

Leith Neighbourhood Partnership

Leith decides 2012 - 2013 report

May 2013

Item number

Report number

Wards 12 – Leith Walk
13 – Leith

Links

Coalition pledges	P33 – Strengthen Neighbourhood Partnerships and further involve local people in decisions on how Council resources are used.
Council outcomes	CO23 – Well engaged and well informed. Communities and individuals are empowered and supported to improve local outcomes and foster a sense of community.
Single Outcome Agreement	SO4 – Edinburgh’s communities are safer and have improved physical and social fabric.

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Executive summary

£eith decides 2012 - 2013 report

Summary

This report provides an overview of the £eith decides approach which has evolved since 2010, and provides specific evaluation information from the 2012/13 event.

Leith Neighbourhood Partnership (NP) has used a participatory budgeting approach branded as '£eith decides' to allocate a percentage of its Community Grants Fund (CGF) for three years. The number of applicants and participants has increased annually, as has the number of people who value the opportunity to make the funding decision and rate the approach highly. Each year the £eith decides events have evidenced strong community benefit. Project applications reflect a diverse range of groups and activities across the Leith NP area. Continuing the use of postal and library scoring, introduced in 2013, and fostering further involvement from voluntary organisations has potential to increase wider participation in future years.

£eith decides would not have developed without significant volunteer input. The steering group, with strong community representation, has continually reviewed and refined the approach over three years to help set up a programme that can be more easily and efficiently delivered in future years.

Recommendations

The Leith Neighbourhood Partnership Board is asked to agree the following recommendations:

1. Allocate a percentage of CGF budget for £eith decides in 2013/14.
2. Continue the use of postal and library scoring together with an annual event.
3. Involve more voluntary organisations in £eith decides to achieve a better demographic spread of participation.
4. Develop templates and procedures for annual £eith decides projects.
5. Investigate more effective counting systems.

Measures of success

The following measures are assessed each year to help determine the overall success of £eith decides as an approach to involving local people in decision making:

1. Numbers of people participating in £eith decides
2. Number of applications received

3. Evidence that participation is reflective of the demographic make up of the Leith NP area
4. Number of £eith decides awards to grass roots organisations and initiatives, including those that have not been previously funded.
5. Increases public awareness of local organisations and activities.
6. Edinburgh People's Survey annual review of percentage of people who feel they can have a say in services (This is an indirect indicator that measures opportunities for local people to have a say in what happens in their area.

Financial impact

Grant funding is contained within the Leith NP's CGF budget. Project costs associated with the provision of the annual event are contained within the SfC City Centre and Leith neighbourhood.

Equalities impact

£eith decides aims to involve as wide a range of groups from Leith's diverse communities as possible. Evaluation of monitoring data every year identifies gaps in participation, allowing the project to better target specific groups where required.

Sustainability impact

£eith decides promotes social cohesion and inclusion, and many applications (some of which are successful in achieving £eith decides funding), aim to improve the quality of the local environment.

Consultation and engagement

£eith decides provides a realistic way for local people to actively be engaged in decisions that affect their local area. The approach has been developed and refined by a steering group of local people. Through £eith decides, the Leith NP delegates the power to make decisions on grant funding for community projects to the local community.

Background reading / external references

1. [£eith decides Participatory Budgeting Pilot Project: Evaluation \(3 May 2011\)](#)
2. [£eith decides 2011/12 Report \(6 June 2012\)](#)

£eith decides 2012 - 2013 report

1. Background

- 1.1 On 27 February 2010, Leith NP agreed to pilot the use of a participatory budgeting approach to allocate some of the 2010/11 Community Grants Fund (CGF) budget. A Steering Group including local people was set up in May 2010 to develop the '£eith decides' approach and the pilot event held on 27 November 2010. This demonstrated the active involvement of local people in decisions, and Leith NP agreed on 3 May 2011 to hold £eith decides events annually. The 2011/12 event, modified to take account of feedback from the pilot, was held on 25 February 2012. The third event was held on 2 March 2013, with the addition of a project poster exhibition in local libraries to support wider participation through postal and library based scoring.
- 1.2 The main aims of £eith decides are to:
- Provide opportunities for local people to have a say in what happens in their area.
 - Provide an effective way to engage larger numbers of people in the work of the Leith NP.
 - Provide an effective link between local community and local democratic processes.
 - Increase small scale funding to grass roots organisations and initiatives, including those that have not been previously funded.
 - Encourage active involvement in local decisions.

2. Main report

Planning

- 2.1 £eith decides involves local people throughout the project's planning process. The membership of the Steering Group is mostly made up of representatives from each of the Leith NP area's Community Councils. Other members include a representative from Voluntary Organisations in Leith Together (VOLT), a community police officer and local Councillor. The Steering Group is supported by the local Partnership and Development Officer (PDO) and Community

Learning and Development Officer (CLDO). The Steering Group have developed and refined £eith decides processes and criteria and the group play a vital role in assessing the eligibility of applications to take part.

- 2.2 The Steering group has helped evaluate each year's event in order to improve the way the process is managed for future years. For the past two years, the marketplace format for events has been generally successful in boosting local networking and promotion of local grass roots activity. Information on the type of people taking part as participants is gathered each year and this has enabled honest evaluation of the approach and helped develop the way £eith decides is promoted and accessed. In 2013 postal and library scoring was trialled as a way to widen out participation in scoring projects.
- 2.3 The Steering Group has recommended that planning for future events should start earlier in advance of the event, to enable a longer lead in time for promotion, advertising for project applications and increase the potential to target smaller groups who do not have regular funding.

