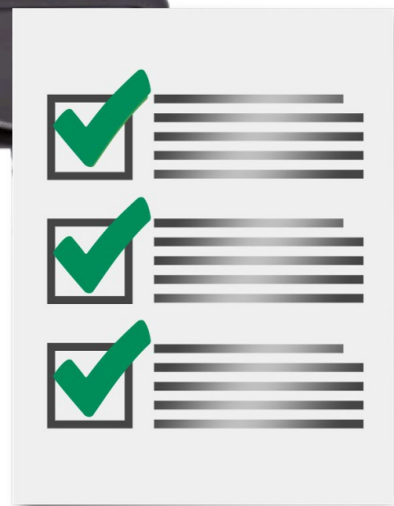




The Scottish Parliament
Pàrlamaid na h-Alba

How we can make it easier to get involved with the Scottish Parliament

Recommendations from the Citizens' Panel



Easy read booklet

Who we are



The Scottish Parliament
Pàrlamaid na h-Alba

We are the **Citizen Participation and Public Petitions Committee** of the **Scottish Parliament**.



A **committee** is a small group of people who are **Members of the Scottish Parliament** also called MSPs.



The Scottish people decide who is a **Member of the Scottish Parliament** by voting for them in elections.



The **Scottish Parliament** makes laws in Scotland. It speaks out for the people of Scotland.

What this booklet is about



We know some people are less likely to get **involved** with the work we do than other people. **Involved** means join in and be part of something.



We want to make sure the views of people from all over Scotland are included in what we do.



To help us find out how to make it easier for people to get involved, we started

- an **inquiry**.
- a **Citizens' Panel**.



An **inquiry** is when we find out information about something.



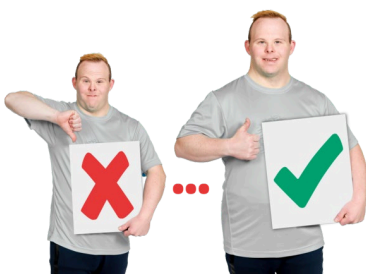
A **panel** is a small group of people who are chosen to talk about something, give advice and make decisions about it.



Our **Citizens' Panel** is a group of 19 people from different parts of Scotland.



We met with them so they could tell us their ideas about how to make it easier for people to get involved in the work we do.



Our Citizens' Panel has made some **recommendations**. **Recommendations** are suggestions and advice about the best things to do.



This booklet tells you about the Citizens' Panel's recommendations and asks you to tell us which ones you think are important.

How to tell us what you think about the recommendations



You can read the recommendations on **page 6** to **page 25**.

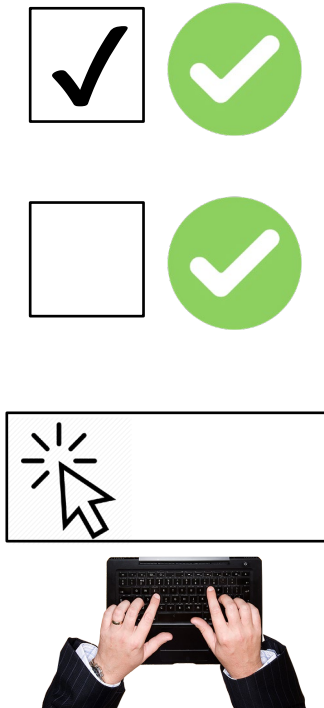
Each recommendation has a small box and a big box underneath it.

- If you think a recommendation is important, click the small box.

If you don't think a recommendation is important, don't click the small box.

You can click as many boxes as you want.

- If you want to tell us what you think the Scottish Parliament can do to make a recommendation happen, type in the big box.



When you have finished, save the booklet on your computer. Attach it to an email and send it to this address

pact@parliament.scot

The recommendations

Community engagement



Your **community** is where you live and the people who live there.

Community engagement means how we involve lots of different people in the work the Scottish Parliament does.



Recommendation 1

Make it easier for all people to be involved in the work the Scottish Parliament does.

