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Community Planning Aberdeen** *August, 2019* **Participation Request Form**

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| This form must be completed when submitting a Participation Request under Part 3 of the Community Empowerment (Scotland) Act 2015. |

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| **This Form is for ‘Participation Requests’, as listed in the Community Empowerment (Scotland) Act 2015 (Part 3).  Before completing this form:**  It will be helpful to make contact with the relevant Contact for the Public Service Authority to whom the Participation Request is being made to discuss the proposals that you will be putting forward.  This can include discussion about any support requirements that can be identified to support you to make the application. |

**Further Information**  
  
There is ‘***Further Information***’ including guidance, helpful links and regulations available at the bottom of this document, which may be helpful for reference as you prepare for and then complete this form.  
  
**Public Service Authority**  
  
The completed form will be sent to the relevant ‘Public Service Authority’, who will then make contact with the Main Contact and Community Body, using the contact information listed.  
  
This form can be used to make an application to any of the Public Service Authorities who are part of Community Planning Aberdeen.  
  
If you know the Public Service Authority that you will be applying to, there are also a selection of documents available on the Community Planning Aberdeen website, where you can make your application directly.  
  
Community Planning Aberdeen website: <https://communityplanningaberdeen.org.uk/requests/>

**Completed Forms**  
  
When completed, this form should be e-mailed to:  
  
Community Planning Aberdeen, [communityplanning@aberdeencity.gov.uk](mailto:communityplanning@aberdeencity.gov.uk)  
Or, if you already know the specific Public Service Authority, to:  
  
Aberdeen City Council, [participationrequests@aberdeencity.gov.uk](mailto:participationrequests@aberdeencity.gov.uk)  
NHS Grampian, [nhsg.involve@nhs.net](mailto:Nhsg.involve@nhs.net)  
Police Scotland, [LocalPolicingDevelopmentandSupport@scotland.pnn.police.uk](mailto:LocalPolicingDevelopmentandSupport@scotland.pnn.police.uk)  
SEPA, [Involving.you@sepa.org.uk](mailto:Involving.you@sepa.org.uk)  
Scottish Fire & Rescue, [sfrsinfogov@firescotland.gov.uk](mailto:sfrsinfogov@firescotland.gov.uk)Scottish Natural Heritage, [communities@snh.gov.uk](mailto:communities@snh.gov.uk)  
NESTRANS, [www.nestrans.org.uk/contact-nestrans/](https://www.nestrans.org.uk/contact-nestrans/) (Team Members)  
  
Alternatively, the completed form can be sent by post to:  
  
’Participation Requests’,

Aberdeen City Council,

Business Hub 11, 2nd Floor West

Marischal College

Broad Street

Aberdeen

AB10 1AB

**1: Details of Community Participation Body**

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| *Guidance Note*  Please make sure that you include a copy of your written constitution or governance documentation if available, along with this form when completed. |

1.1 Name of the Community Body making the Participation Request

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| 1.1 |

1.2 Contact Name

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| 1.2 |

1.3 Contact Address

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| 1.3 |

1.4 Contact Telephone Number

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| 1.4 |

1.5 Contact e-mail

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| 1.5 |

1.6 Website (if available):

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| 1.6 |

**2: Name of the public service authority to which the request is being made:**

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| *Guidance Note*  In this section, please specify the Public Service Authority that the Participation Request is being made to.  The Public Service Authorities authorities to whom a request can be made are listed in Schedule 2 in the Community Empowerment (Scotland) Act 2015, including:   * A local authority * A health Board * The Board of management of a college of further education * Highlands and Islands Enterprise * A National Park Authority * Police Scotland * The Scottish Environmental Protection Agency * Scottish Enterprise * The Scottish Fire and Rescue Service * Scottish Natural Heritage * A regional Transport Partnership   In Aberdeen City, these bodies include:   * Aberdeen City Council * NHS Grampian * Police Scotland * Scottish Fire and Rescue * North-East Scotland Transport Partnership (NESTRANS) * The Scottish Environmental Protection Agency (SEPA) * Scottish Enterprise * Scottish Natural Heritage * The Board of Management of a College of Further Education |