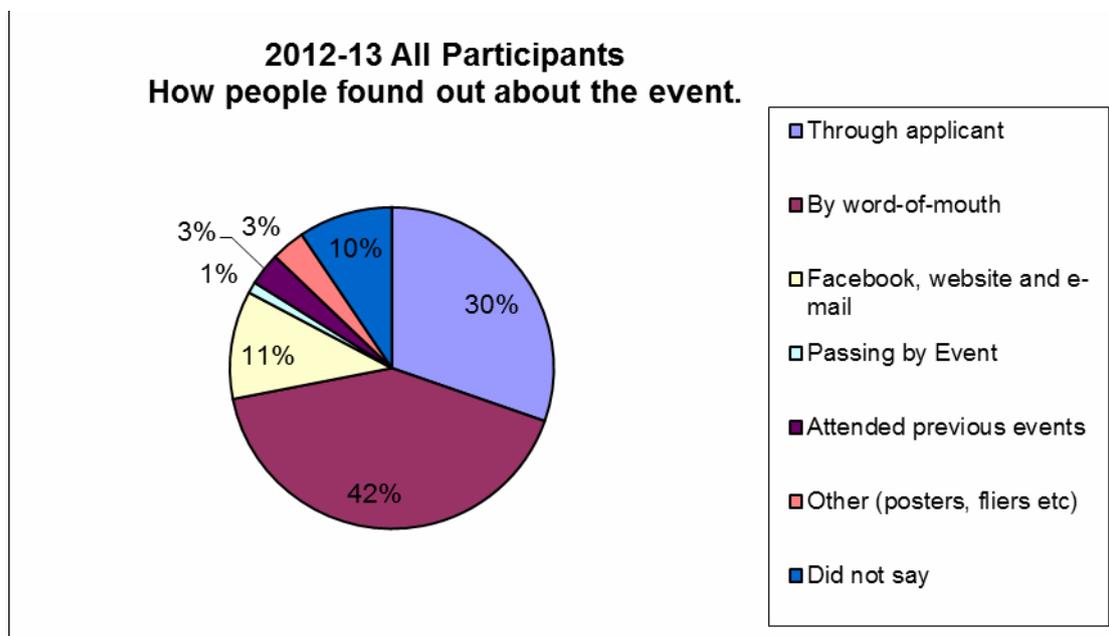
Publicity

- 2.4 Over the three years, a variety of publicity methods have been used to attract applicants and participants. This includes the NP website, other local websites, e-mail networks, local radio, Facebook, posters and information in libraries as well as at local events. This year lamp post wraparounds were used instead of hoarding posters; the wraparounds can be re-used. Libraries helped publicise the events through the poster exhibition and library blog.
- 2.5 Most participants hear about the event through word of mouth. The percentage of participants finding out about £eith decides through an applicant is decreasing and may be due to the greater number of participants and widening participation methods. This trend is welcomed as it provides greater objectivity by decision-making participants. In year one it was 57%, compared with 45% in year two and then 30% overall this year, (26% of those who scored by post and library methods found out about £eith decides through an applicant - compared with 32% of those attending the event).
- 2.6 Social network sites provide an electronic word-of-mouth platform. The 'VoteForLeithDecides' Facebook page 'likes' has increased by 44% (70) since last year, with significant levels of activity in the week of the £eith decides event, as below, evidencing online community interest and activity:

New Likes	Talking about this	Weekly Total Reach
25	93 +138.5%	3,251 +147.0%

Information was put on the City of Edinburgh Council Twitter account. Local Leith Groups and the Edinburgh Reporter tweeted about Leith decides, encouraging participation and discussion.

2.7 The use of electronic methods of publicity is becoming a more effective tool. The percentage of people who have said they found out through websites, Facebook and e-mail has steadily increased to 11% this year compared with 4% in year one.



Applications and Awards Results

2.8 The numbers of project applications received has increased year on year. Since 2010, the Leith NP has increased the proportion of its CGF fund. In year one, 35% (£16,602) of CGF was allocated to Leith decides for awards of up to £1,000. In year two, 40% (£17,666) of the CGF budget was allocated to Leith decides, and this increased to 50% (£22,092) in year three, when the maximum Leith decides award was increased to £1,200.

Financial Year	Number of Applications Received	Not eligible	Application Withdrawn	Considered at Leith decides	Awarded (% of those considered)
2010-11	30	1	4	25	20 (80%)
2011-12	37	2	2	33	22 (67%)
2012-13	43	3	2	38	22 (59%)

- 2.9 £eith decides encourages very grass roots groups and organisations to apply for much smaller amounts of funding, and £eith decides is complemented by the availability of CGF funding which in some circumstances makes larger awards of up to £3,000 to local activities, and can make awards throughout the entire year.
- 2.10 The table below gives some limited information about the distribution of CGF and £eith decides applications and awards in 2012/13 across the two wards within the Leith NP area, but this does not equate to numbers of beneficiaries or outcomes in either ward. Activities may take place in one or both wards, and have very limited or extensive group of beneficiaries.

£eith decides 2012/13	Applications	Number awarded
Beneficiaries across NP area	26	15
Beneficiaries within ward 13	8	5
Beneficiaries within ward 12	6	2
Applicant main office in ward 13	22	14
Applicant main office in ward 12	12	5
Applicant main office outwith NP area	6	3
Total applications considered	38	22

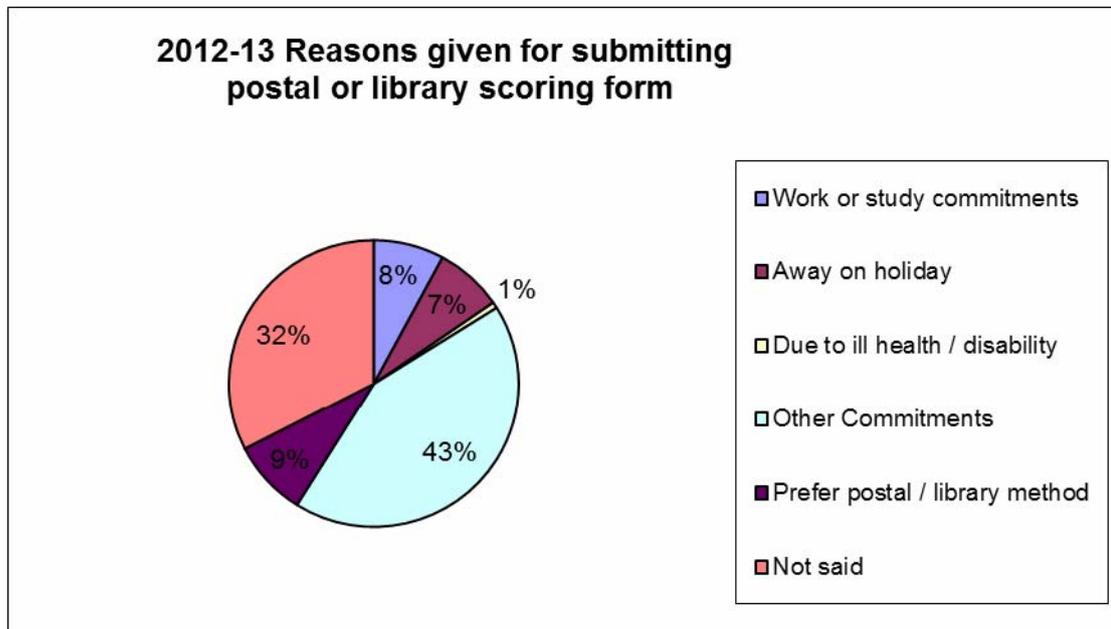
- 2.11 Over one third (39%) of applicants this year had not received a CGF or £eith decides award in the previous two years. This figure is slowly reducing - from 43% of new applicants in year two and 53% of new applicants in year one. Some applicants only take part in £eith decides events, rather than apply for a CGF grant, as shown below:

