

## Participation Requests Reporting Template 2024/25 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 2024 to 31 March 2025. 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 2025 or as soon as possible thereafter to [community.empowerment@gov.scot](mailto:community.empowerment@gov.scot).**

### **Section One – Public Service Authority Information**

Organisation: Midlothian Council

Completed by: Annette Lang Role: Group Service Manager (Community Planning Partnership and Communities Lifelong Learning and Employability)

Email: [annette.lang@midlothian.gov.uk](mailto:annette.lang@midlothian.gov.uk) Telephone: 07880279937

Date of completion: 30/07/25

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 2024/25**

Please complete following overview table:

<b>A – Outstanding applications received prior to 2024/25 and still to be determined at 31 March 2025</b>	<b>B – Applications received prior to 2024/25 and decided on in 2024/25</b>	<b>C – Applications received prior to 2024/25 and accepted in 2024/25</b>	<b>D – Applications received prior to 2024/25 and refused in 2024/25</b>	<b>E – total new applications received in 2024/25</b>	<b>F - Number of applications received in 2024/25 which were decided on in 2024/25</b>	<b>G – Number of applications received in 2024/25 which were accepted in 2024/25</b>	<b>H – Number of applications received in 2024/25 which were refused in 2024/25</b>	<b>I – Number of applications received in 2024/25 which are yet to be decided on</b>
0	0	0	0	0	0	0	0	0

2.1

Where you were unable to accept a Participation Request, how did you address the community group’s needs/ support them?

2.2 Please provide details of participatory activities with community groups you have agreed/ undertaken during 2024/25. This can include Participation Requests and also any informal arrangements you have agreed that doesn't involve using Participation Request legislation that has led to improved local outcomes:

Community groups have been involved in a review of the Council's large grants process.

Partner agencies have been involved in the scoring and distribution of Local Employability Grants.

Community organisations as trusted partners supporting the delivery of cash first supports to residents.

Midlothian Traffic Roads and Paths (MTRAP) – is sub group of Midlothian Federation of Community Councils who work with a range of national and local organisations to influence the development of issues such as Active Travel, Core Paths provision and wider transport related issues in Midlothian.

2.3 The recent Community Empowerment (Scotland) Act 2015 -Part 3 Participation Requests Findings Report which was published on 31 March 2025 showed that many Public Service Authorities believe that Participation Requests should only be used when informal engagement has failed and therefore do not proactively promote them.

In the report some Public Service Authorities highlighted alternative community engagement processes used which avoids the need for a Participation Request. Please provide information on your local community engagement strategies and your approaches to working collaboratively with your communities:

COMPACT - The Midlothian Compact establishes a set of core values that will shape and define the relationship between the third sector and our community planning partners. - [https://www.midlothian.gov.uk/downloads/download/735/midlothian\\_compact\\_2020-2025\\_pdf](https://www.midlothian.gov.uk/downloads/download/735/midlothian_compact_2020-2025_pdf)

2.4 We are looking to gather Participation Request case study examples with a particular focus on the outcome improvement process. Please include a link to any examples or provide information here:

Completed by: Annette Lang

Role: Group Service Manager CLLE and CP

Email: Annette.Lang@midlothian.gov.uk

Tel: 07880279937

Date of completion: 30.07.25

**Please email the completed template to [community.empowerment@gov.scot](mailto:community.empowerment@gov.scot)**

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