**€300K Have Your Say Participatory Budgeting Initiative**

**Terms of Reference**

**The Steering Group:**

This group was established by the Elected Members of the Council to have oversight of the development of the initiative throughout all local iterations. The Steering Group will meet to agree the project plan and timeline for the delivery of the initiative in each Local Electoral Area as well as communications and voting procedures. It has responsibility for recommending the final Shortlist of Projects for the Public Vote to the Council for approval.

The membership of the Steering Group is made up of the Mayor and Elected Members on a cross-party, independent basis, agreed by the Council. Where there are not two Elected Members from the Local Electoral Area in which an initiative is being run on the Steering Group, these may be co-opted onto the Steering Group for the duration of the local project. The Steering Group is supported by senior members of the Executive including the Director of Services for Corporate Performance and Change Management, Director of Services for Housing, Community and Social Development, Head of Finance, Head of Information Systems, the Communications Manager, and the Area Committee Meeting Co-ordinator.

**The Role of the Elected Members:**

All Elected Members are invited to support and actively participate in all promotional campaigns for each initiative as it runs in local areas, however for transparency and fairness Elected Members should avoid being associated with or campaigning for any individual submissions.

The final decision of the shortlisted projects for the public vote will be made by the Council.

The Area Committee for the Local Electoral Area in which the initiative is being run will be provided with update reports both on the progress of the initiative during the project submission and voting stages as well as on the progress made on the delivery of the successful projects.

**Local Initiatives:**

Each Participatory Budgeting initiative will include a project submission stage and a public voting stage.

Communications and workshop events will be run in local communities to guide the development of project proposals that are in line with the project assessment criteria. Project submissions can be made at the workshops on online through the €300K website.

The public voting stage will include the printing of paper ballot papers for voting in local libraries and/or community centres as well as an online voting facility on the €300K website.

Every effort will be made to ensure all winning projects from the public vote will be delivered within the subsequent budget cycle.