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| 2. |

**3: Name of any other Public Service Authority which the Community Participation Body requests should participate in the Outcome Improvement Process:**

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| *Guidance Note*  Please insert the name(s) of any other Public Service Authority you would like to request participates in the process. |

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| 3. |

**4: The outcome that community participation body want to improve:**

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| *Guidance Note*  In this section, please specify the outcomes that you are looking to achieve or issues that you are seeking to improve by requesting participation between your Community Body and the Public Service Authority.  This can include outcomes which result from, are contributed to directly by the Public Service Authority or a service that is provided on its behalf.  An explanation of outcomes and examples can be found in section 3.48 of the Scottish Government guidance document. |

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| 4. |

**5: The reasons why the community participation body should participate in an outcome improvement process:**

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| *Guidance Note*  In this section, please provide an explanation of why you think your specific Community Body should participate in the Outcome Improvement Process. |

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| 5. |

**6: Knowledge, expertise and experience the community participation body has in relation to the outcome:**

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| *Guidance Note*  In this section, please provide details of any knowledge, expertise and experience the Community Body and its Members have in relation to the outcome specified in question 4.  *Please also note,*  In this section, you can also provide details of what support you are looking to receive, training that is taking place or support that you believe will be helpful in supporting the Community Body and its Members achieve the required levels of knowledge, expertise and experience to more fully take part in the process. |

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| 6. |

**7: How the outcome will be improved because of the involvement of the community participation body:**

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| *Guidance Note*  In this section, please provide an explanation of what benefits you think will be brought by the involvement of this specific Community Body in the Outcome Improvement Service.  In this section, reference should be made to the specific Outcome identified in Question 4. |

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| 7. |

**8: Is the community participation body a community controlled body?**

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| *Guidance Note*  The Community Empowerment Act (Scotland) 2015 grants the right of certain community bodies to make Participation Requests. In order to qualify for this criteria, the community body must be open to and able to be controlled by the community it seeks to serve.  Please provide the necessary information here to show that the Community Body is able to meet this criteria and therefore able to make a Participation Request. |

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| Yes / No *(Delete as appropriate)* |
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If the answer is “No” explain the basis on which the body making the participation request is a community participation body.

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| 8. |

**9: Additional information**

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| *Guidance Note*  Any other information that you wish to provide in support of this Participation Request will be helpful in considering whether the Participation Request is able to proceed, as well as for reference throughout the Outcome Improvement Process.   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.   If you currently have or previously had contact with one or more of the Public Service Authorities listed, or to whom this Participation Request is being made, it will also be helpful to include details of this in this section.  In this section, you can also provide further information on any additional support the Community Body has identified, that will be helpful to take part in a Participation Request and Outcome Improvement Process. |

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| 9. |

**Further Information**  
  
Community Planning Aberdeen, Information:  
<https://communityplanningaberdeen.org.uk/requests/>  
  
Scottish Government, Guidance:  
[www.gov.scot/Topics/People/engage/ParticipationRequests  
  
Scottish Community Development Centre, Guidance:  
[<https://www.scdc.org.uk/news/article/participation-request-summary-guidance>](http://www.scdc.org.uk/what/community-empowerment-scotland-act/)](http://www.gov.scot/Topics/People/engage/ParticipationRequests)The Community Empowerment (Scotland) Act (Part 3):  
[<http://www.legislation.gov.uk/asp/2015/6/part/3>](http://www.legislation.gov.uk/asp/2015/6/part3)  
Procedure Regulations (2017):  
[www.legislation.gov.uk/ssi/2017/39/contents/made](http://www.legislation.gov.uk/ssi/2017/39/contents/made)