

**Participation Requests Reporting Template 2021/22 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 2021 to 31 March 2022. 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 2022, whether using this template or not.

**Please provide information in the sections below and email the completed template by 30 June 2022 to** **community.empowerment@gov.scot** **.**

**Section One – Public Service Authority Information**

Organisation: Fife Council

Completed by: Zahida Ramzan Role: Policy Co-ordinator

Email: Zahida.ramzan@fife.gov.uk Telephone: 03451 555 555 ext.441242

Date of completion: 30th June 2022

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 2021/22**

**Please complete following overview table:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total new applications received in 2021/22** | **Total applications received prior to 1 April 2020 which were still to be determined at 1 April 2021** | **Number of accepted applications in 2021/22** | **Number of applications agreed in 2021/22** | **Number of applications refused in 2021/22** |
| 1 | 0 | 1 | 1 | 0 |

2.1 Please provide details of Participation Requests received using the legislation and outwith the legislation in 2021/22 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 | 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. |
| People First  | Y | Organisation wished to challenge the decisions made about the closure of some Day Services in Fife, and the reduction of many services in relation to this, and to seek support for alternatives that will improve outcomes for disabled people.   | The organisation will work with Health & Social Care colleagues to discuss participation of people with learning disabilities in shaping services to meet their needs |  Once implemented people with learning disabilities will be able to participate in discussions about their service needs  |  |

**2.2 Please use this space to provide any further comments relating to the above data, such as describing the outcome improvement process (whether or not it resulted from a formal participation request) and how the community participation body was involved in it, or details of any wider benefits, such as improved community engagement and ongoing participation.**

People First were invited to meet with Health & Social Care Partnership to start discussions on shaping services for people with learning disabilities.

**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?***

Services across the Council undertake engagement and consultation on a range of services on an ongoing basis. If these engagement processes are working well, this may explain the very few participation requests being received by the Council. In 2017, Fife Voluntary Action established the Lived Experience Team – an inclusive group of volunteers – which has been working across Fife to improve service design in a range of areas including social care, employability and workplace policies. Going forward, the Council intends to work with this Team to raise awareness of participation requests so any organisation wishing to submit a request can do so.

**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).***

Council officers will support any organisation wishing to submit a participation request and all information, including guidance and application is available online.

**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.***

The Council continues to provide information in alternative formats to anyone who requires it. In addition, any relevant information is circulated through Fife Centre for Equalities which works with all protected characteristics.

**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).**

See information about the Lived Experience Team at 3.1 above.

**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.**

**Section Four – Additional Information**

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

***For example, we are interested in your reflections about what has gone well and what has gone less well in relation to Participation Requests over the past year?***

***Is there any aspect of the process that you intend to adapt or change in the year ahead?***

***Have you identified any needs for guidance or support that would support the process?***

***If you have developed any case study material or published new information about Participation Requests please share links to those with us here.***

*Any other information:*

|  |
| --- |
| **Section Five – Community Empowerment Act Review***The following questions relate to the Scottish Government review of the Community Empowerment (Scotland) Act 2015. We would value your feedback as a public service authority concerned with part 3 (participation requests) of the Community Empowerment (Scotland) Act 2015.*5.1 Has the legislation made things easier or more difficult to access? Please provide some comments on your experiences as a public service authority engaging with this legislation. As with the community asset transfer legislation, it has formalised the process of participation requests and set out timescales which is helpful for organisations. 5.2 Where can things be further improved, and what needs to change?If local engagement processes are working well within local authorities, it is difficult to see when it would be appropriate for an organisation to submit a participation request. 5.3 Are you aware of what support is available to you when engaging with this legislation, and how you can access this? Please provide comments where possible.Not as well publicised as community asset transfer contact within COSS so not sure who to contact about this. 5.4 What would you like to see now, to further empower Scotland’s communities?  |

Completed by: Zahida Ramzan Role: Policy Co-ordinator

Email: Zahida.ramzan@fife.gov.uk Tel: 03451 555 555 ext 441242

Date of completion: 30th June 2022

**Please email the completed template by 30 June 2022 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