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Innovation in Democracy Programme

Expression of Interest Form

**Before you complete this Expression of Interest (EoI) form, please ensure you have read the programme guidance carefully, including the eligibility criteria, which accompanies this form at the following link [insert link].**

**Please complete all questions on this form and return to** **democracy@culture.gov.uk****.**

**The deadline for the return of this form is 23:59 on Friday 4th January 2019.**

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| --- | --- |
| **Name** |  |
| **Role in organisation** |  |
| **Email address** |  |
| **Contact number** |  |

# Section One - Your Details

## Local Authority Name

## Main Contact Details

We require the details of a person who can speak for your local authority if we have any follow-up questions.

# Section Two – EoI Questions

## Please note the word count for each answer.

## Question 1 - Motivation for participation

### Explain why you are interested in taking part in the Innovation in Democracy Programme. (250 words)

### Explain how participating in the Innovation in Democracy Programme would fit with your local authority strategy. (250 words)

### Tell us about a piece of citizen engagement work that you have done in the LA that you are proud of. (250 words)

Think about any challenges you faced and how you overcame these. Why were you particularly proud of this work?

### Tell us about a piece of citizen engagement work that has not gone so well and what you learnt from this experience. (250 words).

Think about what you would do differently next time if given the opportunity.

## Question 2 - Significance of issue

### Outline 1 or 2 (max) potential issues your LA would open up for deliberation at your Citizens’ Assembly. (250 words)

Select a topic that you, as the LA, would need to make a decision on in the future. The issue would ideally have various potential outcomes that could be deliberated upon, with the input of professionals/experts in the field.

**As explained in the guidance, housing and planning issues are out of scope, and any LA that submits potential issues around planning and housing will not be selected to take part in the programme.**

### Why have you selected this issue? (250 words)

Set out how you know that this is of interest and importance to your community. Is this issue a priority for your local authority and will you be taking action on it?

## Question 3 - Risk Awareness and Management

### What are the barriers/risks to implementing a Citizens’ Assembly in your area, and what could you do to mitigate these? (300 words)

Consideration to be given to both internal and external factors that might be potential risks including legal risks and awareness of proper practice on process for public consultation.

## Question 4 - Commitment of Resources

### What staff resources will you dedicate to this programme?

Please name senior responsible officer who will have decision making responsibilities for the programme, and any other staff teams who will be involved (service delivery teams, staff involved in preparing background info for the Citizens’ Assemblies, Comms, IT etc). Set out their responsibilities and time commitment.

### Who is your Councillor Champion?

Please provide a name above and attach a short statement from the Councillor setting out their interest in the programme, and how they will champion it within the council and across the LA. If you can demonstrate cross-party support for this programme, also include this here.

Please send your **letter of support** along with this form to democracy@culture.gov.uk.

### What other resources will you put into the process? (150 words)

Match funding is not a requirement for selection, but if you have resources that you can invest in this programme, tell us here.

### Please provide a letter of support from your Chief Executive setting out the local authority’s commitment to the Programme, including why your LA is keen to participate.

Please send your **letter of support** along with this form to democracy@culture.gov.uk.

## Question 5 - Raising public awareness and buy in

### If you are successful in your bid to join this programme, how do you propose to raise public awareness of the Citizens’ Assembly and buy in to the process in advance of the process starting and throughout? (250 words)

Include in your answer here how you will use the online engagement platform to increase reach, accountability and transparency. Also consider how you will reach those that you have found it harder to engage with in the past.

## Question 6 - Sustainability and commitment to citizen voice

### Explain how the Citizens’ Assembly will be integrated into your existing democratic and decision- making structures. (250 words)

Give an outline of your decision-making structures and explain how participatory democracy could be incorporated into those.

### How do you plan to respond to the recommendations that come out of the Citizens’ Assembly? (150 words)

We expect - as a minimum - that LAs will commit to publicly responding to each recommendation made by their citizens, with a presumption in favour of implementing what comes out of the deliberative process and a clear explanation why not if a recommendation is not to be implemented.

Tell us if you will commit to this and anything further you want to say about the council being bound by what comes out of the Citizens’ Assembly.

## Question 7 - Sharing Learning

1. How will you share learning from participating in the Innovation in Democracy programme across the rest of your local authority teams? (250 words)

This will be important to ensure that participating in the programme has a legacy beyond its life. Set out how you will ensure that learning is embedded across your LA.

### Are you willing to join a peer network of other participating LAs to share learning and troubleshoot issues?

### What ideas do you have for sharing the learning from the Innovation in Democracy Programme with other (non-participating) LAs? (200 words)

We would like to hear ideas of how the learning from this programme could be spread to those LAs that did not get the opportunity to take part, and how you could contribute to this.