

**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: New College Lanarkshire

Completed by: Matthew Smith Role: Chief Transformation Officer

Email: matthew.smith@nclan.ac.uk Telephone: 01236 784507

Date of completion: 30 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: As above

**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 |
| 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:  N/A | | | | |

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? 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. |
| n/a | n/a | n/a | n/a | n/a | n/a |

**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)**
* **how the community participation body was involved in designing the outcome improvement process**
* **how the community participation body participated in the outcome improvement process including taking part in decisions and delivering actions**
* **details of any wider benefits, such as improved community engagement and ongoing participation.**

Not applicable

|  |  |  |
| --- | --- | --- |
| **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?*  In the year from 1st April 2022 to 31st March 2023 there were no Participation Requests made to the College.  The Community Programme function of the college is to continue the development of partnership working and liaise with departments to coordinate and deliver programmes. With partners’ support, NCL aim to focus on the most vulnerable groups and individuals in our communities.  In addition, the role involves the coordination of the college’s contribution to Community Planning Process, Community Learning and Development partnerships/ strategic plans and management of the Digital North Lanarkshire project. In addition, we have supported college commitments to the North Lanarkshire ESOL Partnership and developed a partnership funding model for ESOL delivery which was approved by SFC.  The overall aim is to work with external partners to facilitate partnership opportunities, engagement and develop the role and profile of the college in the communities we support. We demonstrate, encourage and support the transition to Further Education and ensure the college meets statutory, operational and partnership requirements in the community.  Finally, the Community Programme function is to manage and deliver the Prince’s Trust Team programmes. Teams follow a nationally recognised model in supporting young unemployed people aged 16-25 years of age, to improve their skills knowledge and prospects for the future. |  |  |

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

n/a

|  |  |
| --- | --- |
| **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 College has a dedicated section on the Community Activity section of its website relating to Participation Requests. [Community Activity | Working with others | NCL (nclanarkshire.ac.uk)](https://www.nclanarkshire.ac.uk/us/community-activity) A direct hyperlink is provided to the Scottish Government website at its Community Empowerment section. The Community Programmes Manager is aware of Participation Requests and continues to work with our Community Partners to publicise the scheme further. In the year from 1st April 2022 to 31st March 2023 there were no Participation Requests made to the College.  **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. We are particularly interested in any ways you have targeted those with protected characteristics to raise awareness of the PR process or support request submissions.*  In the year from 1st April 2022 to 31st March 2023 there were no Participation Requests made to the College.  The College has a dedicated section on the Community Activity section of the website relating to Participation Requests. A direct hyperlink is provided to the Scottish Government website at its Community Empowerment section. The Dean for Professional and Workbased Learning and Chief Transformation Officer are aware of Participation Requests and continue to work with our Community Partners to publicise the scheme further.  [Community Activity | Working with others | NCL (nclanarkshire.ac.uk)](https://www.nclanarkshire.ac.uk/us/community-activity) | |
| **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).**  Our Community Engagement Strategy is under ongoing review and consideration.  **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.**  As noted in the response to 3.1, the Community Programme function of the college is to continue the development of partnership, engage communities and the agencies they work with. (i.e CLAD, SDS, DWP, Social Work, Education etc). We liaise with academic departments aiming to coordinate and deliver programmes. With partners’ support, NCL aims to focus on the most vulnerable groups and individuals in our communities and those in high ranking SIMD areas. Since 2022/23, College Curriculum Delivery plans now incorporate Community Programme delivery as part of academic planning process.  In addition, the role involves the coordination of the college’s contribution to the Community Planning Process, Community Learning and Development partnerships/ strategic plans and contribution to the Digital North Lanarkshire project. NCL is committed to the North Lanarkshire, South Lanarkshire and East Dunbartonshire ESOL Partnership and developed a partnership NLC funding model for ESOL delivery which was approved by SFC.  The overall aim is to work with external partners to facilitate partnership opportunities, engagement and develop the role and profile of the college in the communities we support. We demonstrate, encourage and support the transition to Further Education and ensure the college meets statutory, operational and partnership requirements in the community.  Internally the NCL Students’ Association is the representative body for all students of NCL. They are the bridge between students and NCL.   They represent learner issues through regular conversations, formal and informal, with senior management, working in partnership with the college to make the student experience as best as it possibly can be.  The Students’ Association also represents College students on the Board of Management, locally and nationally alongside the [National Union of Students](https://www.nus-scotland.org.uk/) and [SPARQS.](https://www.sparqs.ac.uk/)  Importantly, they contribute to the development of policies, procedures and other big decisions that impact our student experience at the College. [The Presidents](https://www.nclanarkshire.ac.uk/students/supporting-you/students-association/meet-the-team) lead the Students’ Association to ensure that the interests and views of the student body of New College Lanarkshire influence their work and how they represent learners the College and other bodies.  [Students' Association | New College Lanarkshire (nclanarkshire.ac.uk)](https://www.nclanarkshire.ac.uk/students/supporting-you/students-association). |

**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?***

We have received no participation requests in the past year.

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

No

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

*n/a*

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

n/a

*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. Please note, any comments provided here would be anonymised, and would only be used in the context of the review.*  5.1 Has the legislation made it easier or more difficult to work with communities to improve services? Please provide some comments on your experiences as a public service authority engaging with this legislation.  No change in our experience.  5.2 Where can things be further improved, and what needs to change?  n/a  5.3 Are you aware of what support is available to you e.g. [Scottish Government advice and resources,](https://www.gov.scot/policies/community-empowerment/participation-requests/) [SCDC’s Participation Request pack](https://www.scdc.org.uk/participation-requests), 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.  We are not aware of support available. However, a discussion on this would be beneficial.  5.4 What would you like to see now, to further empower Scotland’s communities?  n/a |

Completed by: Matthew Smith Role: Chief Transformation Officer

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If you have any queries please contact Malcolm Cowie, Participation Request Policy Manager at [Malcolm.cowie@gov.scot](mailto:Malcolm.cowie@gov.scot)

Community Empowerment Team, Scottish Government