  
**Community Empowerment (Scotland) Act 2015**

**Participation Request Form**

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| IMPORTANT  This is a participation request made under Part 3 of the Community Empowerment (Scotland) Act 2015.  Before completing this form please ensure that you read the participation requests guidance produced by the Scottish Government. A copy of the guidance is available here: [Participation Requests Guidance, Scottish Government](http://www.gov.scot/Topics/People/engage/ParticipationRequests/ParticipationRequestsGuidance) . You should also refer to the guidance notes at the end of this form.  When completed this form should be sent to: [corporate.policy@inverclyde.gov.uk](mailto:corporate.policy@inverclyde.gov.uk) |

1. Details of the Community Participation Body

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| --- | --- |
| Name of Community Body |  |
|  |  |
| Contact name |  |
|  |  |
| Contact address |  |
|  |  |
| Contact telephone number |  |
|  |  |
| Contact email |  |
|  |  |
| Website (if available) |  |

Please select what type of community participation body you are (refer to note 1)

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| 1. A Community Controlled Body |  |
| 1. A Community Council |  |
| 1. A Community body without written constitution |  |
| 1. A body designated by Scottish Ministers |  |

*Please ensure that you include a copy of your written constitution or governance documents if available.*

1. Name of the public service authority to which the request is being made:

(refer to note 2)

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1. Name of any other public service authority which the community participation body requests should participate in the outcome improvement process: (refer to note 3)

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1. The outcome that community participation body want to improve: (refer to note 4)

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1. The reasons why the community participation body should participate in an outcome improvement process: (refer to note 5)

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1. Please provide details of the knowledge, expertise and experience the community participation body has in relation to the outcome: (refer to note 6)

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1. How the outcome will be improved because of the involvement of the community participation body: (refer to note 7)

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1. Additional Information (refer to note 8)

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**Guidance Notes:**

1. The Community Empowerment (Scotland) Act sets out that in order to make a participation request a group needs to be a ‘community participation body’. This could be:

* A community controlled body
* A community council
* A community body without a written constitution
* A body designated by the Scottish Ministers

The community participation body should provide the necessary information to Inverclyde Council to show that they are a valid body that is entitled to make a participation request.

1. The authorities to whom a request can be made are listed in Schedule 2 in the Community Empowerment (Scotland) Act 2015. These are:

* A local authority
* A Health Board
* The Board of management of a college of further education
* Highlands and Islands Enterprise
* The Scottish Environmental Protection Agency
* A National Park Authority
* Police Scotland
* Scottish Enterprise
* The Scottish Fire and Rescue Service
* Scottish Natural Heritage
* A Regional Transport Partnership

3 Insert the names(s) if any other public service authority which the community participation body requests should participate in the outcome improvement process.

4. Specify an outcome that results from, or is contributed to by virtue of, the provision of a service provided to the public by or on behalf of the authority. An explanation of outcomes and examples can be found in section 3.47.

5. Set out the reasons why the community body believes it should participate in the outcome improvement process.

6. Provide details of any knowledge, expertise and experience the community body has in relation to the outcome specified under paragraph 4.

7. Provide an explanation of the improvement in the outcome specified under paragraph 4 which the community body anticipates may arise as a result of its participation in an outcome improvement process.

8. Any other information in support of the participation request can be included in this section or attached separately should the community body wish to do so. It may be helpful for the community participation body to outline if they have previously been in contact with the public service authority regarding the outcome. The community participation body may also want to provide information on any additional support they may require to be able to participate in an outcome improvement process.