The Scottish Parliament needs to

- find new ways to involve people.
- **communicate** with people in different ways, like online or not online.
- tell people it can give them money for some costs if they take part in the activities it does, like travel, childcare, or money you might not get paid because you miss work.
- become more **accessible**, including for people who don't speak English or have a learning disability.





Communicate means how information is passed from one place, person or group to another.

Accessible is when something can be used or understood by everyone.

I think **Recommendation 1** is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.



Recommendation 2

Find ways for people to use and share their lived experience so they can be involved in issues they care about.

- The Scottish Parliament needs to make sure enough people with **lived experience** are part of the groups who speak to committees.



Lived experience means things you have done and lived through in your life.

Issues are important things that need to be looked at.

I think **Recommendation 2** is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.



Recommendation 3

Make sure the Scottish Parliament's information uses clear and simple words and images, including for laws.

- Find out how much people know about the Scottish Parliament and if they trust what they know.

Laws are rules that protect people and make sure everyone is treated in a good and fair way.

I think **Recommendation 3** is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.



Recommendation 4 Take the work the Scottish Parliament does into local communities.

- Find ways to reach communities, like information hubs, a travelling display or a 'parliament bus'.

I think **Recommendation 4** is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.



Recommendation 5

Make sure MSPs involve people who are not part of community groups.

- MSPs should use evenings, weekends and online services to speak to lots of different people.

I think Recommendation 5 is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.



Recommendation 6

Find ways to make sure people know about the activities the Scottish Parliament does that are about the issues they care about.

- This could be a webpage.

I think Recommendation 6 is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.

The recommendations

How the Scottish Parliament uses deliberative democracy



Deliberative democracy is when lots of different types of people who are not MSPs are part of important discussions about issues.



Deliberative democracy is when people talk about an issue together until they agree about it and can make group decisions.



Recommendation 7
Have a law about deliberative democracy. The law should make sure people from all over Scotland

- are part of and can affect the work the Scottish Parliament does.
- are told about local and national issues.
- know how they can give their views.





The law should

- have a citizens' panel that meets once a year to decide what issues need to be looked at.
- make sure people are treated well if they are chosen to take part in a panel, like being allowed to take time off work.
- have rules about how MSPs answer recommendations from people's panels.
- think about having MSPs and local people on panels together and make sure the things they talk about are listened to in the Scottish Parliament.

I think **Recommendation 7** is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.



Recommendation 8

Find ways to check if deliberative democracy is working.

I think Recommendation 8 is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.



Recommendation 9
Make sure there is cross-party support for deliberative democracy.



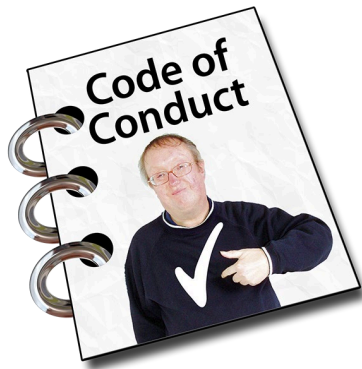
Cross-party means 2 or more **political parties** are involved.

Political parties are groups of people who try to win elections, run governments and decide what happens in a country.

I think **Recommendation 9** is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.



Recommendation 10

Start a people's panel to talk about the code of conduct for MSPs.

A **code of conduct** is a set of rules about how a person or a group of people should behave.

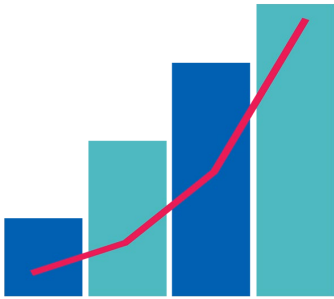
I think **Recommendation 10** is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.

The recommendations

How to get more people involved in the work the Scottish Parliament does



Recommendation 11

Do a cost-benefit analysis of the Scottish Parliament or committees meeting outside of Holyrood, and check this against the cost for and the good things about

- more support and inviting the right people for the right meetings at Holyrood.
- having Parliament days where MSPs go to communities for a day of activities.

