**COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015**

**PARTICIPATION REQUESTS – SEStran APPLICATION FORM**

It is recommended that Community Participation Bodies (CPB) refer to the SEStran Participation Requests Toolkit [www.sestran.gov.uk/corporate/participation-requests/](http://www.sestran.gov.uk/corporate/participation-requests/) prior to formally submitting a participation request. Early engagement with SEStran is strongly encouraged. Please direct enquiries to [angela.chambers@sestran.gov.uk](mailto:angela.chambers@sestran.gov.uk) or call 0131 524 5150. Support to complete this application can also be provided.

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| **REFERENCE NUMBER**  *(SEStranl use only)* |  |

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| **DETAILS OF COMMUNITY PARTICIPATION BODY** | |
| Name of Community Body |  |
| Contact Name |  |
| Contact Address |  |
| Contact Telephone number |  |
| Contact Email |  |
| Website (if available) |  |
| Type of organisation  ***See Note 1*** | A community controlled body  A community council  A community body without a written constitution  A body designated by Scottish Ministers as a community participation body |
| Explanation of qualification as a valid community participation body  ***See Notes 1 and 2*** |  |
| **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.**  ***See Note 2*** | |

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| **PUBLIC BODY DETAILS** | |
| Name of the public service authority to which the request is being made | SEStran |
| Name of any other public service authority which the CPB requests should participate in the outcome improvement process (if applicable)  ***See Note 3*** |  |

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| **OUTCOME IMPROVEMENT PROCESS PROPOSAL** | |
| What outcome does the CPB want to improve?  *This outcome must result from the provision of a council service or a council service must contribute to it*  ***See Note 4 & 9*** |  |
| Why does the CPB believe it should participate in the outcome improvement process?  ***See Note 5*** |  |
| What knowledge, expertise and experience does the CPB have in relation to the outcome?  ***See Note 6*** |  |
| How the outcome will be improved because of the involvement of the CPB?  ***See Note 7*** |  |
| Has the CPB consulted with members of the community?  ***See Note 8*** |  |

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| **ANY OTHER ADDITIONAL INFORMATION IN SUPPORT OF APPLICATION** |
| ***See Note 10*** |

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| **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. | |

Completed forms and any additional information should be either emailed to [angela.chambers@sestran.gov.uk](mailto:angela.chambers@sestran.gov.uk) or posted to:

South East of Scotland Transport Partnership

Area 3D (Bridge)

Victoria Quay

Edinburgh

EH6 6QQ

**Guidance Notes**

1. The Community Empowerment (Scotland) Act 2015 identifies the types of bodies that can make a participation request – ‘community participation bodies’. The community participation body (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.

**Types of body**

**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 a 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.

1. A participation request should be accompanied by a copy of the CPB’s constitution or other governing document if applicable. The public service authority will check that this meets the requirements of the Act (see pages 17-19 of the statutory guidance for more detail on these requirements).
2. 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 broadly are:

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

1. 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 on pages 30/31 of the statutory guidance.
2. Set out the reasons why the community body believes it should participate in the outcome improvement process. This is simply to allow the CPB to set out the benefits that they will bring as a community led organisation.
3. Provide details of any knowledge, expertise and experience the community body has in relation to the outcome. This is a chance for the CPB to provide any information about their understanding and direct (or lived) experience in relation to the outcome.
4. Provide an explanation of the improvement in the identified outcome which the community body anticipates may arise as a result of its participation in an outcome improvement process.
5. It would be helpful for the CPB to describe the support they have for the participation request within the community which they represent (i.e. the community defined in the constitution or other documentation). The public service authority will want to know that the CPB has engaged with the community as a whole and that proposals have broad support. Pages 33/34 of the statutory guidance sets out further detail on what is required of CPBs in terms of community support.
6. The Act sets out a list of matters that the public service authority must consider in reaching its decision on a request. These are whether agreeing to the request would be 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, either in the outcome improvement process or in the design or delivery of a public service which relates to the specified outcome. The CPB does not need to show that the request will help deliver benefits in all these areas; rather, they are intended to be inclusive so that whatever they do will fit into one or other of these categories. The RTP must make its decisions with regard to equal opportunities and in particular the observance of the equal opportunity requirements, and so information about those issues will be helpful. Pages 32/33 of the statutory guidance outline further detail.
7. 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 information or any evidence that the community body has in relation to the proposed outcome improvement process or describe the support the CPB has within the community. It may be helpful for the CPB body to outline if they have previously been in contact with the public service authority regarding the outcome. The CPB may also want to provide information on any additional support they may require to be able to participate in an outcome improvement process.