



Participation Requests Reporting Template 2025/26 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 2026 or as soon as possible thereafter to community.empowerment@gov.scot.

Section One – Public Service Authority Information

Organisation: Argyll and Bute Council, Kilmory, Lochgilphead, Argyll PA31 8RT

Completed by: Iain Jackson Role: Governance, Risk and Safety Manager

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Date of completion: 30 June 2026

Are you the Participation Request Lead Contact for the organisation? (Y/N): 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 2025/26

Please complete following overview table:

A	B	C	D	E	F	G	H	I
Outstanding applications received prior to 2025/26 and still to be determined at 31 March 2026	Applications received prior to 2025/26 and decided on in 2025/26	Applications received prior to 2025/26 and accepted in 2025/26	Applications received prior to 2025/26 and refused in 2025/26	Total new applications received in 2025/26	Number of applications received in 2025/26 which were decided on in 2025/26	Number of applications received in 2025/26 which were accepted in 2025/26	Number of applications received in 2025/26 which were refused in 2025/26	Number of applications received in 2025/26 which are yet to be decided on
0	0	0	0	1	1	0	1	0

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

There was one participation request received during the reporting period, which was refused, due to the fact that existing arrangements already provide appropriate community involvement and the request would not meaningfully improve the specified outcomes. The group were advised in writing of the decision and all the relevant information and reasons behind it.

2.2 Please provide details of participatory activities with community groups you have agreed/ undertaken during 2025/26. 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:

See answer to 2.3 below.

2.3 The 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:

We have an Engagement Framework to support council officers to better engage with communities. We have also produced training for council staff on Engagement and have an officers networking group within which we share best practice, tools and resources to support and learn from our engagement with communities. We regularly publish information in our Community Development Bulletin on engagement. Advice on techniques and tools for engagement is available on our web pages both for staff and for the public.

We strive to support our communities to engage, and we bring information on consultations and engagements from the council and its partners to our Area Community Planning Groups. We have a dedicated webpage on engagement: [Consultations | Argyll and Bute Council](#)

We also have a cross-council officer group to support communities working on Place Plans, and through needs arising we ran bespoke training for communities to support their approaches to develop these plans. [Local Place Plans | Argyll and Bute Council](#)

We have also supported community engagements, working with communities, on housing needs and demand in local communities to inform our strategic approach. Further to this, as part of the Community Planning Partnership (CPP), we have been engaging and working with our communities on our priorities of Housing, Transport and Community Wellbeing – shaping the actions needed to deliver on our long term outcomes. We have also developed a CPP Climate Change Strategy through a dedicated steering group and working group comprising community planning partners and community members: [Community Planning Partnership - Climate Change | Argyll and Bute Council](#); [Argyll & Bute Climate Action | Argyll and the Isles Coast and Countryside Trust](#)

We include information on Participation Requests in training materials for community councils and community groups and within community development e-bulletins to a large distribution list of community contacts. We provide links in our webpages and publications to relevant guidance and information on Participation requests published by the Scottish Community Development Centre, and have linked with them on good practice and the outcomes of the national review of Participation Requests.

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:

We do not have any case studies to provide at the present time

Completed by: Suzanne Mason

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Date of completion: 30 June 2026

Please email the completed template to community.empowerment@gov.scot

If you have any queries please contact Malcolm Cowie, Participation Request Policy Manager at Malcolm.cowie@gov.scot

Community Empowerment Team, Scottish Government