

Citizens' Assembly of Scotland

Process Paper - Statements (W2)

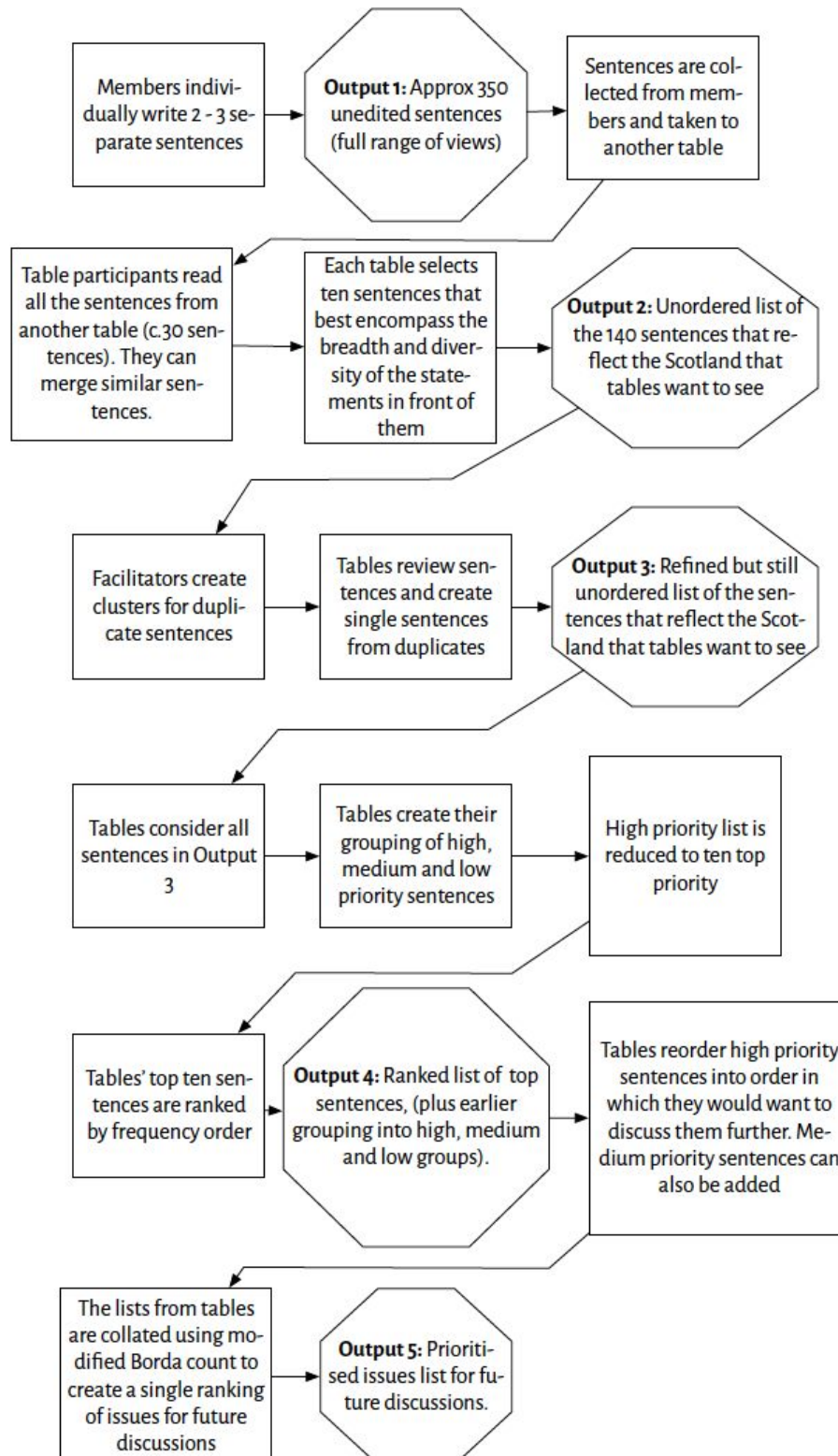
This document outlines a process to produce a range of statements that provide a broadly representative picture of the breadth and diversity of views across the Assembly of the kind of country we are seeking to build. It seeks to do so without discarding ideas and without creating divisive voting mechanisms that split ideas into 'winners' and 'losers'.

The process aims to gather and preserve the widest possible range of views, while at the same sorting and ranking them in the time available to create a list of statements that find common ground and give an indication about common priorities. The process will conclude by identifying priorities for discussion at future weekends.

It runs through a number of stages, identified in the diagram on page 1. The steps at each stage are explained in more detail throughout the document.

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Process Diagram



Note: With the timings in the weekend plan, the break between days occurs after **Output 3**.

