**Participation Request Guidance**

[The Community Empowerment (Scotland) Act 2015](http://www.gov.scot/Topics/People/engage/CommEmpowerBill/CEAEasyReadSummary) allows community groups to submit participation requests to Glasgow Clyde College that they believe will improve outcomes for local people. Outcomes are the changes, beneﬁts, learning or other effects that result from the services provided by the College.

There are a range of possible uses of Participation Requests which can be divided into four categories:

* To help people **start a dialogue** about something that matters to their community, through highlighting needs, issues or opportunities for improvement
* To help people have their voice heard in policy and service development, through **contributing to decision-making processes**.
* To help people to participate in the design, delivery, monitoring or review of service provision, through contributing to **service change** or improvement.
* To help people challenge decisions and **seek support for alternatives** which improve outcomes.

If participation requests are to be made and conducted in the spirit of collaboration and dialogue that the Community Empowerment (Scotland) Act 2015 emphasises it is important that community groups and the College are engaged in dialogue at an early stage and always prior to any formal participation request being submitted. This will help to ensure that existing processes are used appropriately and that any participation request that is submitted is well thought-out, appropriate and is focused on improving community outcomes.

If you wish to discuss how we can make our services better, prior to making a participation request, you can contact the Community Learning and Development Team within Glasgow Clyde College on 0141 357 6115 or cld@glasgowclyde.ac.uk

If a community group wishes to make a participation request, the form below should be completed and returned to: [swhite@glasgowclyde.ac.uk](file:///C%3A%5CUsers%5Ctquinn2%5CDownloads%5Cswhite%40glasgowclyde.ac.uk)

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| **1. Details of Community Participation Body**Name of Community Body:Contact Name:Contact Address:Contact Telephone number:Contact Email:Website (if available):Please ensure 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:** (please refer to [note a](#a))**3. Name of any other public service authority which the community participation body requests should participate in the outcome improvement process:** (please refer to [note b](#b))**4. The outcome that community participation body want to improve:** (please refer to [note c](#c))**5. The reasons why the community participation body should participate in an outcome improvement process:** (please refer to [note d](#d))**6. Knowledge, expertise and experience the community participation body has in relation to the outcome:** (please refer to [note e](#e))**7. How the outcome will be improved because of the involvement of the community participation body:** (please refer to [note f](#f))**8. What type of community participation body are you?** (please refer to [note g](#g))**a) a community controlled body****b) a community council****c) a body designated by the Scottish Ministers as a community participation body****d) a group without a written constitution****9. Additional Information** (please refer to [note h](#h)) |

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| **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
1. Insert the name(s) of any other public service authority which the community participation body requests should participate in the outcome improvement process.
2. 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 3.44 below.
3. Set of the reasons why the community body believes it should participate in the outcome improvement process.
4. Provide details of any knowledge, expertise and experience the community body has in relation to the outcome specified under paragraph 3.
5. Provide an explanation of the improvement in the outcome specified under paragraph 3 which the community body anticipates may arise as a result of its participation in an outcome improvement process.
6. 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.
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. 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.
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**What happens next?**

Once a request has been received, The College will assess the request within **30 working days** and will agree to the request unless there are reasonable grounds for refusal. If the request is refused then the College must also provide reasons for the decision. If more than one public service authority is involved the total time for assessment of the request may increase to **45 working days.**

Once the College has agreed to take forward the participation request then it will propose how to take forward the outcome improvement process. If an outcome improvement process is already underway it might be suitable for the community participation body to join that process. If not, then the College will provide information on how the proposed outcome improvement process will operate.

The community participation body then have the opportunity to discuss and make representations in relation to the proposed outcome improvement process. The College then sets out the details to the community participation body of the outcome improvement process.

The outcome improvement process will be started within **90 days**. The process can be changed following discussions between the College and the community participation body.

Once the outcome improvement process has finished then the College will publish a report which summarises the outcomes of the process, the contribution of the community group and how the College will keep the community group informed of any matters in relation to the outcomes. It is recommended that the community group is engaged in this process.

 On an annual basis the College will publish a report which sets out how many participation requests they received and the number agreed to and refused. It is recommended that the nature of the request and outcome improvement process is also published. The College will also outline any action taken by it to promote the use of a participation request and to support community groups in the making of a request.