



Glasgow City Council

Wellbeing, Empowerment, Community and Citizen Engagement  
City Policy Committee

Report by Director of Community Empowerment & Equalities

Contact: Shaw Anderson Ext: 73802

**PARTICIPATION REQUESTS ANNUAL REPORT**

**Purpose of Report:** To provide the Committee with an annual report with regards Participation Requests submitted to Glasgow City Council, and to seek endorsement to submit this annual report to the Scottish Government, as required by the Community Empowerment (Scotland) Act 2015..

**Recommendations:**

The Wellbeing, Empowerment, Community and Citizen Engagement City Policy Committee is asked to:

- i. note this report;
- ii. endorse submitting this report to the Scottish Government

Ward No(s):

Citywide: ✓

Local member(s) advised: Yes  No ✓

consulted: Yes  No ✓

**PLEASE NOTE THE FOLLOWING:**

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## **1. Background**

- 1.1. On 1<sup>st</sup> April 2017 the Community Empowerment (Scotland) Act 2015 came into force. The Act introduces a range of new elements of community participation and consultation including Participation Requests. The Scottish Government has published regulations and guidance on how the Participation Requests aspect of the Act should be implemented. This guidance includes a requirement for the Council to publish an annual report and a responsibility to promote Participation Requests.
- 1.2. This Committee (on 08/03/18) and the City Administration Committee (on 19/05/18) agreed a process for dealing with participation requests.

## **2. Communication and Promotion**

- 2.1. The Scottish Government's guidance states that promotion should go beyond established community organisations and should target the wider community, particularly disadvantaged and marginalised groups. In terms of methods, the guidance states that public service authorities must promote the use of Participation Requests by publishing on their website and through social media.
- 2.2. A section on Participation Requests has been included in Community Council's weekly news bulletins which include information on what Participation Requests are and how they can submit their own.
- 2.3. There is also a page on the Council's website (<https://www.glasgow.gov.uk/index.aspx?articleid=21071>) which contains the following information;
  - What is a Participation Request?
  - Further information (its context within the Community Empowerment Act)
  - Who can make a request?
  - Making a Participation Request (this section gives information on who can make a request)
  - What is a 'public service authority'? (a list of authorities as listed in the Scottish Government's Guidance to which a request can be made)
  - How long does it take?
  - Received Participation Requests
  - Annual Report

## **3. Monitoring and Reporting**

- 3.1. To ensure that the process is accountable and transparent, there are a number of requirements placed on the Council as outlined below;

### 3.2. Decision Notice

Once a request has been validated and a decision has been made on whether to accept or reject the request the Council must issue a decision notice to the community participation body. The decision notice should set out the decision and, if the Council refuses the request, the reasons for the decision. This must be done within 30 working days from the validation date or 45 working days if more than one public service authority is involved or a longer period of time if agreed between the Council and the community participation body.

### 3.3. Outcome Improvement Process Report

When an outcome improvement process has been completed the Council must publish a report on the process. The report must summarise the following;

- the outcome of the process, including whether the outcome has been improved
- describe how the community participation body that made the request influenced the process and outcomes
- explain how the Council will keep the community participation body and others informed about changes in the outcomes of the process

### 3.4. Annual Report

Annual Reports cover each year from 1 April to 31 March and must be published by 30 June. The Report must set out the following;

- the number of requests received
- the number of requests agreed and refused
- the number of requests which resulted in changes to a public service provided by, or on behalf of, the Council
- any action taken by the Council to promote and support the use of Participation Requests

## 4. **Annual Report 2019-2020**

4.1. During the period 1 April 2019 to 31 March 2020 Glasgow City Council received 1 Participation Request. In this instance, the request was approved and an outcome improvement plan is currently being drafted.

### 4.1.1. **Castlemilk Community Council and the Castlemilk Community & Business Association**

Castlemilk Community Council and the Castlemilk Community & Business Association is seeking permission to participate in the discussions with regard to the development of the Castlemilk Town Centre which includes 'The Braes' Shopping Centre to ensure it reflects the aspirations of residents, local communities and businesses in Castlemilk and adjoining areas such as Simshill, Croftfoot, Kingspark and Carmunnock.

## 5. Policy and Resource Implications

### Resource Implications:

*Financial:* None

*Legal:* To ensure the Council complies with Part 3 of the Community Empowerment (Scotland) Act 2015

*Personnel:* The true impact on staffing resources is not known. There may be an increase in requests once they are more widely publicised. Once a request has been agreed the process may require significant resources, the level of resource may vary according to the request.

*Procurement:* None

### Council Strategic Plan:

Specify which theme(s) and outcome(s) the proposal supports

Participation Requests support Resilient and Empowered Neighbourhoods and A well Governed City that Listens and Responds.

Strategic Priority 92.

### Equality Impacts:

*Does the proposal support the Council's Equality Outcomes 2017-22*

Yes, in particular, outcomes 8 and 10:  
8. Service users with protected characteristics are provided with targeted, improved and more accessible information about the services provided by the Council Family

10. People with protected characteristics are more regularly and systematically involved in service delivery design by the Council Family.

*What are the potential equality impacts as a result of this report?*

It will be important for the Council to monitor the types of organisations making Participation Requests.

An Equality Impact Assessment Screening has been completed and a copy can be accessed on the Council website

<https://www.glasgow.gov.uk/index.aspx?articleid=17533>

### Sustainability Impacts:

<i>Environmental:</i>	Not Applicable
<i>Social:</i>	Participation Requests could have a positive impact on local communities by providing greater opportunity for community empowerment.
<i>Economic:</i>	Participation Requests could assist in regenerating the wider community and result in more participative working
<b>Privacy and Data Protection impacts:</b>	A Data Protection Impact Assessment has been completed and no risks have been identified.

## **Recommendations**

- 5.1. The Wellbeing, Empowerment, Community and Citizen Engagement City Policy Committee is asked to:
- i. note this report;
  - ii. endorse submitting this report to the Scottish Government