

# PLANNING AND DESIGNING FOR QUALITY PB

This worksheet supports you to think about how to apply the features of the Charter as you plan and design your PB process.



# TAILORED



Each PB process should be unique, planned and designed to reflect the local context and to respond to the needs of the community.

**For example:**

- What steps will you take to build relationships with the local community; how will you support their active involvement in designing the process and agreeing the priority issue or theme?

# SUPPORTED



**People are supported to get and stay involved in the PB process.**

**For example:**

- What steps will you take to secure participation and empower the community to lead the process? How will you identify, and respond to, barriers to involvement? How will you support those who are unsuccessful?

# INCLUSIVE



**All voices have the opportunity to have their say and be heard on how public resources are spent.**

**For example:**

- How will you identify, and respond to, access needs? What support will you put in place to actively facilitate minority or marginalised groups to participate? What steps will you take to attract people who don't normally get involved? What are the most appropriate techniques?

# TRANSPARENT



**Information and processes are clear and open helping to build trust in the process.**

**For example:**

- When and how will you share information about the process?  
How will you ensure that information and the rules guiding the process are available to everyone?

# BUILDING RELATIONSHIPS



**Spaces are created to bring people together to share ideas, to discuss what is important to their community and to decide together how best to spend resources.**

**For example:**

- How will you facilitate informed discussion and reflection? How will you support participants to connect and build stronger relationships? What steps will you put in place to enable people to develop new skills, build confidence and have fun?

# EMPOWERING



People in the community make key decisions about the process. The final decision on how the resource is allocated is always made by people in the community.

**For example:**

- How do you plan to involve people in shaping the rules which guide the process? How will people be supported to direct the priorities? What measures will you put in place to overcome barriers to inclusion? What steps can you take to anticipate and overcome challenge or conflict?



# CELEBRATION OF SHARED ACTION

Through shared experience and community action something real is produced which responds to local needs and invigorates a sense of connection. You can see, sense, or touch it.

**For example:**

- How will you encourage people to be imaginative and inspired by others? What plans are in place to acknowledge and celebrate participation and to strengthen relationships? How will you enable those who are unsuccessful to still feel part of the process?



# REFLECT AND LEARN



People learn from and reflect throughout the process, sharing with others to refine PB practice.

**For example:**

- Think about the steps you will need to put in place throughout the process to measure impact? How will you facilitate people to share their experience and learning? How will you use the learning to inform repeat processes?

# COMMITMENT



**Leadership and commitment from local and central government embeds PB as part of investing in a healthy participative democracy.**

**For example:**

- What actions can you take to ensure that people can routinely make spending decisions about the things that matter to them? What steps can you take to align PB with policy and strategy development which addresses inequality?

### **This is Worksheet 1 of 2.**

Worksheet 1 supports you to plan and design a PB process.

Worksheet 2 supports you to reflect on the quality of the PB process.

## **Find Out More**

To find out more about the Charter, visit  
[www.communityplaces.info/services/participatory-budgeting/](http://www.communityplaces.info/services/participatory-budgeting/)

## **Contact Us**

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