

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: Argyll and Bute Council	Address: Kilmory Castle, Lochgilphead, PA31 8RT
Completed by: Iain Jackson	Role: Governance, Risk and Safety Manager
Email: iain.jackson@argyll-bute.gov.uk	Telephone: 01546 604188
Date of completion: 27/05/2021	
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 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
1	0	0 – request was not valid.	0	0

2.1 Please provide details of Participation Requests received using the legislation and outwith the legislation in 2020/21

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.
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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?

The council helped recruit participants to an Argyll and Bute Focus Group on Participation Requests resources for communities. This was held by Zoom on 25/08/2020 and followed on from the workshop they ran on the 25/02/2020.

The council received support from SCDC and the Community Empowerment Unit to discuss a request which had been submitted which we felt wasn't valid, before going back to the group to offer support to resubmit it.

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

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).

The Traffic and Parking department have reviewed their Traffic Regulation Order process and involved the Community Development Team in identifying a wider range of community groups and organisation to engage with at Stage 2 of the process when they are shaping the final order.

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.

The Council are currently engaging with Disability Equality Scotland to raise awareness of the work of Access Panels and try to increase the number and spread of Panels within Argyll and Bute – the current existing Access Panel covering Oban, Lorn and the Isles regularly engages with t wi wl a481 14.58 re f BT

Completed by: Iain Jackson

Role: Governance, Risk and Safety Manager

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Tel: 01546 604188

Date of completion: 28/06/2021

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