

## Participation Requests Reporting Template 2021/22 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 2021 to 31 March 2022. 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 2022, whether using this template or not.

Please provide information in the sections below and email the completed template by 30 June 2022 to [community.empowerment@gov.scot](mailto:community.empowerment@gov.scot).

### **Section One – Public Service Authority Information**

Organisation: Moray Council

Completed by: Dawn Brodie

Role: Community Learning & Engagement Manager

Email: [csu@moray.gov.uk](mailto:csu@moray.gov.uk)

Telephone: 07976 494877

Date of completion: 16/6/22

Are you the Participation Request Lead Contact for the organisation: Yes

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

**Section 2: Participation Request Data for 2021/22**

**Please complete following overview table:**

<b>Total new applications received in 2021/22</b>	<b>Total applications received prior to 1 April 2020 which were still to be determined at 1 April 2021</b>	<b>Number of accepted applications in 2021/22</b>	<b>Number of applications agreed in 2021/22</b>	<b>Number of applications refused in 2021/22</b>
0	0	0	0	0

2.1 Please provide details of Participation Requests received using the legislation and outwith the legislation in 2021/22 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 between 1 April 2021 – 31 March 2022

### **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](#).

Leaflets have been produced and are available in public buildings e.g. libraries

Central point of contact for enquiries monitored ([csu@moray.gov.uk](mailto:csu@moray.gov.uk) )

Support available from CSU staff for anyone interested in finding out more about Participation Requests

Lead Officer attended a National online seminar on Participation Requests on 10 March 2022

**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. 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 (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 have a dedicated Community Council Liaison Officer who supports Community Councils in Moray to represent their communities and be a conduit between the Council and communities so that any issues that are raised at meetings are reported to relevant officers and resolved.

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.**

We have two staff dedicated to rolling out Participatory Budgeting in Moray – a key part of this work is ensuring that communities are involved in having a say in the decisions that impact on them. Though PB is reported separately it is worth noting that through this process, communities have gained a greater understanding of Council budgets and processes that have to be followed to deliver services and projects. We have also supported a local community group – Money 4 Moray to deliver their traditional PB exercise to award £100k of funding under the theme “A fairer Moray for all” and £50k youth PB exercise “Back on your feet”.

During 2022/23 we are planning a review of our Corporate Plan which includes piloting a “mini public” approach to engagement. This is aimed at including the more hard to reach voices in Moray and supporting them to engage with the review.

#### **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?***

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

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

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

*Any other information:*

### **Section Five – Community Empowerment Act Review**

*The following questions relate to the Scottish Government review of the Community Empowerment (Scotland) Act 2015. We would value your feedback as a public service authority concerned with part 3 (participation requests) of the Community Empowerment (Scotland) Act 2015.*

5.1 Has the legislation made things easier or more difficult to access? Please provide some comments on your experiences as a public service authority engaging with this legislation.

*The legislation gives communities another way in which they can work with Moray Council to improve services. Though we have not received any requests it is there as a formal method for any group who wish to use it.*

5.2 Where can things be further improved, and what needs to change?

5.3 Are you aware of what support is available to you when engaging with this legislation, and how you can access this? Please provide comments where possible.

*I welcomed the opportunity to attend the online seminar this year and would welcome further opportunities to learn what is going on in other local authority areas to share best practice*

5.4 What would you like to see now, to further empower Scotland's communities?

Completed by: Dawn Brodie

Role: Community Learning & Engagement Manager

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Tel: 07976 494877

Date of completion: 16/06/22 (Approved 23/06/2022)

**Please email the completed template by 30 June 2022 to [community.empowerment@gov.scot](mailto:community.empowerment@gov.scot)**

If you have any queries please contact Malcolm Cowie, Participation Request Policy Manager at [Malcolm.cowie@gov.scot](mailto:Malcolm.cowie@gov.scot)

Thank you!

Community Empowerment Team, Scottish Government