Applicant projects - statistics - £eith decides 2013				
Applicants – previous funding	projects awarded funds	projects not awarded funds	Total	% of 38 projects
First time applying for funding	4	4	8	21%
Previous applications to £eith decides only	8	4	12	32%
Received a CGF or £eith Decides award in last 2 years.	12	11	23	61%

- 2.12 This year 17 applicants completed feedback forms – including 13 successful applicants and 3 unsuccessful applicants. All respondents felt the application form was straightforward and easy to use. Most felt the pre-event information was clear and to the point, and one suggested more clarity on postal scoring was needed.
- 2.13 There is no clear evidence that the amount of time and effort applicants spent on promoting their projects had any impact on results. All applicants promoted their projects with their own clients and networks, some also externally by word of mouth, some via e-mail and websites, and five used social networking. Leith Late made a great effort in recruiting support and promoting their project, but were not made an award, yet Fabb Scotland and Bethany Christian Trust relied solely on £eith decides publicity and were successful in being made an award.
- 2.14 A 'Meet the Funders' event was arranged to occur after the £eith decides event to provide information on alternative funding for those applicants who were not made an award. 350 people attended Meet the Funders on 18 April 2013 where advice was given from 33 funding administrators. Although SS Explorer was not made a £eith decides award, Leith Links Community Council made a donation of £200 having learned about the project at the event.

Postal and Library Scoring

- 2.15 To encourage older and frail participants to have their say, the use of postal and in-library scoring was trialled this year. Evaluation of £eith decides in years one and two showed fewer people aged 66 and over were attending as participants. A local voluntary organisation suggested that the format of the events were unlikely to suit older, frail people. Although two local voluntary organisations working with older people were specifically contacted individually and offered support to help involve their clients, this was not taken up this year.
- 2.16 To provide information on applications for people using library and postal scoring, a poster display of applicants was placed in both McDonald Road and Leith Libraries for four weeks prior to the event. All but one applicant accepted the invitation to submit posters for the displays.
- 2.17 There was a significant take up of postal and library scoring. Nearly a third of the overall number of participants this year scored projects through these methods. Of these, visiting the poster exhibition and scoring projects in the library was more popular with 76% choosing this method compared with 16% who submitted their scoring form by post. The scoring sheets for library and postal votes were a different colour from those used at the marketplace event, required participants to identify themselves, and stated the deadline for handing them in or posting, to prevent people filling in large numbers of scoring sheets and bringing them on the day. Nevertheless, a very small number of people picked up forms from the library and brought them along to the event already completed; this will not be possible in future years.



- 2.18 The Steering Group noted that postal and library scoring requires additional planning from applicants, and very careful planning and management, plus checks of registration details on the day is required from organisers to make sure the system is not abused. (No evidence of abuse has been seen) Feedback shows a small number of participants and applicants perceived postal and library scoring could be unfair, believing that applicants could ask people to score forms in their favour.
- 2.19 Although postal and library scoring methods were trialled to make it easier for frail and elderly people to participate, only 1% of library or postal participants stated that they would not be attending the event due to ill health or disability. The most common reason for using postal or library scoring included having other commitments on the day of the event, due to work, study, holidays or other reasons. A significant increase was seen in participation from people who work in the Leith NP area. A few participants (9%) said that this was their preferred method of scoring.
- 2.20 The Steering Group recommend on balance that the postal and library scoring methods should be continued, as they offer a realistic way to widen participation, especially to those who had to work on weekends, across the area. More effective targeting of those groups who are more frail, vulnerable or less likely to participate in an event is needed and might be possible with better coordination of support through local voluntary organisations.

Annual Events

- 2.21 The 2013 Leith decides event continued to be a very popular community activity, with those who attend as participants and with applicants, valuing the 'community spirit / involvement' as well as learning about various local projects.

Applicants again this year commented on the valuable networking opportunities along with the opportunity to promote their group.

- 2.22 A marketplace format has been used for the second time this year – following feedback from the pilot event where applicants gave short presentations to an audience. The pilot approach was perceived to give some advantage to projects presenting earlier in the event, although the awards decision did not support this. The 2012 marketplace event was held at Ocean Terminal shopping centre, which provided excellent parking and transport facilities, and although free, the flexibility of the space was limited. This year the event was held in Out of the Blue Drill Hall, which offered sole use of most of the drill hall area and more flexible use of space within the building. The parking at Out of the Blue, particularly for blue badge holders, was very limited.



Leith decides, out-of-the-Blue Drill Hall, 2 March 2013

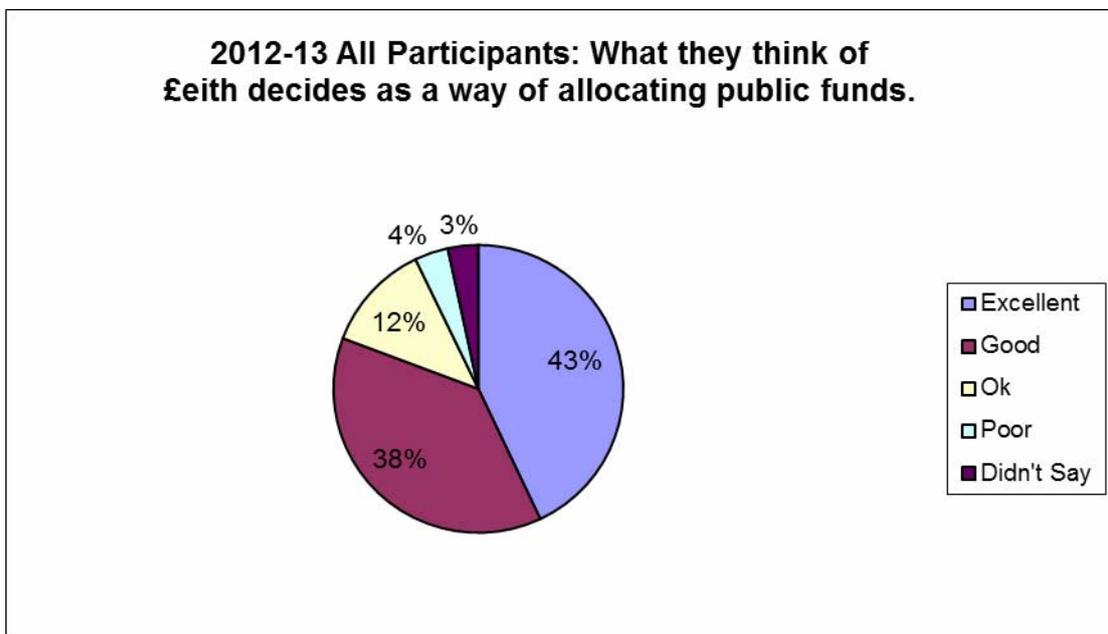
- 2.23 The events attract new community volunteers in addition to those involved in the Steering Group. This year, six (and last year eleven) additional people volunteered, alongside ten members of staff from four Leith NP partner organisations and one elected member.
- 2.24 There is further evidence this year that participants score projects based on their assessment of each application's merit, rather than using prior knowledge of the applicant organisation. For example, one of Leith Primary Parent Council's projects came tenth and was made an award, but their other project came 27th, and was not made an award. A full list of results can be found on appendix 1.

