



## 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: Argyll and Bute Council, Kilmory, Lochgilphead, Argyll PA31 8RT

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Date of completion: 15 June 2023

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
<p>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:</p> <p>N/A</p>				

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?
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### **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?***

The Council's Community Development Team continue to lead the delivery of support to Community Participation Bodies and engage with other Community Learning and Development partners as required.

Between August 2021 and November 2022, a member of Argyll and Bute Council staff was seconded to SCDC. Regular communication and updates were received throughout this time. The Council submitted a response to the Strengthening Participation Requests survey conducted by SCDC to share our experiences as a Public Service Authority.

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

There have been no challenges in accessing support.

**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).***

The Council offer support to those interested in submitting a request through Community Development and provide guidance to Community Participation Bodies during the process.

The process and the resources to support communities have been promoted through Argyll and Bute Council's Community Development Bulletin which is

| Participation Requests were included as part of community engagement training for Community Councils delivered between February and March 2023. |

**Section Four – Additional Information**

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

5.3 Are you aware of what support is available to you e.g. [Scottish Government advice and resources](#), [SCDC's Participation Request pack](#), 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.

The Council has a good understanding of the help and resources available. The support on offer meets requirements at this time.

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