A **cost-benefit analysis** is a way to check what something costs against what something else costs to work out what is the best way to spend money.

Holyrood is the place where the Scottish Parliament is.

You can tell us if you think this recommendation is important on the next page.

I think **Recommendation 11** is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.



Recommendation 12
Have a rule that says the Scottish Parliament must tell people who take part in its work what the outcomes are in less than 9 months.

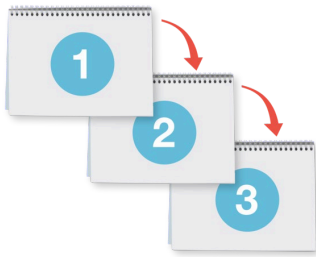
- The rule must explain when it would be OK to take longer than 9 months.
- The Scottish Parliament should be clear about what is happening at all times.

Outcomes are what happen after you do something.

I think **Recommendation 12** is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.



Recommendation 13
Have a rule that says the Presiding Officer can make MSPs give clear answers to questions they're asked, and have a process if an answer cannot be given straight away.

- This will help people trust MSPs more and make community engagement better.

The **Presiding Officer** is the person in charge of who can speak at Scottish Parliament meetings.

A **process** is a series of actions you follow to make something happen.

I think **Recommendation 13** is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.



Recommendation 14

Have time for people who aren't MSPs to ask questions at Scottish Parliament meetings.

- Have a process to decide who can ask questions and to make sure the questions are useful.

I think Recommendation 14 is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.

The recommendations

Communication and education



Recommendation 15

Use different types of media, like TV, radio or short films, to show

- **the work the Scottish Parliament does.**
- **real life stories about community engagement.**

This will help change how people think about us.

- It's important to tell more people about the work the Scottish Parliament does because people who get involved say it's a good thing.

I think Recommendation 15 is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.



Recommendation 16

Have an information campaign to tell people about what the Scottish Parliament does.

- This could be a leaflet that explains who your local MSPs are, what a 'call for views' is and how the Scottish Parliament is different from the Scottish Government.

A **campaign** is a plan to give information about something.

I think **Recommendation 16** is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.



Recommendation 17

Do more to make sure children and young people know about the Scottish Parliament and deliberative democracy.

- This could be done through **mentoring, internships** and competitions.



Mentoring is when someone teaches and supports someone else.

Internships are when you work for an organisation for a fixed amount of time to learn about a job and the organisation.

I think **Recommendation 17** is important.

☐

If you want to, you can tell us what you think the Scottish Parliament can do to make this recommendation happen. Write in the box below.

What the Scottish Parliament does with your personal information



Your **personal information** means anything you tell us that lets other people know who you are, like your name or email address.



Don't tell us any personal information about you or anyone else when you tell us what you think about the recommendations.



We will put what you tell us on a website called **Your Priorities**. We won't put any personal information on the website.



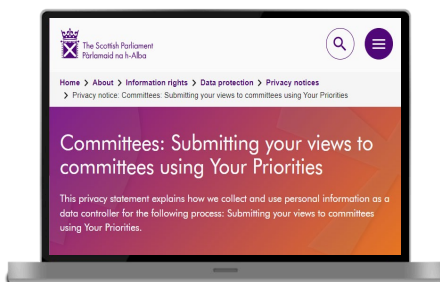
If you email this booklet to us, we will keep your email address for 1 month.



We will only use your email address if we want to ask you questions about what you tell us.



We might talk about what you tell us in committee meetings or we might put it in a report, but we won't include any personal information.



To read our **Privacy Notice** about what happens when you tell us what you think, go to this website www.parliament.scot/about/information-rights/data-protection/privacy-notices/committees-submitting-your-views-to-committees-using-your-priorities



A **Privacy Notice** is a document that explains what we do with your personal information.

More information about this booklet



If you have any questions about this booklet

send an email to this address

pact@parliament.scot

or call 1 of these telephone numbers

- **0131 348 5000**
- **0800 092 7500**



If you want information in other languages or in British Sign Language (BSL) please just ask us.