

# PARTICIPATION REQUEST FORM

## 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. Please provide the name of the public service authority to which the request is being made: *(Note 1)*

## 3. Please provide details of any other public service authority which the community participation body requests should participate in the outcome improvement process: *(Note 2)*

## 4. Please provide details of the outcome the community participation body want to improve: *(Note 3)*

**5. Please detail the reasons why the community participation body should participate in an outcome improvement process: (Note 4)**

**6. Please provide details of the knowledge, expertise and experience the community participation body has in relation to the outcome: (Note 5)**

**7. How will the outcome be improved because of the involvement of the community participation body: (Note 6)**

**8. What type of community participation body are you? (Note 7)**

- A community controlled body
- A community council
- A body designated by Scottish Ministers as a community participation body
- A group without a written constitution

**9. Please provide any additional information that you feel is relevant to your request: (Note 8)**

**Completed requests and documentation should be sent/emailed to:**

NHS Western Isles  
37 South Beach  
Stornoway  
Isle of Lewis  
HS1 2BB

Email: [denise.symington@nhs.net](mailto:denise.symington@nhs.net)

# NOTES

1. Specify the public service authority to whom 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
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 3.44 of the Participation Requests Guidance.
4. Set out 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 under paragraph 3.
6. 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.
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 you 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.