

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. 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 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:

Aberdeenshire Council

Address:

Customer & Digital Services,

Business Services,

Woodhill House,

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Aberdeen,

AB16 5GB

Completed by:

Daniel Greig

Role:

Engagement & Consultation Officer

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Telephone:

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Date of completion:

07/05/2021

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 in 2020/21

Please complete following overview table:

Total Applications Received in 2020/21	Number of validated applications in 2020/21	Number of applications agreed in 2020/21	Number of applications refused in 2020/21	Number received in 2020/21 and yet to be determined	Number received prior to 2020/21 and yet to be determined
0	0	0	0	0	0

2.1 Please provide details of Participation Requests received in 2020/21 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
NA	NA	NA	NA

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.

NA

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?

Ongoing work includes:

- Developing an Aberdeenshire Council engagement and participation policy and guide - due to be agreed and implemented following consultation in June 2021.
- Promote opportunities where communities can be involved in improving outcomes in their local area. For example, ongoing work to stimulate interest in communities becoming involved in both the playparks in their locality, and the development of allotments in two towns in Formartine.

In line with guidance a process in Aberdeenshire has been developed to enable community groups to develop and submit a Participation Request. A pre-application stage has been put in place, and community groups are encouraged to discuss their requests informally with the relevant Area Manager Teams or Rural/Development partnership prior to formally submitting a request. Support to develop and complete a request is available through Community Learning and Development, Area teams, the Equalities and the Community Engagement Team, and Aberdeenshire Voluntary Action. Groups can also request support from these services to take part in an outcome improvement process

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.

- Promoting guidance on the Council website and promoting summary guidance in bulletins and newsletters and at events as appropriate;
- Providing a local contact for enquiries;
- Offering support to develop participation requests through established networks;

Promoting the right to participate at events and forums with rural partnerships and community councils

- Promoting the duty associated with participation requests internally through publishing guidance and informal and formal meetings

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.

- An EIA has been undertaken to identify impacts on groups with protected characteristics and individuals who face inequality of opportunity and outcome.

- Work has been undertaken to understand views on experiences of engaging with the Council
- Further work is being scoped out to produce material in alternative formats for example easy read and British Sign Language.
- Aberdeenshire's Community Learning & Development team can offer support and guidance to groups to groups who express an interest in the participation request 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.

The diversity of Aberdeenshire communities, both geographic and communities of interest, give Aberdeenshire its unique sense of place. The council, along with partners, is committed to engaging and involving communities to create opportunities for increased participation in decision making and the design and delivery of services within those communities.

Through its commitment in achieving its strategic priorities, it was agreed that the council will provide opportunities for groups and individuals to have a voice on how things are done and have the potential to play a greater role in their local community. Formal opportunities for individuals or communities to be involved in improving local outcomes include, but isn't limited to:

- Joining a community council to facilitate a wide range of activities which promote the well-being of local communities
- Joining a tenant or community association
- Joining or starting a community group to deliver services in local communities like maintaining and developing open spaces
- Taking part in a participatory budgeting exercise
- Participating through established youth participation arrangements
- Taking ownership of land or buildings appreciating local communities could make better use of the asset
- Taking part in local meetings such as local ward forums to develop and influence plans or decisions
- Becoming a member of the Aberdeenshire Citizens' Panel
- Responding to an engagement or consultation exercise to give views
- Volunteering to take a lead on issues such as becoming a local snow warden or developing local resilience plans
- Making views known through other methods such as social media, formal feedback arrangements, frontline informal engagement or the petitions process.

Section Four – Additional Information

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

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