Criteria for statements

The intention behind developing the statements is to capture the full depth and diversity of vision and ambition members have for their country. As such we do not want to place limitations on the content of these. There is no right or wrong answer. For example, it is okay for members to list Brexit as a possible ambition or as something to be avoided. However, in order to productively collate, prioritise and build on these statements it is helpful to set a few boundaries around their formulation.

The statements will begin:

“The Scotland we are seeking to build will...”

At a basic level, statements should be:

- Short and ideally contain one clear element (too many elements makes it difficult to interpret, group and prioritise across statements)
- Focused on the national context rather than personal ambitions (i.e. not “I want to travel more”)
- Positive and aspirational/forward thinking – 2050 is the horizon here

Sessions

Saturday

Creating statements on what kind of country we are seeking to build

Overview

Purpose: To identify a range of statements that provide a broadly representative picture of the breadth and diversity of views across the Assembly of the kind of country we are seeking to build.

Input: Information generated to inform thinking (e.g. word clouds, flipcharts, personal notes).

Task: Individual statement creation (12 mins), statement sifting and agreement on a list of statements to take forward in the process (40 mins).

Output: Unordered list of up to 140 statements that reflect the Scotland that tables want to build.

Flow: 70 minutes

- Introduction (Lead Facilitator) [8 minutes]
- Individual statement creation [12 minutes]

- Envelopes: put statements in envelope and pass to another table [5 minutes]
- Table task - statement sifting [40 minutes]
- Next steps (Lead Facilitator) [5 minutes]

Detail

Individual statement creation and transferring to envelopes:

- Members will create individual statements. Statements should complete the sentence: “The Scotland we are seeking to build will...”. Each statement should include only one clear idea about the Scotland we are seeking to build. Members will have several blank pieces of paper/card on the table, but could alternatively use preferred equipment such as ipads and speech-to-text software. This is an individual exercise, but members may discuss in pairs if it helps them to prepare their statements. The Table Facilitator will ensure that the statements created are all transferred onto paper/card for the next step of the process.
- The Table Facilitator will put the full set of statements created by the members at their table into an envelope. The Lead Facilitator will collect the envelopes from each table and hand them to another table in the room. Each table will end up with a different set of statements.

Statement sifting

- Table Facilitators will go through the envelope they receive and read out each statement.
- Tables start by clustering the statements into piles of similar or identical ideas. Statements should not be forced into a cluster if the fit feels uneasy. For each pile, the group is asked to agree a simple statement that encapsulates the statements within it. Some statements may sit on their own – this is fine.
- Once the group has finished clustering, they are asked to agree ten statements that reflect the breadth and diversity of the statements in front of them. This is not about selecting the things that they agree with – this will come later – but ensuring that all points of view are captured in the statements that will be shortlisted by the assembly tomorrow. Remind assembly members that other tables will be doing the same thing with the statements that they have produced. The agreed 10 statements should all include one key idea per statement – i.e. groups should not try to squeeze multiple ideas into a statement.
- If the table cannot agree on ten, then eleven or twelve is also acceptable, but they should make every effort to get to ten. We’re looking for a manageable set of statements that best reflect the breadth and diversity of views in the room. Any further statements set aside at this point will be captured in the reporting of the Assembly, noting that Assembly members had been required to prioritise those they believed best are most important in representing the breadth and diversity of views in the Assembly and set aside those they believe less represent that breadth and diversity in order to prepare a manageable number of statements.
- The table facilitator will remind members at all stages that they are not yet seeking to identify statements that they personally agree with, but those which they believe represent the breadth and diversity of views across the Assembly based on outputs produced and discussion so far.
- Table Facilitators will place the statements in sealed envelopes at the table.

Facilitator Task: Clustering statements

- The Facilitation Team will take away the top statements in a sealed envelope and head to the appointed break out room. Here, a member of the Support Team (Anthony) will coordinate a process of clustering and grouping. The Secretariat, Conveners and researchers are invited to observe the process.
- There are 14 tables so we can expect around 140 statements. We expect that some statements will be exactly the same, others will be similar. No statements will be removed from the process at this stage.
- The statements will be split between three people, who will begin laying out them out and creating clusters as they arise. A fourth person will have the role of overseeing what is being done, helping to spot and create clusters.
- Once all statements have been laid out, the team will review the clusters that have been created, sense-checking them and checking for additional clusters that can be created.
- Clusters will be placed into envelopes and distributed between Table Facilitators in preparation for the next stage.

Finalising statements on what kind of country we are seeking to build

Overview

Purpose: To refine and review the list of statements.

Input: Clustered but unordered list of statements that reflect the kind of Scotland we are seeking to build.

