practice in developing models of participation, as well as supporting effective facilitation of Panel meetings.

##### **Key tasks:**

- Advise on design of the process
- Facilitate participant meetings
- Conduct an evaluation of the process

##### Local Delivery Partner

The key role for the local delivery partner is to recruit, train, support and advocate for the lived experience participants

##### **Key tasks:**

- Contribute to the design of the process
- Co-ordinate the recruitment of participants
- Participate in engagement and promotion activity supporting the development of the process
- Provide ongoing support for participants, prior to, during and after the four meetings
- Support the design and delivery of the meetings

## Assembly Approach – service specification DRAFT

### **Poverty and Gender Inequality in Aberdeen City**

Aberdeen City Council are seeking a partner to help us involve people with lived experience of poverty and gender inequality in local decisions affecting their lives.

We will be establishing an assembly of people across the City with lived experience of poverty and gender inequality to help us to develop and improve local policy and practice.

We are looking for local and expert partners to play a critical role in helping us develop this approach. The key role of our partners will be:

- to recruit, support and advocate for the lived experience members on the assembly, and to support the development and delivery of the process;
- provide independent expertise to the Council and assembly participants on poverty and gender inequality, and support the development and delivery of the process.

We anticipate the project will run for six months, at which point we will evaluate the process to explore how these types of participation processes can inform our work on an ongoing basis.

#### **Key tasks:**

- Contributing to the design of the assembly and its processes
- Co-ordinating the recruitment of assembly participants
- Participating in engagement and promotion activity supporting the development of the assembly
- Providing ongoing support for assembly members, prior to, during and after four assembly meetings
- Support the design and delivery of assembly meetings

#### **We're looking for partners who:**

- have experience of supporting people to use their voice
- have experience of creating safe, inclusive environments
- understand the nature of how poverty and gender inequality affects people's lives
- are able to work in partnership with a range of public and third sector organisations
- work as a critical friend for the Council and our partners
- are rooted in our local communities

#### **The process**

- We will be inviting proposals and quotes for this work by [date to be confirmed].

If you think you would be interested in partnering on this piece of work or have any further queries, please get in touch with [to be confirmed]