- 2.25 The process of counting votes on the day requires teams to work throughout the event to manually record the scores. There is a good atmosphere, but the increase in numbers of participants each year has meant that at no point have the final scores been available whilst participants are still at the event. There is a need to explore better ways to organise the count, including increasing the involvement of volunteers and exploring any other counting systems that are more efficient and could be used without any significant cost impact for the project.
- 2.26 Early feedback from funded projects shows that there are positive outcomes from £eith decides that stretch well beyond the event itself, and add value in the community;
- the Water of Leith Conservation Trust has held a series of community clean-up and bulb-planting days;
 - Lifecare has reported a lot of interest in employment training opportunities
 - Leith Sea Cadets have arranged free of charge on-board training with qualifications for young people unable to pay;
 - Edinburgh Garden Partners are thrilled with the success of their event at the Royal Botanic Gardens at which over 200 people attended;
 - Edinburgh Garden Partners received five applications from volunteer gardeners at the event and made contact with Lifecare who support people in their own homes and may have gardens they find difficult to maintain; and
 - Newhaven Rowing Club has gained new members at the last two years' events.

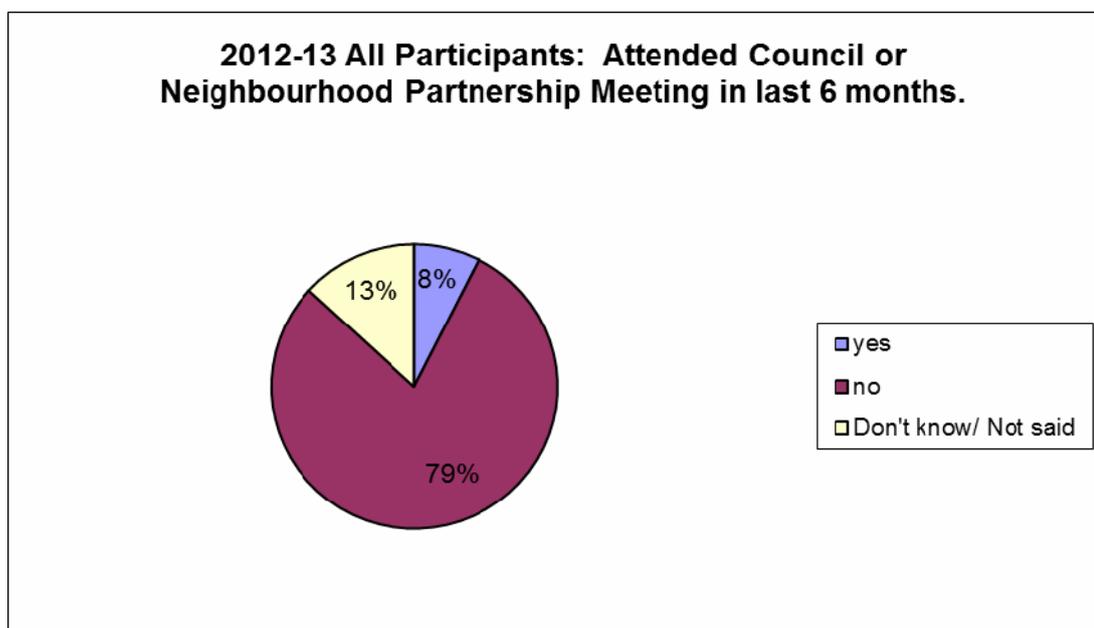
Involving local people in decision making

- 2.27 The number of participants scoring projects has nearly trebled since the £eith decides pilot event, where 320 people braved a heavy snowfall. A total of 724 people registered in year two. In year three, although fewer participants attended the market place event (590 people), total participant numbers increased to 899 with the inclusion of postal and library scoring. This year, it was for the first time that event participants said that they knew about £eith decides from attending previous events (3%).
- 2.28 The number of people rating the £eith decides way of allocating public funds as good or excellent has risen to 81% in year three, compared with previous years of 75% and 76%. Most participants say that they would change nothing about the events; those giving a poor rating slightly decreased to 4% this year from 6% in the previous two years. New scoring forms and additional methods of scoring

through post and libraries caused a little confusion this year, prompting some people to comment that they would change the scoring system. A simpler scoring sheet with clearer instructions has been drafted for future years, however it is notable that there were only 17 spoiled papers this year down from 88 in the previous year.



2.29 Seventy-nine percent (79%) of people participating in £eith decides this year stated they have not attended a Council or NP meeting in the previous six months. Of those using postal or library scoring methods, this rose to 83%, possibly indicating these methods are more accessible to people who are not 'actively engaged' in civic activities.



2.30 The Edinburgh People's Survey reported that 20% of Leith's citizens felt they could have a say in services in 2009 and this increased to 39% in 2011, then decreased to 31% in 2012. The general trend is positive. It isn't possible to

directly attribute this increase to £eith decides, but there is clear positive impact in the area from wide publicity. This should also be seen in the context of a trend of a decreasing number of people who feel they can have a say in services across the city. The table below gives greater detail:

Area	2009	2010	2011	2012	Trend
Edinburgh	43%	32%	50%	34%	- 9%
Leith NP	20%	28%	39%	31%	+ 11%

Project Costs

2.31 The Steering Group has monitored value for money, and costs, throughout the three years. In year one, project costs were £1,700 which included participatory budgeting training for community representatives, ward Councillors and staff. With 320 registering to participate this worked out at £5.11 per person. In year two, costs totalled £1,420 with 724 registering, which worked out at £1.96 per participant. Costs for this year worked out at £2.31 per participant, as this year there were increased costs for printing and venue hire.

Costs summary: 2012/13	Cost
Steering Group meetings	£20.00
Venue hire cost	£360.00
Hire of tables, brass posts and cord	£209.76
Printing of scoring sheets and evaluation sheets	£814.00
Publicity materials	£470.00
Volunteer Expenses	£207.00
Total	£2,080.76

Conclusions

2.32 The following conclusions can be drawn from the above:

- Numbers of applications and participants are increasing each year. There is evidence that Leith's community is gradually becoming more aware of £eith decides. Electronic methods of publicity are also becoming more effective.
- £eith decides attracts participation from large numbers of people who do not attend Council or NP meetings, and gives them decision making power. Participants value the opportunity to make decisions and rate the approach highly.

