



Community Empowerment (Scotland) Act 2015

South Lanarkshire Council

Participation request form

Important notes

This is a participation request made under Part 3 of the [Community Empowerment \(Scotland\) Act 2015](#)

You should read the [participation request guidance](#) provided by the Scottish Government before making a request and when completing this form. Guidance notes are also available at the end of this form.

You can complete this form in Adobe Acrobat and email it to us as an attachment or print it out and post it to us. Alternatively you can print it out, complete it by hand and post to us.

When completed this form should be sent either by email or post/delivery to:

Participation Requests
Legal Services, Floor 13
South Lanarkshire Council
Council Offices
Almada Street
Hamilton ML3 0AA

Email: participation.requests@southlanarkshire.gov.uk

If you require extra space for your responses to any of the questions asked, please put them on additional pages, number them and send them along with your completed form.

We recommend that you contact South Lanarkshire Council and discuss your proposals with us before making a participation request.

You can email participation.requests@southlanarkshire.gov.uk or phone us on 0303 123 1015 and ask to speak to the Participation Requests Officer.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs

Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk

1: Details of Community Participation Body

1.1 Name of the Community Body making the request

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1.2 Contact details

Contact name

Please let us know your preferred method of contacting you (you must select at least one method)

Contact address (optional)

Contact telephone number (optional)

Contact email (optional)

Website (if available)

1.3 Please make sure that you include a copy of your written constitution or governance documentation if available. Please tick the box if this is included

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2: Name of the public service authority to which the request is being made (see note 1):

South Lanarkshire Council

3: Name of any other public service authority which the community participation body requests should participate in the outcome improvement process (see note 2):

4: The outcome that the community participation body wants to improve (see note 3):

5: The reasons why the community participation body should participate in an outcome improvement process (see note 4):

6: Knowledge, expertise and experience the community participation body has in relation to the outcome (see note 5):

7: How the outcome will be improved because of the involvement of the community participation body (see note 6):

8: Is the community participation body a community controlled body? (see note 7)

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Yes

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No

If the answer is “No” explain the basis on which the body making the participation request is a community participation body.

Notes

1. Specify the public service authority to who the request is being made. Please also include any additional public service authorities the community participation body believes should also participate in an outcome improvement process. 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
 - 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
2. Insert the name(s) of any other public service authority which the community participation body requests should participate in the outcome improvement process.
3. 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 3.48 of the Scottish Government guidance document.
4. Set of the reasons why the community body believes it should participate in the outcome improvement process.
5. Provide details of any knowledge, expertise and experience the community body has in relation to the outcome specified in question 4.
6. Provide an explanation of the improvement in the outcome specified in question 4 which the community body anticipates may arise as a result of its participation in an outcome improvement process.
7. To make a participation request the Community Empowerment (Scotland) Act 2015 provides that certain bodies can do so. The community participation body should provide the necessary information to the public service authority to show that they are a valid body who can make a participation request.
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.
9. If you require extra space for your responses to any of the questions asked, please put them on additional pages, number them and send them along with your completed form.