



UDECIDe - Participatory Budgeting Policy

1. Aim

The aim of this policy is to deliver Participatory Budgeting to achieve strengthened local democracy and community empowerment.

This policy provides the framework to meet the Council's commitment to allocate 1% of its annual revenue expenditure by participatory budget by 31 March 2021.

2. Definition of Participatory Budgeting

Participatory budgeting (PB) is a process which supports a democratic and engaged citizenship by enabling people and communities to have a direct say in how a defined public budget can be used to address community priorities.

PB delivery will have three core components:

- Ideas and proposals are generated about how a budget should be spent
- People and communities are engaged to obtain their priorities
- The priorities are implemented

PB is a flexible engagement approach that can be used to support real community ownership of local issues. The Council is committed to work with communities to design specific PB processes in accordance these three core components.

3. Budgets

PB may be used to determine budget allocations from the Council's main budgets:

- General fund
- Capital
- Housing Revenue Account
- Common good

The Council will pro-actively consider opportunities for PB and identification of budgets appropriate for PB will be a standard consideration during the Council's annual budget setting process.

PB will only be initiated when community responses can determine how a budget will be used.

PB will not be used to determine delivery of statutory services.

4. PB Design

The Council will work with communities and community planning partners to design and implement specific PB processes.

PB exercises will be linked clearly to the Local Outcomes Improvement Plan (LOIP) and Locality Plans (LPs) and complement the Council's Strategic Commissioning Intentions.

Prior to implementing a PB process a clear plan will be determined, this plan will comprise:

- Scope and scale – geographies and themes.
- Budget – funding available and source.
- Facilitation – internally or externally managed.
- Proposal and ideas generation process.
- Participants – who will be eligible to participate in the process.
- Decision-making process – the process to determine final priorities.

The Council will follow best practice guidance to design our processes and in particular, apply guidance from PB Scotland which acts as a hub for sharing and learning about PB initiatives around Scotland.

5. National Standards for Community Engagement

The Council will apply the National Standards for Community Engagement in designing and implementing PB.



6. Training and Development

PB is a developing approach in Scotland and we will continue to engage in national development activity to assist the development of our local approach.

The Council will raise awareness, train and support officers, communities and relevant partners to deliver effective PB processes.

The Council's Communities Team will provide support and advice to services to develop PB activities.

7. Digital Technology

The Council will increase the use of digital technologies to support PB activity, however this will be blended with traditional engagement activities to ensure maximum participation in a community.

Digital technology will be used to support:

- Citizen engagement and empowerment
- Advertising the end to end Process
- Community discussion and idea generation
- Voting and decision making
- Evaluation and review

8. Evaluation and review

The core key performance indicators of this policy are:

- Total annual budget allocated by PB.
- Percentage of residents rate the process as very good
- Percentage votes as a % of eligible participants
- Percentage of individuals reporting that they have increased influence in decision making
- Outcomes from PB funded activities

Improvement methodology of 'Plan, Do, Study, Act' will be appropriately applied to identify benefits of the approach, learning and best practice.