

Participation Requests Reporting Template 2019/20 for Public Service Authorities

Section 32 of the Community Empowerment (Scotland) Act 2015 requires public service authorities to produce an annual report on Participation Request activity and publish this no later than 30 June each year. Following feedback from stakeholders and in response to one of the recommendations of the Participation Request Evaluation Report published on 8 April 2020, this template has been created to gather participation request data for the period 1 April 2019 to 31 March 2020. Information provided will help inform policy and practice at local and national level as the data will be collated and shared by the Scottish Government's Community Empowerment Team. However, it is for each public service authority to make their own annual report publicly available by 30 June 2020, whether using this template or not.

Please provide information in the four sections below and email the completed template by 30 June 2020 to community.empowerment@gov.scot.

Section One – Public Service Authority Information

Organisation: Moray Council

Address: Moray Council Office
High Street
Elgin IV30 1BX

Completed by: Dawn Brodie

Role: Community Support Manager

Email: dawn.brodie@moray.gov.uk

Telephone: 01343 563197

Date of completion: 05/06/2020

Are you the Participation Request Lead Contact for the organisation: Yes/~~No~~

If not please provide the name, job title and email address for the lead contact for any queries:

Section 2: Participation Request Data in 2019/20

Please complete following overview table:

Total Applications Received in 2019/20	Number of validated applications in 2019/20	Number of applications agreed in 2019/20	Number of applications refused in 2019/20	Number received in 2019/20 and yet to be determined	Number received prior to 2019/20 and yet to be determined
0	0	0	0	0	0

2.1 Please provide details of Participation Requests received in 2019/20 which resulted in changes to public services provided by or on behalf of your public service authority and tell us about those changes:
N/A

Name of Community Participation Body	Was the Participation Request successful? (Y/N)	Previous way of working	Way of working following changes

2.2 Please use this space to provide any further comments relating to the above data, such as describing the **outcome improvement process** and how the community participation body was involved in it, or details of any wider benefits, such as improved community engagement and ongoing participation.

No Participation Requests (expressions of interest or enquiries) were received 01 April 2019 – 31 March 2020

Section Three – Partnership Working & Promotion of Participation Requests

3.1 Please provide details of any engagement with support organisations such as local Third Sector Interfaces and public sector Community Learning and Development staff or national organisations such as the Scottish Community Development Centre.

For example has any new practices to support Participation Requests been developed from working with other bodies, or any learning gained?

- Guidance has been published via the [Moray Council Website \(here\)](#)
- Promoted via Social Media
- Promoted via community newsletters
- Issued advisory leaflets to Community Councils and community organisations
- Displayed advisory leaflets in public buildings
- Central point of contact for enquiries established (inc email address)
- Support available for any interested in Participation Requests
- Presentation on Participation Requests delivered during the year to Council Officers, Moray Council Councillors, Joint Community Councils of Moray, Moray Federation of Village Halls and Community Associations, Third Sector Officers Network and Community Engagement Group

3.2 Please provide details of action taken to promote the use of Participation Requests or support Community Participation Bodies in making a Participation Request.

For example this could include: Support before making a request, such as to determine whether a participation request is the most appropriate route; - Support to make the request such as assist groups to complete forms, or identify appropriate outcomes; and/or Support to take part effectively in outcome improvement processes.

During the year we actively promoted our Participation Requests Policy and processes by planning and delivering information sessions Council Officers, and Councillors, The Community Planning Partnership's Community Engagement Group, Joint Community Councils of Moray, Moray Federation of Village Halls and Community Associations and the Third Sector Officers Network.

3.3 Please let us know what actions you have been taking to ensure that your processes are inclusive.

For example, this could include accessible information and other support, which enable wider use of participation requests by all population groups including those with protected characteristics.

Guidance has been published on our Council website, we have produced a leaflet and distributed this widely in public buildings and through Community Councils and other organisations. Through our Community Support Unit there is support available to help individuals and groups to submit a Participation Request.

3.4 Please outline any plans you have to continue involving local people and local groups in outcome improvement processes as a result of your Participation Request policies.

Through our strong links with local communities and work with the Community Engagement Group we aim to ensure that communities are involved in the decision making processes that affect them. We are in the process of further strengthening that work through our recently adopted Participatory Budgeting policy and process which was developed in partnership with the Money for Moray PB group who have a good track record in delivering community led PB exercises.

The Participation Request Policy is in place to ensure that any local groups and people who do not feel they have an opportunity to influence decisions and services through the current engagement platforms and processes in place in Moray, can do so using the outcome improvement process initiated by submitting a Participation Request.

Section Four – Additional Information

4.1 Please use this space to provide any further feedback not covered in the above sections.

None

Completed by: Dawn Brodie

Role: Acting Community Support Manager

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Tel:

Date of completion: 09/06/2020

Subject to the pressures of responding to the Covid-19 emergency situation and recovery – if possible please email the completed template by 30 June 2020 to community.empowerment@gov.scot

If you have any queries please contact Malcolm Cowie, Participation Request Policy Manager at Malcolm.cowie@gov.scot

Thank you!

Community Empowerment Team, Scottish Government