- The Edinburgh People’s Survey shows that the gap between the percentage of people in Leith and percentage of people citywide who feel that they can have a say in public services is closing. It is hard to attribute this to £eith decides, but £eith decides is a positive way of involving people.
- Postal and library scoring has helped to increase the numbers of participants, particularly Leith workers. It has widened participation from those who cannot attend the event however increased participation from vulnerable groups has been more limited.
- The events appear to build community capacity. Participants enjoy the experience and applicants benefit from the networking opportunity.
- There is no evidence that an applicant can influence the outcome. Greater numbers of participants decreases any opportunity for applicants to ‘block vote’; participants appear to consider projects on their individual merit. Campaigns by applicants tend to have wider benefit in raising awareness of £eith decides.
- All age groups and Leith postcodes are represented in the decision making. Further work is required to develop a more comprehensive demographic spread of participation from across Leith’s diverse communities. Postal and library scoring along with the support and input of local voluntary groups may support this.
- The steering group’s role in evaluating events and refining the approach has helped to make future years more efficient and easier to deliver.
- The current process of counting votes manually in teams is fun, but requires significant staff and volunteer resource on the day. More efficient methods should be considered where these do not bring additional cost implications to the project.
- All funding available through £eith decides has been fully allocated each year.

3. Recommendations

- 3.1 The Leith Neighbourhood Partnership Board is asked to agree the following:
- 1 Continue to allocate a percentage of CGF budget through £eith decides annually.
 - 2 Continue the use of postal and library scoring together with an annual event.

- 3 Involve more voluntary organisations in £eith decides to achieve a better demographic spread of participation.
- 4 Develop templates and procedures for annual £eith decides projects.
- 5 Investigate the use of more effective counting systems.

Ian Buchanan

Neighbourhood Manager (SfC)

Links

Coalition pledges	P33 – Strengthen Neighbourhood Partnerships and further involve local people in decisions on how Council resources are used.
Council outcomes	CO23 – Well engaged and well informed. Communities and individuals are empowered and supported to improve local outcomes and foster a sense of community.
Single Outcome Agreement	SO4 – Edinburgh’s communities are safer and have improved physical and social fabric.
Appendices	<ol style="list-style-type: none"> 1. Award Results 2012-13 2. Participants Profile 3. Postcode Map 4. £eith decides Process Outline 5. £eith decides Events Format 6. Quotes

APPENDIX 1

LEITH NEIGHBOURHOOD PARTNERSHIP: LEITH DECIDES

AWARDS DECISION BY 899 PARTICIPANTS 2 MARCH 2013

Project	Funding Amount:	Scores
North Edinburgh Dementia Care - Reminiscence project for people with dementia	£1,200	2317
North Edinburgh Dementia Care - Podiatry sessions for people with dementia	£1,200	2261
Citadel Youth Centre - Young Mums Parenting Course	£1,000	2244
Water of Leith Conservation Trust - clearing litter, pruning and planting	£1,049	2229
CLASP - baking equipment and mini cooker.	£1,200	2220
Friends of Prospect Bank School - climbing wall	£1,200	2197
Lifecare (Edinburgh) Ltd - work experience for unemployed to support elderly.	£1,200	2188
Fabb Scotland - Adapted bike for Blazing Saddles project	£1,200	2180
Leith Festival Association Ltd - information gazebo and baby changing facility.	£465	2155
Leith Primary Parent Council - After School Club - establishing clubs	£1,200	2112
Bethany Christian Trust - The Bugle activities and software.	£500	2103
Goosander Residents' Association - create living garden with raised beds.	£1,129	2066
Citadel Arts Group - Develop play with St. Mary's pupils.	£1,200	2064
Friends of Lorne Primary School - climbing frame	£1,200	2049
Victoria primary School Parent Teacher Association - Mural project	£1,200	2044
Leith Community Theatre - Show at Leith Festival (£1,200 returned £600)	£600	2037
The Ripple Project - Disco event for 12 - 16 year olds.	£942	2025
Leith St. Andrew's Play Group - library of books about different cultures.	£1,199	1997
Newhaven Coastal Rowing Club - launching trolley, waterproof cover and training	£1,200	1996
Splashback - sandcastle competition as part of Leith Festival	£577	1966
Leith Sea Cadets - on-board training trips to gain qualifications.	£910	1960
Edinburgh Garden Partners - Getting Leith Growing event (£1,200)	£521	1935

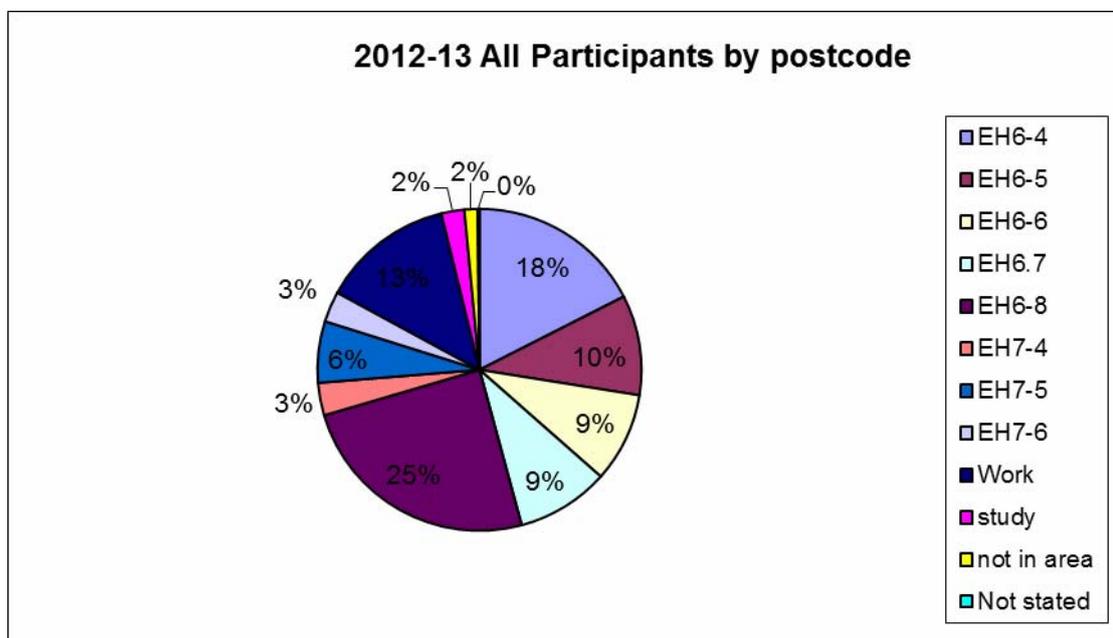
£22,092

No Award		
Leith Late - design costs for publicity and website development.		1921
Leith Walk Primary School Parent Council - waterproof suits for nursery		1913
Leith Theatre Trust - Singing workshops with Wendy Carle Taylor.		1911
Friends of Montgomery Street Park - young people's mural project		1903
Leith Primary Parent Council - loose play equipment for the playground.		1903
Multi-Cultural Family Base - Football project to support BME boys and girls.		1880
Fort Youth and Community Assoc. - Willow tepees and mats for play.		1866
1st Newhaven Scout Troop - sports and camping equipment.		1865
Strange Town - After school drama workshops in Lorne Primary School.		1862
The Rotary Club of Leith - pontoons and tele-handler fork lift for Dragon Boat Event.		1838
SS Explorer Preservation Society - Recommission heating system		1832
Edinburgh Leisure - Pilrig Park Gymnastic Club transport and coaching		1830
Trinity After School Club - Withdrawn		1794
Dunedin Canmore Housing Ltd - Football works for vulnerable people		1788
Leith Walk Primary School Parent Council - smartboard for language lessons		1763
Strange Town - Computer to enable more freelance work and work placements.		1748
Leith Business Association - develop website and training		1532

