

**Participation Requests Reporting Template 2024/25 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 2024 to 31 March 2025. 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 2025 or as soon as possible thereafter 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 Telephone: 07976 494877

Date of completion: 25/7/25

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 2024/25**

**Please complete following overview table:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | | **I** |
| **Outstanding applications received prior to 2024/25 and still to be determined at 31 March 2025** | **Applications received prior to 2024/25 and decided on in 2024/25** | **Applications received prior to 2024/25 and accepted in 2024/25** | **Applications received prior to 2024/25 and refused in 2024/25** | **Total new applications received in 2024/25** | **Number of applications received in 2024/25 which were decided on in 2024/25** | **Number of applications received in 2024/25 which were accepted in 2024/25** | | **Number of applications received in 2024/25 which were refused in 2024/25** | **Number of applications received in 2024/25 which are yet to be decided on** |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 |

|  |
| --- |
| 2.1 Where you were unable to accept a Participation Request, how did you address the community group’s needs/ support them?  Not applicable |

2.2 Please provide details of participatory activities with community groups you have agreed/ undertaken during 2024/25. This can include Participation Requests and also any informal arrangements you have agreed that doesn’t involve using Participation Request legislation that has led to improved local outcomes:

Some examples below where we have worked in partnership with communities in 2024/25

Our m.connect transport service worked with Spirit of Speyside Whisky festival, providing transport during the flagship festival, linking people attending events across Speyside directly to event locations.

We supported a third Community Resilience Event as part of our initiative which focuses on supporting Moray to build stronger more resilient communities for the future in partnership with Moray Council, emergency services and the third sector. We continue to support local resilience groups to produce their own resilience plans for their settlements.

In November 2024, a new community hub opened in New Elgin – this was identified as a key priority in the New Elgin Community Plan consultation phase. The Link provides a base for the local community to access a broad range of activities and services to improve their wellbeing.

In February, Moray Council supported Lossiemouth Community Council as they delivered an innovative project using old Christmas trees to protect dunes from coastal erosion.

|  |
| --- |
| 2.3 The recent [Community Empowerment (Scotland) Act 2015 -Part 3 Participation Requests Findings Report](https://www.gov.scot/publications/findings-report-review-participation-requests-part-3-community-empowerment-scotland-act-2015/) which was published on 31 March 2025 showed that many Public Service Authorities believe that Participation Requests should only be used when informal engagement has failed and therefore do not proactively promote them.  In the report some Public Service Authorities highlighted alternative community engagement processes used which avoids the need for a Participation Request. Please provide information on your local community engagement strategies and your approaches to working collaboratively with your communities:  Our Community Engagement Strategy is linked below:-  [Microsoft Word - Community Engagement Strrategy APPROVED 9th Nov 2022](http://www.moray.gov.uk/downloads/file149743.pdf)  Moray Council began the process of identifying potential digital engagement platforms for the council to explore as per the Community Engagement Strategy which had been endorsed by the Community Planning Partnership. Work was done on developing the business case and a provider was secured in 24/25 with a launch planned for 25/26. Moray Engage will be our new engagement platform for services across the council to use bringing together all future consultations, focus groups, surveys, engagement updates and outcomes in one place making it easier for the public to access information and have their say on matters that are important to them.  The Community Support Unit continues to be one of the key interfaces between communities and Moray Council, we have positive established links with community groups across Moray and we deal with requests for information and capacity building support on a daily basis.  Community Support officers and our part time 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 Participation Request process. We also disseminate relevant information to communities and on our CLD Communities Facebook page. |
| 2.4 We are looking to gather Participation Request case study examples with a particular focus on the outcome improvement process. Please include a link to any examples or provide information here:  n/a |

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

Email: dawn.brodie@moray.gov.uk Tel: 07976 494877

Date of completion: 25/7/25

**Please email the completed template 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