Task: Tables to turn the clusters into single statements, and review single statements to ensure that they are clear and easy to understand. Note: If the number of statements is relatively small (indicating that earlier in the process there was a lot of overlap in views) this session might run short. As far as possible, each table should have an even workload.

Output: Unordered but refined list of statements that broadly reflect the breadth and diversity of view about the country we are seeking to build.

Flow: 65 minutes

- Introduction to task - introduce example statement (Lead Facilitator) [5 minutes]
- Table task - statement refinement and review [35 minutes]
- Reflection point - one table selected to share their list with the room and then a sample asked to share "what did you have that was different" [15 minutes]
- Wrap up (Lead Facilitator) [5 minutes]

Detail

Example Statement: "The Scotland we are seeking to build will..."

Statement refinement and review:

- Start with one of the clusters. The facilitator lays out the different statements on the table for members to look at. Check with your group whether they are content with how the statements have been clustered – i.e. do any that feel out of place? This is not about whether members agree with the sentiment of the statements – just whether it contains statements that are sufficiently similar. If your group is content that the statements are sufficiently similar then move onto the next step. If your group thinks that one or more statement is out of place, then discuss why, note the reasons down, and put them to one side.
- Discuss with your group what single statement would summarise the statements in the cluster. This may be the same wording as one of the statements already in the cluster, or it may be new wording. This should be worded to complete the sentence: “The Scotland we are seeking to build will...”. As before, this is not about whether members agree or disagree with the statement – it is about faithfully capturing the essence of the cluster. Once wording has been agreed, return the statements to the envelope and write the agreed statement on the outside of the envelope.
- Repeat the above process for each of the envelopes of clusters.
- Once completed for each of the envelopes, return to any statements that have been set aside due to feeling out of place. Discuss whether those statements form a different cluster, or need to stand alone.
- Table Facilitators will place the refined statements in sealed envelopes at the table.

Facilitator Task: Typing up refined statements

Overnight, the Facilitation Team will type up the refined list of statements from the content of the envelopes. They will also prepare cards for each individual statement. Several versions of the list of statements will be printed (large print) with the same statements presented in a different order, to minimise unconscious bias towards the statements that come first.

Sunday

Statements revisited

Overview

- Purpose:** To briefly review the statements that were the output from Saturday so that members are familiar with the breadth and diversity of views across the Assembly before moving on to the task of identifying the common ground between members.
- Input:** Unordered but refined list of statements that broadly reflect the breadth and diversity of views in the Assembly of the kind of country we are seeking to build. Each facilitator has the statements in a different random order to minimise any unconscious bias towards the statements that come first.
- Task:** Review this list of statements that were the output from Saturday. The table facilitator will read these out and members will also have a copy in their packs.
- Output:** None. This is in preparation for the task of identifying the common ground between

members.

Flow: 25 minutes

- Introduction to session (Lead Facilitator) [2 minutes]
- Review of statements at tables [23 minutes]

Detail

Review of statements:

- Members will just be familiarising themselves with statements at this stage.
- Each table will receive statements in different orders to minimise any unconscious bias towards the statements that come first.
- Table Facilitators will offer to read statements aloud. Members that would prefer to read at their own leisure will be able to do so. Printed and an electronic version will be available.
- The Lead and Table Facilitators will be available to support members as required.

Shortlisting of statements which represent the common ground across the Assembly

Overview

Purpose: To produce a list of statements that represent the common ground among members and also give an indication about their common priorities.

Input: Unordered but refined list of statements that reflect the Scotland we want to build. Each facilitator has the statements in a different random order to minimise any unconscious bias towards the statements that come first.

Task: To produce a shortlist of statements, aiming for 10 per table.

Output: A ranked list of statements (aiming for 10 but this could be slightly more depending on the outcome of this step).

Flow: 65 minutes

- Introduction to session (Lead Facilitator) [5 minutes]
- Grouping of statements [45 minutes]
- Shortlist of statements [15 minutes]

Detail

Grouping of statements:

- Each Statement will have been printed on separate paper or piece of paper/card in large print that can be read and moved around easily. For each statement, tables will discuss whether it is a high, medium or low priority for it to be included in the final list that reflects the kind of country they're seeking to build:
 - Highest priority: Statements they agree are very important for inclusion in the Assembly's vision go into the high priority group.