PARTICIPANTS PROFILE

Postcode Areas:

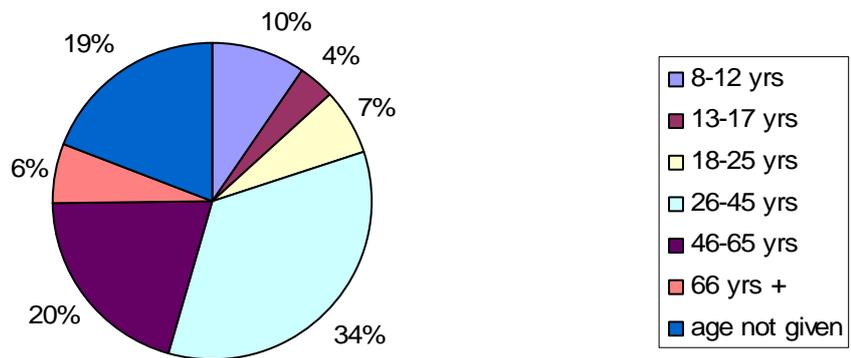
Analysis of registration information is carried out each year and shows that participants from all Leith postcode areas take part each year. The post code sector with the greatest number of participants overall is EH6 8; (the events in years one and three were located in this postcode sector). This year has seen a slight increase in participation from EH7 4 and EH7 5 sectors, particularly at the event, which may be explained by the venue being closer. There has been a significant increase in the participation of Leith workers over the years, with more three times as many from the year before. Postal / library scoring is the preferred method for 59% of those eligible to participate as Leith NP area workers.



Age groups:

There has been a slight increase in participation from people 66 years and over, with very slightly more preferring the postal or library method. There has been an overall decrease in the 13 to 17 years age group; most who participated attended the event - very few chose to score projects by post or in the library. People of working age continue to be the largest group of participants.

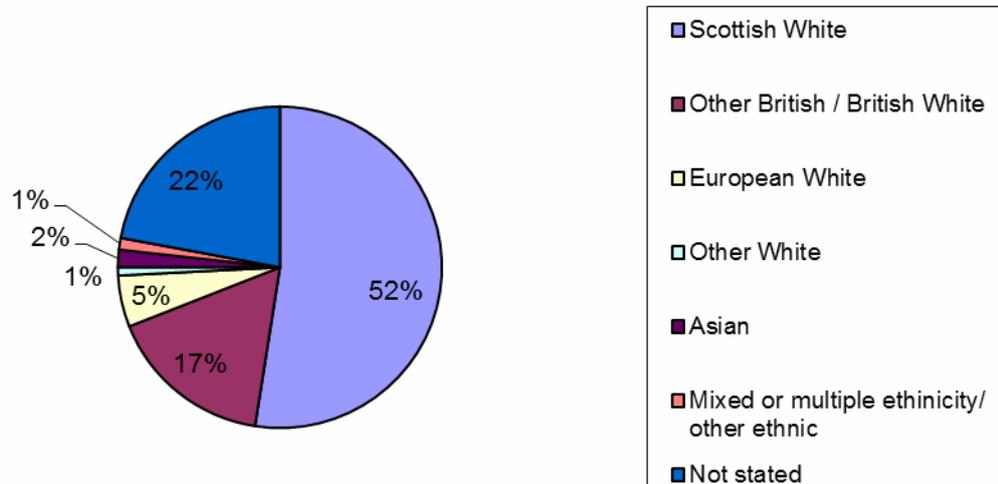
2012-13: Age Range of all participants



Ethnicity:

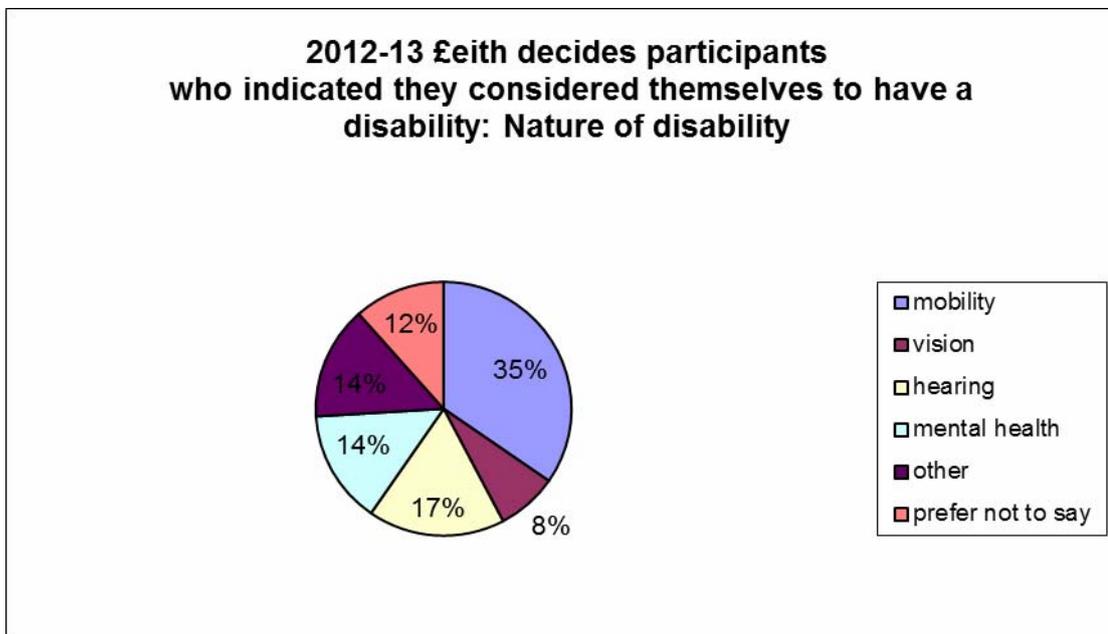
A lower number of people this year provided information on ethnicity. People who identified themselves as Scottish or British white remain as the largest group, with those in other ethnic groups consistently appearing to be a low percentage of participants.

