



## COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

### SCOTTISH BORDERS 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, a copy is available at [www.scotborders.gov.uk/participationrequests](http://www.scotborders.gov.uk/participationrequests). Guidance notes are available at the end of this form.

We strongly recommend that you contact Scottish Borders Council and discuss your proposals with us before making a participation request.

You can phone us on 01835 826626, or email us at [communityengagement@scotborders.gov.uk](mailto:communityengagement@scotborders.gov.uk)

When completed this form should be sent to:

Participation Requests  
Communities and Partnerships Team  
Scottish Borders Council  
Newtown St Boswells  
MELROSE TD6 0SA

#### 1: Details of Community Participation Body

1.1 Name of the Community Body making the request

## 1.2 Contact details

Contact name:
Contact address:
Contact telephone number:
Contact email:
Website (if available):

Please make sure that you include a copy of your written constitution or governance documentation if available.

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

Note 1

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### 3: Name of any other public service authority which the community participation body requests should participate in the outcome improvement process:

Note 2

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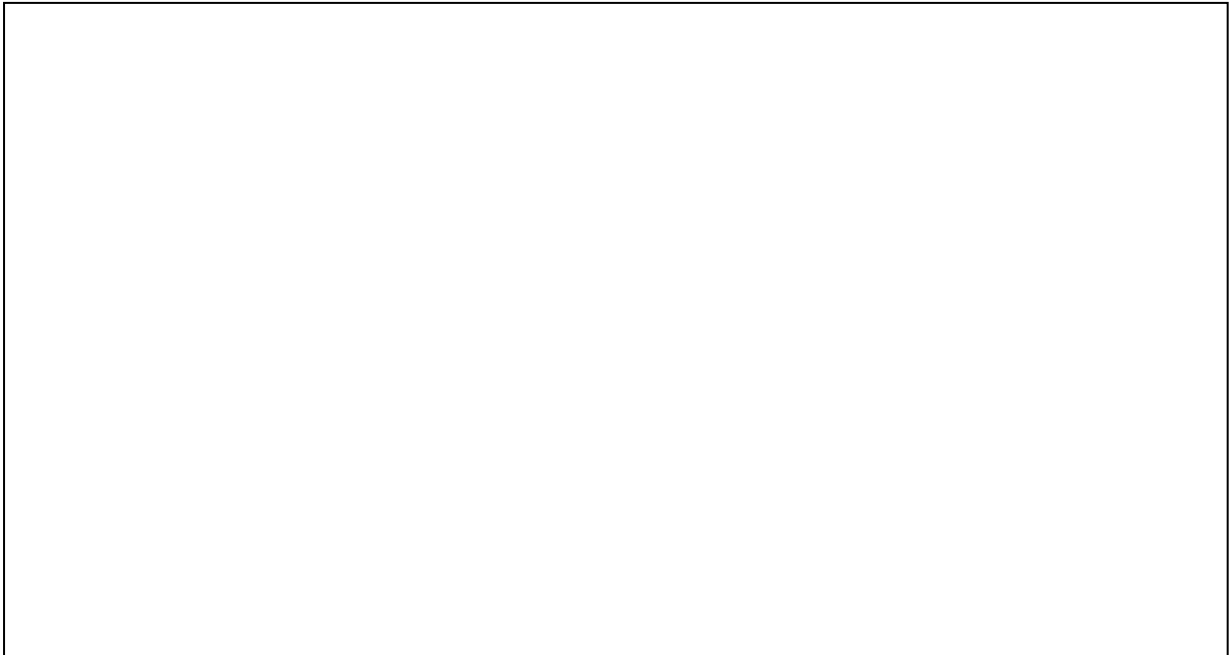
### 4: The outcome that community participation body want to improve:

