Participation Requests Reporting Template 2020/21 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. This template has been created to gather participation request data for the period 1 April 2020 to 31 March 2021. 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 2021, whether using this template or not.

Please provide information in the four sections below and email the completed template by 30 June 2021 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 Learning & Engagement Manager

Email: csu@moray.gov.uk   Telephone: 01343 543 451

Date of completion: 31/05/2021

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:

n/a

Section 2: Participation Request Data for 2020/21

Please complete following overview table:

Total new applications received in 2020/21	Total applications received prior to 1 April 2020 which were still to be determined at 1 April 2020	Number of accepted applications in 2020/21	Number of applications agreed in 2020/21	Number of applications refused in 2020/21
0	0	0	0	0

2.1 Please provide details of Participation Requests received using the legislation and outwith the legislation in 2020/21 which resulted in changes to public services provided by or on behalf of your public service authority and tell us about those changes:

Name of Community Participation Body	Was the Participation Request successful? (Y/N)	Previous way of working	Way of working following changes	What difference did those changes make for the users of the service? Did they improve service user experiences or outcomes?	Details of any participation requests considered outwith the formal process e.g. agreements reached that resulted in changes to services.

2.2 Please use this space to provide any further comments relating to the above data, such as describing the **outcome improvement process** (whether or not it resulted from a formal participation request) 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 2020 – 31 March 2021

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.

Promoted via Social Media

Promoted via Community Newsletters

Leaflets have been produced and subject to COVID-19 restrictions are available in public buildings eg libraries

Central point of contact for enquiries monitored (csu@moray.gov.uk)

Support available for anyone interested in Participation Requests

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 (whether or not they resulted from a formal participation request).

During the past year, we have not taken specific action to promote Participation Requests but as outlined above we have distributed the information widely and support is available for groups wishing to submit a request.

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 established on our Council Website, we have produced a leaflet, which was distributed widely in public buildings and through Community Councils and other organisations prior to the Covid-19 pandemic. Through our Community Support Unit there is support 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 (and also outwith formal participation requests).

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 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.

3.5 Please provide details about any work undertaken to consider wider reviews of participation practice, and any such methods used to engage with communities.

During the 2020/21 global pandemic, our Community Council Liaison Officer supported Community Councils in Moray to meet online, providing training to individuals to be able to continue their role as Community Councillor.

During this year we also made progress in developing our CONSUL participatory budgeting (PB) website which should be ready to run PB exercises during 2021/22. This is another method communities and individuals can influence how budgets are allocated and decisions are made about the issues that affect them.

Section Four – Additional Information

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

For example, we are interested in your reflections about what has gone well and what has gone less well in relation to Participation Requests over the past year?

n/a

Is there any aspect of the process that you intend to adapt or change in the year ahead?

n/a

Have you identified any needs for guidance or support that would support the process?

n/a

If you have developed any case study material or published new information about Participation Requests please share links to those with us here.

n/a

Any other information:

n/a

Completed by: Dawn Brodie

Role: Community Learning & Engagement Manager

Email: csu@moray.gov.uk   Tel: 01343 543 451

Date of completion: 01/06/2021

Subject to the pressures of responding to the Covid-19 emergency situation and recovery – if possible please email the completed template by 30 June 2021 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