

Volume 3: Brief and Specification

Citizen's Assembly on Climate Change

Specifications of Requirements

1.0 GENERAL NOTE

This project is being commissioned by the Place Department to tackle climate change with direct input from residents. Delivering an assembly will help fulfil priorities identified in the Council's Corporate Plan.

1.2 INTRODUCTION

Croydon has declared a Climate and Ecological Emergency at the July Cabinet meeting this year after the Sustainable Croydon Summit.

The Council wants to work together with residents, businesses and young people as a community to put together recommendations to Cabinet in order to lower carbon emissions.

One of the ways that has been identified to do this is to create a Citizen's Assembly (CA) much in the same way Camden and many other local authorities have already done.

A citizens' assembly is a group of people who are brought together to discuss an issue or issues and reach a conclusion about what they think should happen. Using this method would ensure that the actions the Council takes in regards to climate change would be heavily influenced by the voice of residents.

1.3 SCOPE OF WORK

This process is being undertaken in order to procure a company that is able to:

- Identify members of the community to take part in a Citizen's Assembly. The chosen members will need to be a representative sample of our diverse borough and will need to stay engaged from the recruitment process till the end of the assembly.
- To manage and facilitate three sessions to form the assembly, co-design material for assembly members during the meetings
- To pull together a final report/set of recommendations from the assembly members at the end of the final meeting for January Cabinet.
- Timeframe is between mid-October to the end of January 2020.

1.4 DETAILED REQUIREMENTS OF THE WORK

The Council wants to work with an independent consultant to deliver a Citizen's Assembly on Climate Change to ensure that the recommendations that result from the assembly will be independent and based solely on resident input.

In order for an assembly to come to a borough-wide consensus of opinion, members of the community will need to be recruited and entered into a pool where 70 residents will then be selected by the various aspects of Croydon across wards, ages, ethnicities, etc. to represent our very diverse borough. The aim is to retain as many assembly members for all three sessions; Consultant must use their best endeavours to ensure an average of 50 attend from the 70 invited.

All personal information that will be captured, transferred and stored over the course of the Citizen's Assembly by both the bidder and the Council will need to be kept in line with GDPR requirements. Participants will need to be informed of this at the recruitment stage.

The Council will provide assembly members with £25 worth of vouchers from a selected retailer for each session they attend to encourage those selected to participate in all three of the meetings that are currently being planned.

Once participants have been recruited to take part in the Citizen's Assembly process, they will need to be provided with pre-meeting briefings before each meeting to ensure that they are clear about what to expect before each session. This should also allow each member to take an active approach over the course of the assembly.

The content of the meetings will need to be co-designed by the bidder with the Council to ensure that the assembly members are:

- Informed of any relevant background information regarding climate change and lowering carbon emissions in Croydon and London for context;
- Given the opportunity to scope the issue of climate change in Croydon in the first session;
- Able to take evidence and explore options around what can be done in Croydon to lower our carbon emissions across the borough as well as as a Council;
- Able to form a conclusion based on the scoping they have done and the evidence they have seen to produce a set of recommendations to be taken to Cabinet for the review of Council Members.

The meetings will need to be scheduled to take place over a 2.5hr slot during either evenings or Saturdays around the borough depending on the availability of assembly members to ensure most are able to attend.

The bidder will need to design deliberative activities to produce focussed outputs and summary reports after each event.

A final report will need to be produced after the last session which will include details of the whole process as well as summary outputs and a set of recommendations produced from feedback from the assembly members.

1.5 REPORTING AND COMMUNICATONS

There will be a report going to Cabinet on the 21st October to get approval from Cabinet for approval to go ahead with a Citizen's Assembly.

Subject to this approval being given, the assembly meetings will be expected to take place over the period of November to December with the final report going to Cabinet on 20th January 2019. In order to meet this deadline, the repot will need to go through a formal process of going to

Informal Cabinet so the deadline for the draft report will be the final week in December 2019.

There is also the expectation is that a report will be given to the Council after each meeting to sum up the findings and discussions that took place in that session.

The main points of contact for the consultant that takes up this work will be Yasmin Ahmed, Senior Strategy Officer, from the Policy team and Shifa Mustafa, the Executive Director of Place from Croydon Council.

1.6 ESSENTIAL

- Experience with unbiased recruiting members of the public and retaining their engagement for the period of a piece of work
- Managing and co-designing meetings with a local authority to ensure that outcomes are met, intelligence is gathered and a summation report is provided shortly after each meeting.
- Chairing and facilitating meetings with residents to ensure maximum output – in this case, ensuring assembly members maintain an active role in each meeting and their thoughts and opinions drawn out in a controlled and comfortable environment.

1.7 DESIRABLE

- Previous experience engaging with Croydon residents and understanding the diversity of the borough. With a tight turnaround to tackle the climate change to achieve the Council becoming carbon neutral by 2030, it would be ideal for the bidder to have existing links to Croydon to build on.
- Previous experience delivering a Citizen's Assembly. Multiple Councils have now used assemblies to tackle various issue including climate change and with the short timeline, it would be ideal to work with a bidder that is already aware of the challenges involved in doing an assembly well.

The council will have the option to terminate the contract at any time if the required specification is not met or not met on time as presented on the project plans for Phases 1 to 2, by serving two weeks' notice in writing.

In pricing this work the Provider should note that the council may require documents to be revised. In these circumstances the Provider will be required to redraft as required. Up to two redrafts for each document should be included in the price.

Where there is a delay due to any reason, including a delay caused by the council, the Provider will not be allowed to adjust the price; where the work required is as per this specification.

The successful Provider will need to complete all written reports within each work stage and have these agreed in writing by the council, prior to submitting invoices to the council for payment. Under no circumstances will the council pay invoices in advance of work being undertaken. The invoices will be submitted in whatever format the council may require, setting out full details of the services provided and including any supporting documents as required by the council.

The Council reserves the right to ask for or additions over and above the work set out in the specification; payable using the day rate submitted. Any adjustments for deductions or additions over and above the work set out in the specification, will not be paid unless previously agreed in writing the council in advance of the additional work taking place. Any additional work/expenses over and above those identified within the specification will need to be clearly set out and justified in writing and requests for its inclusion cannot be guaranteed.