Note 3

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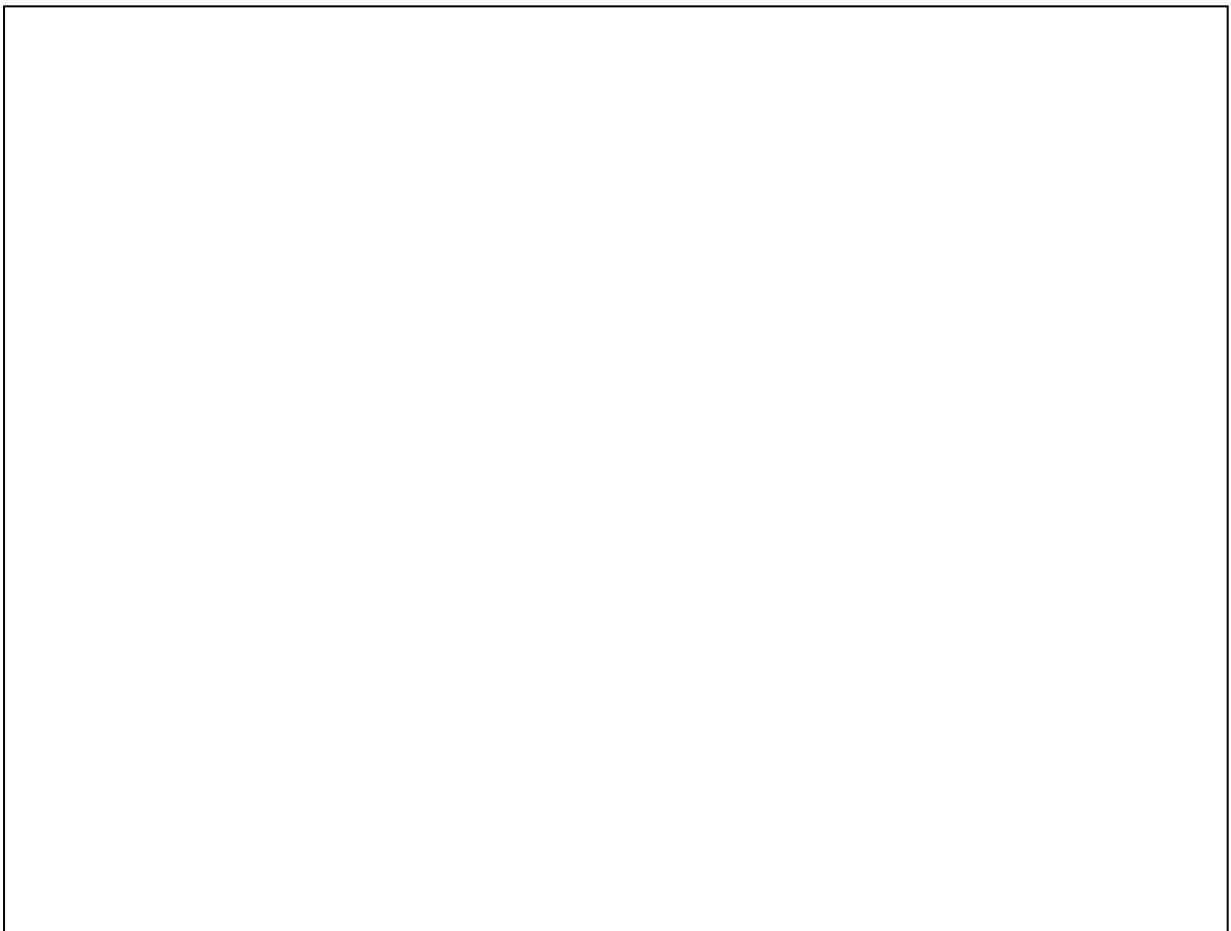
**5: The reasons why the community participation body should participate in an outcome improvement process:**

Note 4



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

Note 5



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

Note 6

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

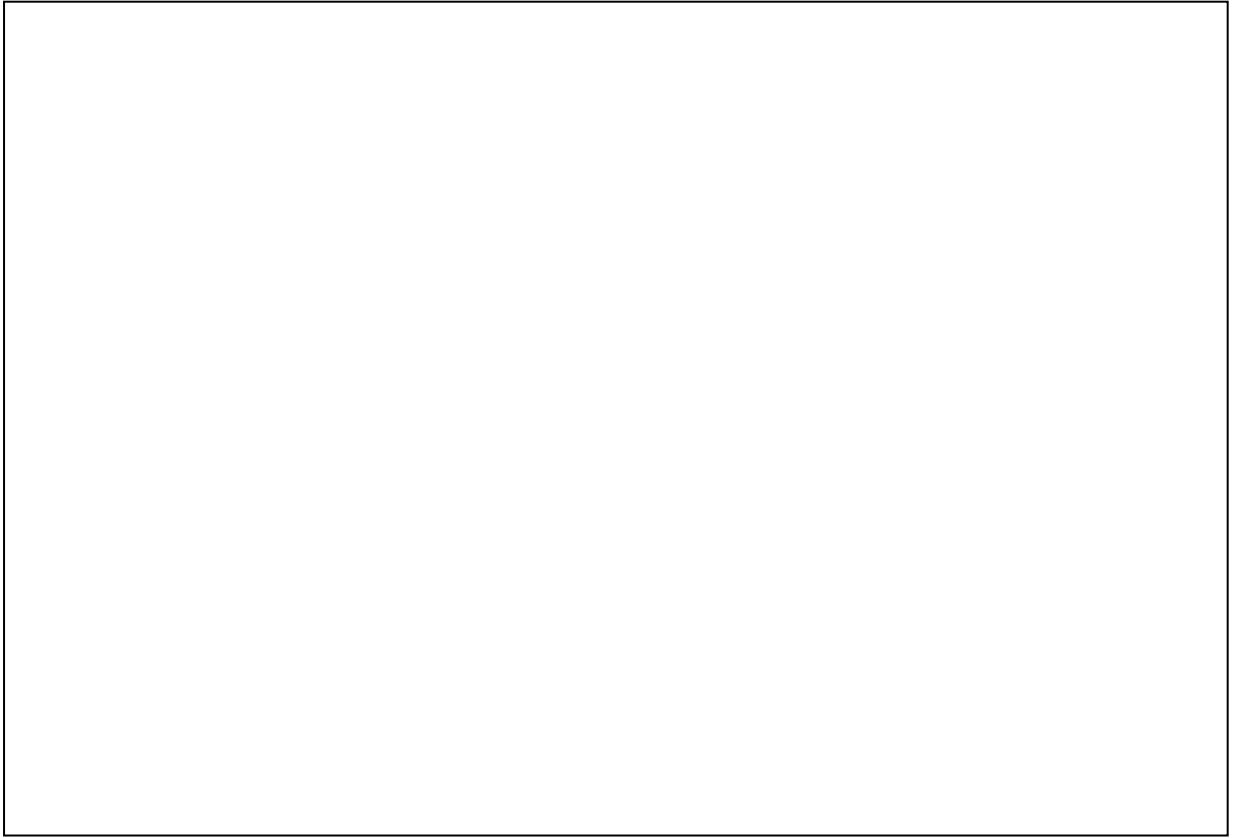
Note 7

- Yes
- No

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

**9: Additional information**

Note 8



## Guidance notes

1. Specify the public service authority to whom the request is being made. 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.