**Glasgow City Council  
Participation Request Form**

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| This form must be completed when submitting a participation request 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:  
<http://www.gov.scot/Topics/People/engage/ParticipationRequests/ParticipationRequestsGuidance>

When completed, this form should be emailed to [participationrequests@glasgow.gov.uk](mailto:participationrequests@glasgow.gov.uk)  
or sent to: Participation Requests, Democratic Services, City Chambers, 82 George Square, Glasgow, G2 1DU.

**1: Details of Community Participation Body**

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

1.1 Name of the Community Body making the request

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| 1.1 |

1.2 Contact Name

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| --- |
| 1.2 |

1.3 Contact Address

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| 1.3 |

1.4 Contact telephone number

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| 1.4 |

1.5 Contact email

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| 1.5 |

1.6 Website (if available):

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| 1.6 |

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

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| *Guidance Note* Specify the public service authority to who 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 |

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| 2. |

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

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| *Guidance Note* Insert the name(s) of any other public service authority which the community participation body requests should participate in the outcome improvement process. |

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| 3. |

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

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| *Guidance Note* 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. |

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| 4. |

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

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| *Guidance Note* Set of the reasons why the community body believes it should participate in the outcome improvement process. |

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| 5. |

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

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| *Guidance Note* Provide details of any knowledge, expertise and experience the community body has in relation to the outcome specified in question 4. |

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| 6. |

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

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| *Guidance Note* 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. |

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| 7. |

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

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| *Guidance Note* 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. |

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| Yes / No *(Delete as appropriate)* |
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If the answer is “No” explain the basis on which the body making the participation request is a community participation body.

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| 8. |

**9: Additional information**

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| *Guidance Note* 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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| 9. |