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: Clackmannanshire Council   Address: Kilncraigs, Greenside St, Alloa

Completed by: Lesley Baillie   Role: Community Planning Adviser

Email: lbaillie@clacks.gov.uk   Telephone: 01259 452012

Date of completion: 29th June 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	n/a	n/a	n/a	n/a

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:

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

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.

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?

We have agreed to attend a workshop organised by the Third Sector Interface which aims to show local community groups how to make use of 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.

As well as promoting the use of Participation Requests through dedicated pages on our website, we have included a link on the pages of relevant strategies to information on Participation Requests for groups who want to be more involved in thematic work.

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.

Although the information we provide makes it possible for groups to make Participation Requests without help, the information on our webpages encourages group to phone us to ask for help.

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.

(as above)

Section Four – Additional Information

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

We have existing working relationships with many community and voluntary groups which reduces the need for groups to have recourse to the formal PR process.

Completed by: Lesley Baillie   Role: Community Planning Adviser

Email: lbaillie@clacks.gov.uk   Tel: 01259 452012

Date of completion: 8th June 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