

PB Unit

making people count

Participatory Budgeting in Practice

Training, Support and Facilitation
Provided by the PB Unit



Introduction

The PB Unit promotes and supports the implementation of participatory budgeting in the UK. We provide hands on, practical training, support, guidance and facilitation for people wanting to implement PB or develop new models of PB.

We have extensive experience of participatory budgeting, have implemented a number of projects and support the majority of projects in the UK. We brought PB to the UK from Brazil in 2000 and have been implementing it ever since. We continue to be involved in and undertake research on innovation in PB both internationally and nationally.

We've produced a number of resources for PB projects including a toolkit which provides resources we've developed with projects and a 'how to' guide for implementing PB; values, principles and standards for PB to provide guidance on best practice for PB; and our website which not only provides our own resources but signposts to others both from within the UK and internationally.

We work closely with CLG to deliver PB. In their national strategy Giving more people a say in local spending they state that:

“The Participatory Budgeting Unit is our key delivery partner; we are increasing its funding. The PB Unit will promote and co-ordinate the delivery of participatory budgeting.”

We consider that providing training, support and facilitation is a vital part of our role to promote and co-ordinate PB. Whilst we are funded to provide general advice and awareness training, we aren't funded to provide intensive hands on support to projects.

We recognize that PB is not a 'one size fits all' approach but something that needs to be developed sensitively, so we will develop a bespoke package with you that is dependent on your needs and local situation. We will discuss with you what you'd like us to deliver and agree with you the content, number of days, number of participants and cost.

Below is a list of the kinds of things we can provide.

What the PB Unit can offer

This list isn't exhaustive, but rather provides a selection of some of the most common activities we provide on a project by project basis. If what you want isn't on the list, please do contact us to see if we can provide it.

- *Introductory practical training workshops for key stakeholders. This might include:*
 - *Looking at ways to achieve buy-in and involvement of all stakeholders*
 - *Examining the key benefits and challenges for your area*
 - *Identifying your key aims and where PB might most usefully be implemented*
 - *Identifying appropriate budget focus*
 - *Developing community development tools such as budget matrices*

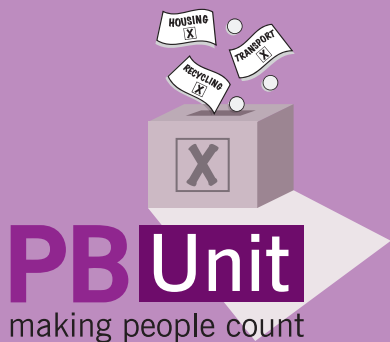
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Contacts

If you want to discuss PB in your area, please do not hesitate to contact us. We are on the end of a phone or email for general enquiries.

Please contact us if you would like us to provide any kind of support, training or facilitation for your PB process. We can discuss with you what we can most usefully support you with and develop a package that will suit you. Please contact either Phil Teece or Ruth Jackson in the first instance on 0161 236 9321 or email us at

mail@participatorybudgeting.org.uk



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- *Setting up a steering group and it's key requirements*
- *Planning a PB process for your area with key stages*
- *Discussing the common challenges and how you might avoid pitfalls and overcome barriers*
- *Step by step facilitation and training through the toolkit*
- *Next steps and taking things forward*
- *Identifying key champions and involving them in the process*
- *Setting up and facilitating steering groups*
- *Providing checks and balances on processes and outcomes*
- *Identifying key sources of funding and where the budget can come from*
- *Developing evaluation frameworks*
- *Facilitating stakeholder groups and stakeholder management*
- *Supporting community development for PB*
- *Facilitating stakeholder meetings to explain PB and obtain buy-in*
- *In-depth planning of your PB process and ongoing support at key stages*
- *Support to manage representation and involvement of 'hard to reach' groups*
- *Facilitation to identify key government targets that PB supports and how your process will demonstrate this*
- *Support for scrutiny and oversight*

- *Specialised training for Elected Members*
- *Training for key community stakeholders*
- *Facilitating PB decision-making events*
- *Providing support and guidance on voting mechanisms and issues around transparency; use of different technologies, etc.*
- *Looking at the pros and cons of creating videos and other materials for PB. Support in developing those materials where relevant*
- *Guidance on using the values, principles and standards and using best practice.*
- *Raising your profile regionally and nationally for your project*
- *Working with partners to obtain involvement*
- *Rationalising community engagement processes into annual cycles (potential to save resources)*

Costs

These costs are designed to provide you with a good estimation of what we might charge. However, costs will be determined by the content and number of days we provide for you and will be discussed when we develop the package with you.

1 day in-house training workshop (for up to 25 stakeholders)	£750
4 days customised support and training	£2,500
8 days customised support and training	£4,500