2012-13 Ethnic decides participants: Ethnicity



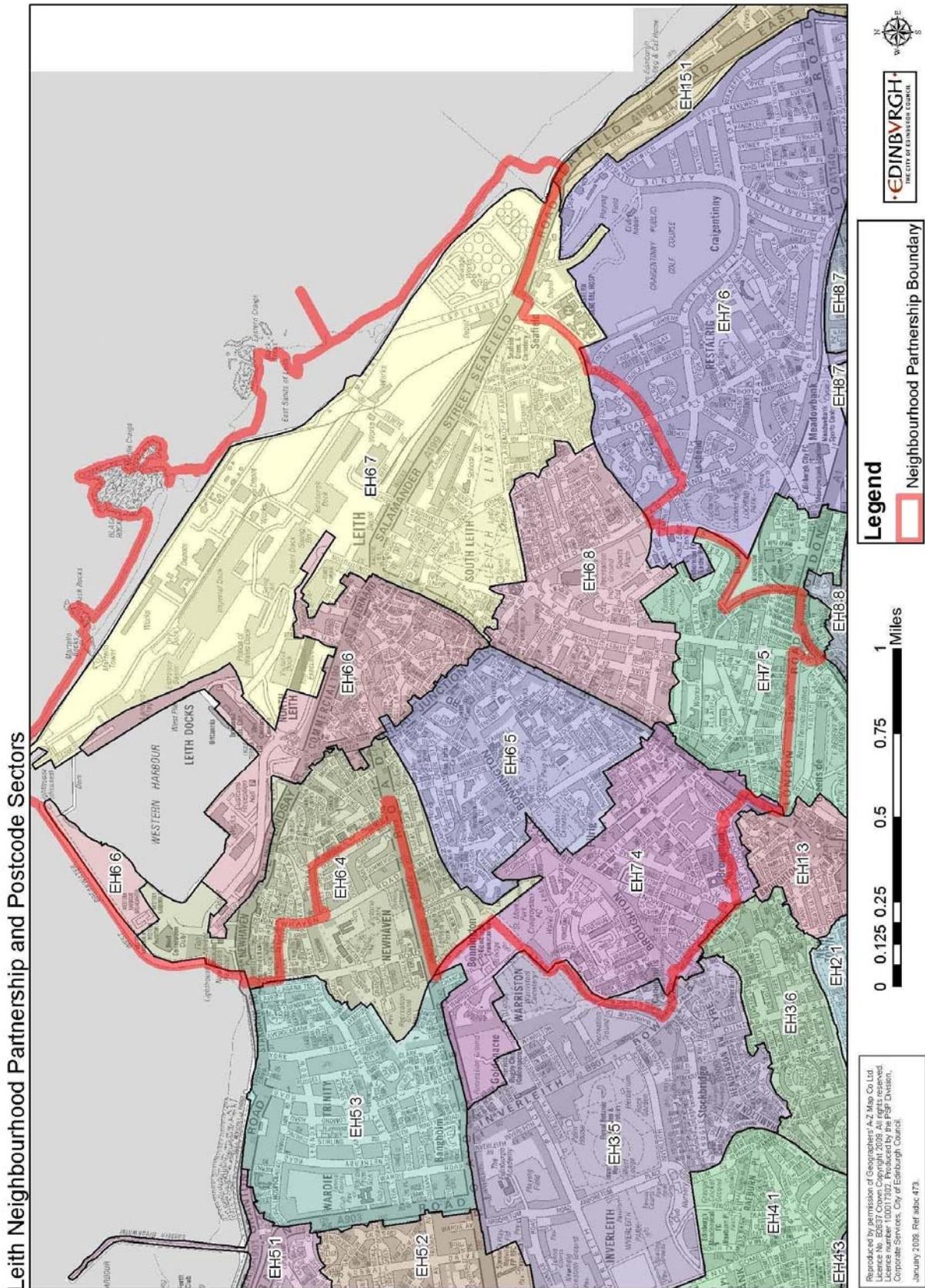
Disabilities:

This year, a question on disability was introduced. 60% stated that they did not consider themselves to have a disability with 12% indicating that they do. A higher percentage of event participants (44%) indicated that they considered themselves to have a disability compared with those who participated by post or in the library (34%).



Further Development:

Up- to- date census information is available in the autumn of this year, it will assist in monitoring the demographic spread of participation in £eith decides. A Partnership Workshop will be held on 5 October 2013 to learn more about the Leith Neighbourhood Partnership area community profile and consider a strategy for involving all groups within the community.



£EITH DECIDES PROCESS OUTLINE

Approx Timeline	Task	Additional Information
June	Steering Group outlines plan to deliver on programme for the year. (publicity plan, booking venues, hire of equipment etc.)	Service partners and community groups who can contribute are contacted.
July to November	Applications invited from Community Groups through variety of publicity methods.	Emphasis on contacting groups not previously known. Support is provided through process.
November to February	Publicise £eith decides to Community.	Variety of methods, increasing frequency towards events date.
December	Steering Group carries out assessment of applications against Community Grants Criteria.	Any application which meets basic criteria to enable payment of grant is invited to proceed.
December	Advice given to any applicant not meeting basic criteria.	Applicants assisted to meet criteria where possible.
December	Invitations to submit a poster and take part in the event are sent to applicants meeting basic criteria.	Includes detailed information on process and contact details for further advice if required.
January	Applicants submit two posters which are displayed in McDonald Road Library and Leith Library.	Posters displayed for 4 weeks before event.
January	Members of the Leith Neighbourhood Partnership Area are invited to score all projects out of 5 through by post or in library if unable to attend event.	Anyone aged 8 yrs or over who lives, works, studies or volunteers in the Leith NP area are eligible to participate,
February	Postal and library scores are counted	Community volunteers carry out count.
February	Event held and awards decision made public.	See Appendix 5.
February	Letters of Offer sent to applicants made an award.	Applicants return signed Funding Agreement before payment made.
March	Evaluation carried out.	Evaluation report goes to Leith Neighbourhood Partnership Board.
September	Applicants submit project reports.	

