

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: North Ayrshire Council

Address: Cunninghame House, Irvine

Completed by: Jacqui Greenlees

Role: Policy & Community Planning Officer

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 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
3	3	3	0	0	0

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
Beith Community Development Trust (BCDT)	Y	Lochshore development began taking place after engagement with the community, however BCDT wished to be more involved in the process.	Set up the Lochshore Development Group to act as a steering group for the masterplan proposals at Lochshore. BCDT were invited to join this group and they attended the first meeting. The service also provided direct updates to BCDT on progress.
Stevenson Community Council	Y	Ayrshire Growth Deal funding agreed for the development and regeneration of The Great Harbour, at Irvine Harbourside and Ardeer,	Met group initially to discuss the PR and provide information on current status of plans, however no formal actions have been agreed for Ardeer so no formal process could be agreed. Ongoing contact has been agreed with the group as and when plans for Ardeer are developed.
Ardeer F.R.I.E.N.D. S	Y	Ayrshire Growth Deal funding agreed for the development and regeneration of The Great Harbour, at Irvine Harbourside and Ardeer,	Met group initially to discuss the PR and provide information on current status of plans, however no formal actions have been agreed for Ardeer so no formal process could be agreed. Ongoing contact has been agreed with the group as and when plans for Ardeer are developed.

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.

- **Lochshore:** Set up the Lochshore Development Group to act as a steering group for the masterplan proposals at Lochshore. This is comprised of approx. 18-20 community/ business organisations from the local area. It is chaired by Cllr. John Bell and administered and attended by the Connected Communities Team. 3 meetings of this group took place during summer 2019, and prior to submitting the bid to RCGF for funding for the Garnock Visitor & Community Hub in October 2019. BDCT were invited to join this group and they attended the first meeting. Further meetings took place late 2019/ early 2020. Regular updates have been given to the community via Community Councils or via this Lochshore Development Group. Covid-19 has prevented the group meeting during the period March- present, a virtual meeting of the group is proposed for 3rd September 2020.
- **Ardeer:** Both groups that submitted a PR to be involved in Growth Deal plans for Ardeer were met and current status of the deal was discussed. However, no plans have been taken forward for Ardeer yet so no OIP could be agreed. It was agreed that ongoing communication with each group would be established around Ardeer and this has been taking place regularly. A piece of work has not been commissioned to look at master planning for the area, and both groups have been notified and will be kept in the loop and involved in the process when possible.

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?

Community Empowerment training for the community has been developed which includes participation requests jointly with the council's Capacity and Empowerment Officer. This draws on training from a number of national orgs including SCDC.

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.

Participation Requests are included in both our Community Planning and Community Empowerment training courses which are open to all staff, partners and community representatives.

A simple flowchart for use by community groups has been developed that covers the process of submitting and completing a request, alongside the more detailed North Ayrshire guidance document. Both are available on our Community Planning website.

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.

As above, PR flowchart diagrams have been created in addition to longer form guidance to provide an easy to read visual of the process for groups.

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.

Updates have been given on Participation Requests to relevant Community Councils as well as through public training and on the CPP and Council websites.

Section Four – Additional Information

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

In North Ayrshire we have developed a model approach that encourages planning with our communities and partners, that is co-defined, co-designed and co-delivered by all who can be involved in empowering communities.

In relation to Participation Requests, North Ayrshire's Locality Planning Partnership arrangements and our corporate approach to consultation, with officers trained by the Consultation Institute, have opened up myriad opportunities and approaches for people to become involved in expressing their views within North Ayrshire in addition to CCs, TRAs, and our CLD Network amongst others.

We have to date had only 3 requests for a participation request and we attribute that to the very successful and extensive suite of engagement approaches, undertaken by the NA community planning partnership. Through our ethos and commitment to this way of working, participation requests are designed to complement and improve our range of processes not replace them.

Completed by: Jacqui Greenlees

Role: Policy & Community Planning Officer