- Lowest priority: Statements they don't agree with or don't think are very important will go into the lowest priority group. Statements in this pile as assumed to be removed from the process at this stage but will be reflected in the Assembly report.
- Medium priority: Everything else goes in the middle.
- Table facilitators start by asking each member to pick out the statement that they think is the highest priority. These are very briefly discussed in turn and, unless significant disagreement, are put into the high priority group. Any that receive significant disagreement are placed into the medium priority group for now.
- Table facilitators then ask each member to pick out the statement that they think is the lower priority. Again, these are briefly discussed in turn and, unless significant disagreement, are put into the low priority group. Any that receive significant disagreement are placed into the medium priority group for now.
- From the remaining statements, each member is asked to pick out a statement that they think should go into the highest priority group. Again, these are briefly discussed in turn and, unless significant disagreement, are put into the high priority group. Any that receive significant disagreement are placed into the medium priority group for now.
- Again, from the remaining statements, each member is asked to pick out a statement that they think should go into the lowest priority group. Again, these are briefly discussed in turn and, unless significant disagreement, are put into the high priority group. Any that receive significant disagreement are placed into the medium priority group for now.
- All other statements are placed into the medium priority group.

Shortlist of statements:

- The next step is to review the grouping and agree the approximately ten statements that should be included in the highest priority group.
- If there are too many statements in the highest priority group, the group has a discussion about which they think should be moved down to the medium priority group.
 - The group should seek to do this by consensus to begin with – identifying the statements that they can all agree to and narrowing down to the statements that they disagree with. This may include some negotiation – I'll let you have X, if you give me Y.
 - Where disagreement continues to exist between a set of statements, the table facilitator may use sticky-dot voting to agree the final statements.
 - Groups should get as close to 10 statements as possible, but anything between 8 and 12 acceptable.
- If there are too few statements in the highest priority group, the group has a discussion about which they think should be moved up from the medium priority group.
 - Members can make a pitch for statements that they think should be moved up. Once a number have been suggested, the group should try to find consensus on which are moved up. This may include some negotiation – I'll let you have X, if you give me Y.
 - Where disagreement continues to exist between a set of statements, the table facilitator may use sticky-dot voting to agree the final statements (method below).
 - Groups should get as close to 10 statements as possible, but anything between 8 and 12 acceptable.
- If sticky dot voting is required, distribute to each person a number of sticky dots equal to the number of high priority statements you need to find (so, if there are already six statements

identified, you need to find the four that get you to ten, so distribute four sticky dots).
Members can only vote once per statement.

Announcement of the results

Lead Facilitator to read out the results. A printed copy will be provided for each table. Conveners will take 5 minute to reflect on the moment in very general terms.

Identifying topics for discussion at future weekends

Overview

- Purpose:** Members to agree priorities for discussion in future weekends. This will inform the evidence and public engagement exercise.
- Input:** Priority statements from previous step in broad order, demonstrating what came out the most and what came out less frequently.
- Task:** Table discussion on the ranked list of statements. They will be asked to score each statement in descending order.
- Output:** From each table, a scored list and a flipchart note on why they have scored each statement in that way. In the room, 2-3 statements to focus on over future weekends. (exact number to be determined).
- Flow:** 60 minutes
- Introduction to session (Lead Facilitator) [2 minutes]
 - Table discussion and scoring [25 minutes]
 - Table results - feedback on top 2 and live result generation [28 minutes]
 - Result and conclusion [5 minutes]

Detail

The final part of the process takes the statements in the ranked list above and draws from them the topics that the members most want to discuss over coming weekends. It needs to be made clear to participants that this is a *different* ranking process. Specifically, they are not choosing statements that are important as part of their vision for the country they are seeking to build, but choosing a small selection of topics from within that group of important statements that they want to discuss and explore in more detail.

That said, the time available for selection is limited, so we must not give members too many criteria to bear in mind.

The lead facilitator should make clear that their choice of topics should be based on:

- The statement could require quite different choices about how to move forward.
- Decisions will have a major impact on the future of Scotland.
- It is likely to be difficult to take decisions on an agreed basis.

- The statement has constitutional implications, requiring either changes to how and by whom decisions about the country are taken, or the different Governments and Parliaments to work together to implement decisions.

Table discussion and scoring:

Each table will share their reflections on the ranked list of statements and discuss the priority areas they would like to discuss. If there is a clear top 10 from the previous step then they will focus on those 10. However, we need to be flexible - if more emerge from the previous step, then we will ask them to focus on the top X number (ideally no more than 20). They will then score each statement in descending order from what they most want to discuss to least want to discuss (modified Borda count with descending points from the top preference). They will also be asked to make a brief note of why they have made that decision.

Table results:

A representative from each table will come to the front of the room with their final score sheet. They will verbally share their top 3 statements with the room. They will then hand their full score sheet to a member of the Support Team to upload live to Mentimeter, which will be set-up for score calculation and pre-populated with the statements. This will provide an instant view of the full results from each table and the collective .