LEITH DECIDES EVENTS FORMAT

- Volunteers:** Volunteers meet early in the day to set up the event. A briefing meeting is held where jobs for the day are allocated.
- Marketplace:** A marketplace format is used. Applicants have advised that they are more comfortable with this rather than give a presentation. Participants have advised that they prefer this format as it enables them to speak with the project applicants and ask questions.
- Stalls:** Applicants are provided with a table and chairs to use as a stall. They bring along their own displays etc. Stalls are very imaginative and create a fun atmosphere.
- Registration:** A registration area is set up in a separate area from the stalls. Participants complete a registration form and take it to the desk where eligibility is checked, including if the participant had previously scored projects by post or in the library. Participants are given a scoring form.
- Anyone from the age of 8 years, who lives, works, studies or volunteers in the Leith Neighbourhood Partnership area is eligible to score projects. The 8 year old age limit was set, as children are encouraged to make informed decisions from this age through the Curriculum for Excellence.
- Scoring:** Participants are asked to score all projects out of 5. This manages the risk of 'block voting' and ensures that all projects are given a fair opportunity. Evidence supports that this system is effective. Completed scoring sheets are put in a sealed ballot box. Boxes are removed and replaced at regular intervals throughout the event to enable the counting process to be carried out.
- Counting:** A separate counting area is set up under the direction of an adjudicator. A number of volunteers are needed to input all scores into an excel spreadsheet, using several laptop computers.
- Decision:** Projects with the highest scores are made the award they have requested. Awards are made going down the list from highest to lowest score until all money is spent.
- Awards decision is announced at the venue and put on the website that day. All applicants are also contacted by telephone on the day.

QUOTES

“Attending the £eith decides event this year pressed home to me just how much people value the opportunity to be part of the decision making process. The energy and enthusiasm demonstrated by the organisers, all the community group participants and the positive involvement in the process from the public shows just how much appetite there is for this type of engagement in a community grants programme.”

Keith Anderson, Chief Executive, Port of Leith Housing Association

“For the first time, I heard people in community meetings speaking about the Neighbourhood Partnership as a tool for engagement, having real democracy where people can decide on how money is spent.”

Cllr. Angela Blacklock, Leith Walk Ward

“I think that £eith decides is an excellent example of community participation in local democracy. We were delighted with the response to the first event and doubling involvement, with over 700 Leithers voting in the second process, shows that local people are willing to be involved in politics and should be empowered to make decisions that affect their communities. I would like to thank the community representatives and council staff who, together, worked so hard to make Edinburgh’s first (and now annual!) participatory budgeting process such a success. I hope this can be a model for devolving power to local people elsewhere in the city.”

Cllr. Maggie Chapman, Leith Walk Ward

“£eith Decides has been an innovative and effective way of involving residents in some of the decisions that affect their community, and has been very ably supported by our Neighbourhood Partnership and Management teams.”

Cllr. Deidre Brock, Leith Walk Ward

“£eith decides is a great opportunity to really ‘touch base’ with a whole range of active people, groups and organisations throughout the community. As a Community Learning and Development worker, it gives me an opportunity to make new links and build new relationships with and between people and groups I may not even have known about, and to show them in a practical way how the service can assist them with their work in the community. Not only does it demonstrate local democracy ‘in action’, it also provides an opportunity for the community to come together to celebrate the diverse range of great work that is carried out by local people committed to making not

just Leith, but the wider world, a better place for all to live. I feel privileged to have played a part in that.”

Jackie Mearns, Community Learning and Development Worker

“£eith decides was a superb event; professionally organised with evident and infectious enthusiasm. The voting structure for the event genuinely put the decisions into the hands of the people of Leith, you could say this really was democracy in action.”

Des Linton, Leith Community Theatre (Applicant)

“My involvement as Chair was made easy as all the members of the steering group were enthusiastic to do better than the previous year and I think they proved this by the result on the day of the event and with the assistance of the other people who were involved and give their time to assist in making the project a great success.”

Stan Eadie, Leith Central Community Council (Steering Group Chair)

“ Over the year I contributed to considering the applications to ensure that they met the criteria and on the day of the vote I spent the voting period helping prospective voters to complete their registration form and giving them voting papers. After that I help to analyse the voting using my laptop to record the votes for each application.”

Don Giles, Leith Harbour and Newhaven Community Council

(Steering Group Volunteer)

“ a pleasure to be involved in a local project that delivers clear benefits. Great opportunity to find out about the amazing local projects that are happening all the time without much fanfare.

Angus Miller, Leith Links Community Council (Steering Group Volunteer)

“At first sight the 6th Leith Scouts found the process potentially intimidating. However, when we examined the forms we found them well drafted and straightforward. We also worried about the public vote at Ocean Terminal. However, we need not have done so. It proved a useful and stimulating task for our Scouts to consider how best to display our work to members of the public in an attractive way. Also the Ocean Terminal event provided a great opportunity to promote our scout troop to the community in which we operate. Such opportunities are not easy to find.

Sandy Cameron, 6th Leith, 1st Newhaven Scout Troop (Applicant)

“Strange Town is delighted to have been awarded funds by £eith decides to buy a much needed computer and software to continue running our theatre company for children and young people in Leith. The new computer will also enable us to offer more work to young freelancers and those requesting work experience.”

Ruth Hollyman, Strange Town (applicant)

“I personally appreciated all the help and advice given when I was encouraged to apply to be one of the groups asking for support from the People of Leith. The work involved in setting up this initiative and bringing it to fruition must have been time consuming and a huge undertaking. It was amazing on the afternoon of £eith decides to see the hundreds of folk who came along to cast their votes in support of their local community groups. So often when working voluntarily for such a group, and very often desperately worried about its being able to continue to exist, it was heartwarming to be part of such a caring atmosphere. My group was lucky enough to gain an award, but truthfully it must have been an award in itself for the organisers to see what a success their efforts had been!”

Rita Crombie, Leith Festival Association Volunteer (applicant)

I found the funding initiative, '£eith decides' to be very unique in its process of funding of local projects. Replacing the usual 'behind closed doors ' process with a more democratic approach, made the funding programme more of a Community Participation exercise.

From start to finish , participation with community volunteers made the exercise more orientated towards relinquishing organisational issues from committee to the volunteers themselves. The process was redefined to ensure volunteers from the public would be encouraged to promote the event in a more open forum. Groups were encouraged to apply for project funding, these would be fully discussed and assessed by the volunteers.

When all the applications were submitted, it was decided to hold the process of allocating the funds in a 'marketplace' scenario. The groups were encourage to promote their project in a local shopping centre where members of the public could see where projects were happening, the purpose and merits of the project and vote on which projects they felt deserved funding. Not only did this raise public awareness of what was happening within the community but in having the opportunity to have a say in the outcome, the event promoted a greater understanding of Community Participation.

A unique approach to local project funding and a valuable example of raising public awareness. £eith Decides has shown excellence in raising community awareness of the values in community participation...Good luck.

Davie Thomson, Chair of Redbraes Residents Association

Had a really great day manning the registration desk & helping with the 'de-rig' at £eith decides yesterday. Everyone who came with their stall and to cast their vote seemed to have a good time, there was such a buzz about the place it was amazing!! People of all ages and even a couple of cute wee dogs too!

Michael Traill (Event Volunteer)