

**Participation Requests Reporting Template 2022/23 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 2022 to 31 March 2023. 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 each year, whether using this template or not.

**Please provide information in the sections below and email the completed template by 30 June 2023 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 and Engagement Manager

Email: [csu@moray.gov.uk](mailto:csu@moray.gov.uk) Telephone: 07976 494877

Date of completion: 1/6/23

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 2022/23**

**Please complete following overview table:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total new applications received in 2022/23** | **Total applications received prior to 1 April 2022 which were still to be determined at 31 March 2023** | **Number of accepted applications in 2022/23** | **Number of applications agreed in 2022/23** | **Number of applications refused in 2022/23** |
| 0 | 0 | 0 | 0 | 0 |
| Where you were unable to accept a participation request, was an alternative process put in place to discuss the group’s issue and work with them or support offered to help them consider how to address their identified need? Please provide details: | | | | |

2.1 Please provide details of Participation Requests received using the legislation and outwith the legislation in the reporting year which resulted in changes to public services provided by or on behalf of your public service authority and tell us about those changes. Please also include details of requests received prior to 2022/23, which resulted in changes to the way of working being implemented in 2022/23.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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)**
* **how the community participation body was involved in designing the outcome improvement process**
* **how the community participation body participated in the outcome improvement process including taking part in decisions and delivering actions**
* **details of any wider benefits, such as improved community engagement and ongoing participation.**

No formal participation requests (expressions of interest or enquiries) were received between 1 April 2022 and 31st March 2023

**Section Three – Partnership Working & Promotion of Participation Requests**

**3.1a 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. A link to the SCDC Participation Request Guide has been added this year

Leaflets are available in public buildings e.g. libraries

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

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

Our CPP Community Engagement Strategy was reviewed, refreshed and approved during 2022/23, outlining CPP Partners’ commitment to create opportunities for increased participation in decision making and the design and delivery of services in Moray.

**3.1b Please tell us about any challenges you have had in accessing support.**

None noted

**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.**

The Community Support Unit is one of the key interfaces between communities and Moray Council, we have positive established working links with community groups across Moray and we deal with requests for information and capacity building support on a daily basis. Our Community Support Officers and Community Council Liaison Officer attend community forums and have a good awareness of issues in the localities they work in and are well placed to advise and support groups on the PR process where relevant. We also disseminate relevant information to communities via our email mailing list and also on our CLD Communities Facebook page

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

Guidance has been published on our Council website and we state there that the CSU will provide support at all stages of the PR process.

**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 Community Support Unit we have strong links with local communities and we work to ensure that communities are involved in the decision making processes that impact them. Moray Council welcomes and values the work that communities and volunteers do. Many arrangements can take place without any formal agreements but are supported and guided by officers – eg Open Spaces teams work positively with groups who want to assist with environmental projects planting, weeding, litter picking etc;

**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.**

Our Community Support Unit also supports the delivery of mainstream Participatory Budgeting processes. Communities have been involved at every stage to participate in this process – from being part of a steering group to shaping and delivering the wider community engagement and voting process. Feedback has demonstrated that through this people have gained a greater understanding of processes such as procurement and council budgeting.

**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. Please note, any comments provided here would be anonymised, and would only be used in the context of the review.*  5.1 Has the legislation made it easier or more difficult to work with communities to improve services? Please provide some comments on your experiences as a public service authority engaging with this legislation.  To date we have no experience of engaging with this legislation.  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 e.g. [Scottish Government advice and resources,](https://www.gov.scot/policies/community-empowerment/participation-requests/) [SCDC’s Participation Request pack](https://www.scdc.org.uk/participation-requests), Social Studies PR Toolbox, when engaging with this legislation, and how you can access this? Is there any support you think you would benefit from when engaging with this legislation. Please provide comments where possible.  We are aware of this resource and have added this to our useful links section on our Participation Requests webpage.  5.4 What would you like to see now, to further empower Scotland’s communities? |

Completed by: Dawn Brodie Role: Community Learning and Engagement Manager

Email: [dawn.brodie@moray.gov.uk](mailto:dawn.brodie@moray.gov.uk) Tel: 07976 494877

Date of completion: 1/6/23

**Please email the completed template by 30 June 2023 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)

Community Empowerment Team, Scottish Government