Get Heard Scotland Community Discussion Toolkit Facilitator's Notes

Get Heard Scotland
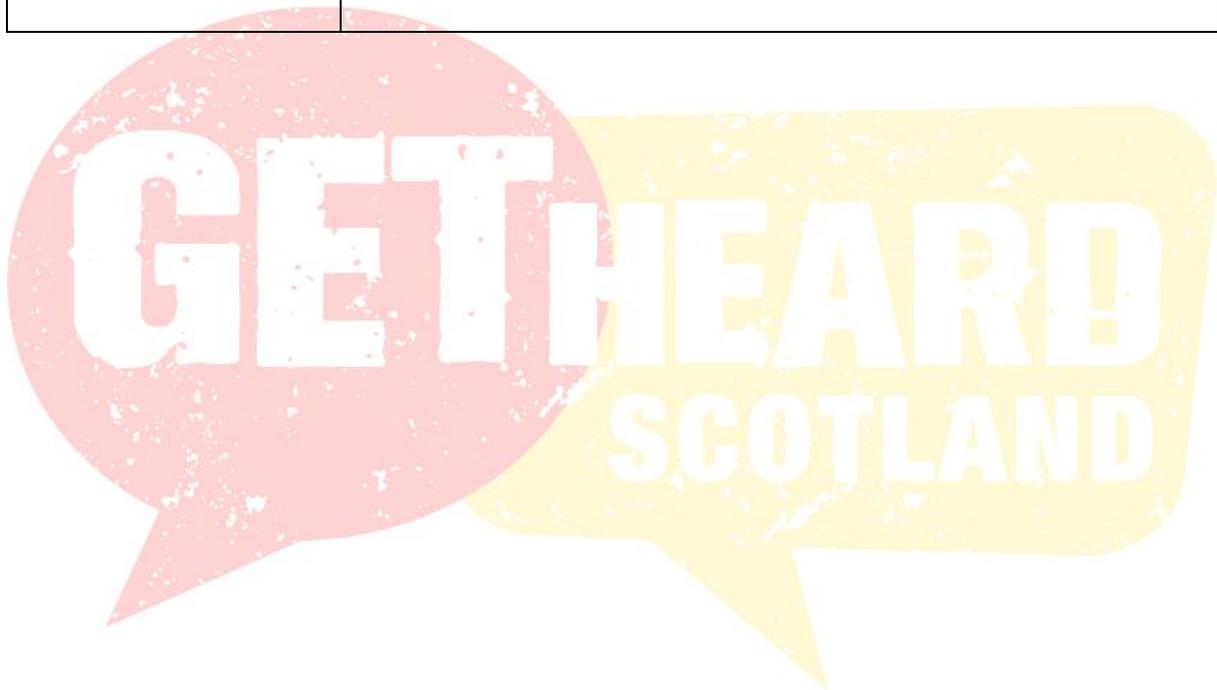
Community Discussion Sessions Toolkit

Facilitators Notes

Activity and purpose	Facilitator's notes and methods
Introduction	The facilitator needs to be familiar with the Scottish Government's Child Poverty Delivery Plan (CPDP) process and/or the specific issue being discussed (e.g. transport, social security, housing), so you can draw on this knowledge to guide the discussion session

To help with this the Poverty Alliance has prepared some background information on poverty in Scotland and some of the key relevant policies that have been introduced.

The facilitator also needs to be familiar with the Get Heard Scotland programme and its processes |

Overview of GHS discussion session	Let participants know that the purpose of this session is to: ➦ Discuss how poverty affects participants, their families, their community etc. ➦ Explore how the Scottish Government aims to tackle child poverty ➦ Explore the realities of experiencing poverty in Scotland ➦ Identify what actions you can take and how government policy could be more effective in tackling poverty. Ask everyone to give their name. Let people know where this workshop fits into the GHS process.
Icebreaker	There are hundreds of ice-breaker methods so feel free to use what works for you and your group. One example could be to ask each person to say their name and give 3 words which shows what child poverty means to them. Write the words on flipchart and have short discussion. This can help with identifying what's important to them and their community
A brief background on what has changed with poverty – has it increased or decreased. What are the main reasons for any changes	Give participants statistics on a sheet and ask them what surprises them. Ensure that as well as information on poverty you provide some information about employment and unemployment, health education, etc. Pick statistics carefully – it's easy to overwhelm people!

Identifying the poverty issues that affect people/communities	Start by brainstorming what participants think are the main poverty issues affecting them and their community. (You may wish to split people into small groups of two or three to allow everyone the chance to participate.) Get people to write their responses on Post-its then put them on a flipchart to share with everyone else. You could then group similar issues together to identify the key issues

Asking the key questions: What works well in your community? What's not working so well? What needs to be changed?	The key questions are deliberately broad. This is to allow participants to talk widely about the poverty key issues are for them and their communities. You can then use supplementary questions to explore these issues further. For example, if transport is identified as a key issue you could ask: ➢ What are the most common forms of transport in this community? ➢ What are the things that people use transport for here: e.g. getting to work, shopping, accessing services, visiting friends? ➢ What are the things that work best about transport here? ➢ What are the things that don't work so well? ➢ Is cost an issue? These supplementary questions could be used to explore most issues such as childcare, housing, fuel poverty access to health services etc. You can then move onto asking people what they could do about these issues. Using the transport example, you could start off broadly by asking people: • What do you think can be done about transport in your area? Supplementary questions could include: • What actions can we take ourselves? • What actions do we need a little support with and who can provide this support? • What actions would require a lot of support and who can provide this support?

Summarising and drawing together	It is really important that the discussions and views of the participants are accurately recorded. The diversity of the views also needs to come through in how the recording is done to ensure that the different views expressed by different groups (men, women, young, old etc.) are clearly represented. Check that everyone is happy for all the issues discussed to be documented. Ensure that no participants have confidentiality issues that must be addressed before summarising the discussion. Explain to people how their ideas will be taken forward.

Feeding back and evaluation.	Feedback When you have completed the discussion type up the results of the discussion using the form in the toolkit. Give us as much detail as is possible, we don't want to lose any ideas or issues at this stage. You can also send us photos of any flipcharts, drawings etc. that the group produces as part of their discussion. Where ever possible include direct quotes from people Evaluation It will be useful to know what participants felt about the discussion session and to get your views as a facilitator. Please can you spend a few minutes noting down what you and what everyone thought about the meeting: 1) What was good about the meeting today? 2) What was not so good about the meeting today? 3) What could help make it better?