

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015 - PARTICIPATION REQUEST

Strathclyde Partnership for Transport Application Form

Early engagement with Strathclyde Partnership for Transport (SPT) is strongly encouraged. Please direct enquiries to enquiry@spt.co.uk.

Completed forms and any additional information should be either emailed to enquiry@spt.co.uk with the title “Participation Request”, or posted to:

Strathclyde Partnership for Transport
131 St Vincent Street
G2 5JF

Section 1: Details of Community Participation Body (CPB)	
Name of Community Body	
Contact Name	
Contact Address	
Contact Telephone Number	
Contact Email	
Website (if available)	
Type of organisation See Note 1	<input type="checkbox"/> A community controlled body <input type="checkbox"/> A community council <input type="checkbox"/> A community body without a written constitution <input type="checkbox"/> A body designated by Scottish Ministers as a community participation body
Please ensure that you include a copy of your written constitution or other governance documentation to show that you are entitled to make an application.	
Please provide an explanation of qualification as a valid community participation body and details of your community See Notes 2	
Has your group had any prior contact with SPT or any other public body in relation to this request?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details.

Section 2: Public Body details	
Name of the public service authority to which the request is being made	SPT
Name of any other public service authority which should participate in the outcome improvement process. (If this applies) See Note 3	

Section 3: Outcome Improvement Process Proposal	
What outcome does the CPB want to improve? <i>This outcome must result from the provision of a SPT service or activity or a SPT service, activity or duty must contribute towards the outcome.</i> See Notes 4 & 9	
Why does the CPB believe it should participate in this outcome improvement process? See Note 5	
What knowledge, expertise and experience does the CPB have in relation to this outcome? See Note 6	
How the outcome will be improved because of the involvement of the CPB? See Note 7	
Has the CPB consulted and have support from wider with members of the community? See Note 8	

Section 4: Is there any additional information that you wish to submit in support of your application?

See Note 9

Section 5: Declaration

*I confirm that all information given is accurate. I understand that this request will not be treated as having been made until **all** required information is provided.*

Applicant

Signature:	
Print name:	
Date:	

I agree to the use of electronic communication in relation to this request.

Data Protection

Please note that the information supplied on this form will be used for statistical and reporting purposes. Your contact details will be held on a database and will only be used for purposes in relation to this participation request. No personal information will be included in the published documentation. Any personal information will only be used in order to process this request and any reports in relation to this request will be anonymised.

(For SPT use only)

DATE RECIEVED	
REFERENCE NUMBER	

Guidance Notes

These notes provide guidance for completing this application form. The notes refer you to the relevant section of the Scottish Government guidance for more detailed information:

www.gov.scot/Topics/People/engage/ParticipationRequests/ParticipationRequestsGuidance

1. The Community Empowerment (Scotland) Act 2015 identifies the types of bodies that can make a participation request – ‘community participation bodies’ (CPBs). The CPB should provide the necessary information to the public service authority to show that they are a valid body who can make a participation request:

Community controlled body: Does not have to be incorporated but must have a written constitution. The constitution must include a definition of the community to which the body relates, provision that membership is open to any member of that community, provision that the majority of members are from that community, a statement of the body’s aims and purposes (including the promotion of a benefit for that community) and provision that any surplus funds or assets are to be applied for the benefit of that community.

Community council: When making a request, it would be useful for the community council to supply an agreed Scheme of Establishment with the Local Authority and have a written constitution.

Community body without a written constitution: A community participation body could also be a more loosely associated group of people but must have similar features to that provided by a community controlled body, as set out above.

A body designated by Scottish Ministers as a community participation body: Ministers can designate a body to be a community participation body by making an order. Ministers will normally only designate a body (or a class of bodies) if it works in a way similar to a community controlled body and there is a good reason why it is not able to meet the requirements of the Act (e.g. a charitable trust which cannot change who is on its board). A representative of the body/bodies should contact the Scottish Government to discuss.

A participation request should be accompanied by a copy of the CPB’s constitution or other governing document if applicable. SPT will check that this meets the requirements of the Act (see pages 17-19 of the statutory guidance for more detail).

2. Please also include details of your community (i.e. who the community is, the total number of people in the community and how many are members of your organisation), providing as much information as possible, e.g. from the Census, your own surveys, other local surveys, etc.
3. The application form has been pre-populated to show that this request is being made to SPT. Please also include any additional public service authorities the CPB believes should also participate in the 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: local authority

- A Health Board (*NHS Greater Glasgow and Clyde, NHS Lanarkshire*)
- The Board of management of a college of further education
- Highlands and Islands Enterprise (*N/A in SPT area*)
- A National Park Authority (*Loch Lomond and the Trossachs National Park*)
- Police Scotland
- The Scottish Environmental Protection Agency
- Scottish Enterprise
- The Scottish Fire and Rescue Service
- Scottish Natural Heritage
- A Regional Transport Partnership (*SPT*)

4. Specify an outcome that results from, or is contributed to by virtue of, the provision of a service or activity provided to the public by or on behalf of SPT. An explanation and examples of what we mean by an outcome can be found on pages 30/31 of the statutory guidance.
5. Set out the reasons why your community body believes it should participate in the outcome improvement process. This is simply to allow you to set out the benefits that you will bring as a community led organisation.
6. Provide details of any knowledge, expertise and experience your community group has in relation to the outcome. This is a chance for you to provide any information about your understanding and direct (or lived) experience in relation to the outcome.
7. Provide an explanation of the improvement in the identified outcome which your community body anticipates may arise as a result of your participation in an outcome improvement process.
8. It would be helpful to describe the support you have for the participation request within the community you represent (i.e. the community defined in the constitution or other governing documentation). The public service authority will want to know that your group has engaged with the community as a whole and that proposals have broad support. It would be helpful to outline what engagement activity you have carried out with your community, including information on the methods and dates of this activity. Pages 33/34 of the statutory guidance sets out further detail on what is required of CPBs in terms of community support.
9. 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. This could include any further information or evidence that your group has in relation to the proposed outcome improvement process. The Act sets out a list of matters that the public authority must consider in reaching its decision on a request, looking at whether agreeing to the request is likely to promote or improve economic development, regeneration, public health, social wellbeing, environmental wellbeing and reduce inequalities of outcome and whether the proposal is likely to increase participation of those experiencing socio-economic disadvantage. It may be helpful for the CPB to outline how the request will help to deliver on these. The CPB does not need to show that the request will help deliver benefits in *all* these areas but the request should fit into one or other of these categories. The public authority must make its decision with regard to equal opportunities and so providing information about those issues may also be helpful. Pages 32/33 of the statutory guidance outlines further detail. This section also provides an opportunity to include information on any additional support you may require to be able to participate in an outcome improvement process.