

## WLC Participation Requests – Decision Making Forms and Templates

This set of forms and templates have been prepared to allow West Lothian Council to consistently assess, record and report on participation requests received.

**Application Vetting Checklist** *(To be circulated electronically and completed by the Participation Request Panel to assess whether all required information is included)*

1. Has the same or a similar request been submitted by a community group in the last two years?

Yes  - the request will be refused on this basis

No  - continue to questions below

2. Has the request been submitted in writing or by electronic means in the form provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Is the community organisation: - 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 - None of the above – <i>in this case the application will be refused and a Decision Notice will be issued on this basis</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Is a copy of the community participation body's constitution or other governing documents included with the application ( <i>if applicable</i> )?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. Does this document meet the requirements of the Act? ( <i>see page 17-19 of the statutory guidance</i> )	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Has the community body specified a clear outcome (which results from provision of a service provided by or delivered on behalf of West Lothian Council) that they wish to improve?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Has the community body sufficiently set out the reasons why they believe they should participate in an outcome improvement process?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Has the community body provided sufficient details of any knowledge, expertise and experience they have in relation to the outcome?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Has the community body sufficiently set out how the outcome will be improved because of their involvement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Has the community body requested that one or more other public service authorities are involved?  <i>If Yes, please contact the other organisation as soon as possible.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you answered 'No' to Questions 2 and 4-9, then the request does not meet the statutory requirements and is not valid. Please request that the community body provides the

relevant/missing information in order for the application to proceed. The request is not treated as having been made until all the required information is received.

Please note that the application can be accepted even if only outline information is provided. The information and level of detail expected should be proportionate to the individual request. Further information may be requested at the decision making stage.

**Acknowledgement Letter Template**

Once the council is satisfied that all the required information has been provided, an acknowledgement letter will be sent to the CPB.

Craig McCorrison  
Head of Planning, Economic Development and Regeneration  
West Lothian Council  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

[CPB Lead Contact]  
[Contact Address]  
[Contact Address]  
[Contact Address]

[Date of Acknowledgement Letter]

**Participation Request from [insert CPB name]**

Dear [insert CPB Lead Contact Name]

I am writing to inform you that West Lothian Council has received your Participation Request in relation to [insert outcome from application] and is satisfied that all required information has been provided. The Validation Date is provided below.

**Validation Date:** \_\_\_\_\_

The request has been passed on to a Participation Request Panel and will be assessed based on the decision-making criteria published on the council's website.

**You will be notified of the council's decision by:** [insert date 30 working days from Validation Date]

[Inform CPB of any potential delays to timescales here]

In the meantime, if you have any questions in relation to this request, please do not hesitate to contact the council's Community Planning and Regeneration team by email: [community.planning@westlothian.gov.uk](mailto:community.planning@westlothian.gov.uk) or phone: 01506 281086

Your Sincerely

Craig McCorrison  
Head of Planning, Economic Development and Regeneration

## Assessment Criteria and Decision Making Recording Form

Once an application has been validated, the Participation Request Panel will use the form below to assess the request. This assessment will inform the Decision Notice.

<b>REFERENCE NUMBER</b> ( <i>WLC use only</i> )	
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<b>DETAILS OF COMMUNITY PARTICIPATION BODY</b> <i>[This section will be pre-populated by the Community Planning and Regeneration team prior to the Panel meeting]</i>	
Name of Community Body	
Contact Name	
Contact Address	
Contact Telephone number	
Contact Email	
Website (if available)	
Type of organisation	<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
Date request received	
Date further information requested ( <i>if applicable</i> )	
Date further information received ( <i>if applicable</i> )	
Validation Date	
Decision Making Deadline	<i>[30 working days from Validation Date, or 45 days if other public authorities involved]</i>
Name of any other public service authority which the CPB requests should participate in the outcome improvement process, contact details of key contact and date contacted ( <i>if applicable</i> )	Organisation:  Contact:  Date contacted:
Participation Request Panel Members:	
Date of Panel meeting:	

## **ASSESSMENT CRITERIA FOR PARTICIPATION REQUESTS**

The following questions should be considered when assessing participation requests. Please complete the form to record the decision making process. If the request meets the criteria below, then it should be approved. If the request does not meet the criteria then it can be refused on this basis. The assessment should be proportionate to the individual request.

### **1. Outcome the community group wants to improve:**

*[This section will be pre-populated by the Community Planning and Regeneration Team]*

### **2. Will the proposal promote or improve the following:**

- Economic Development
- Regeneration
- Public Health
- Social Wellbeing
- Environmental Wellbeing
- Tackle socio-economic disadvantage and reduce inequalities of outcome
- Lead to an increase in participation of those experiencing socio-economic disadvantage
- Encourage equal opportunities and meet the council's responsibilities under Equality Legislation
- Any other benefit : [provide details]
  
- None of the above

Provide relevant detail below:

### **3. Does the community group sufficiently represent their community?**

- Yes
- No

Provide relevant detail below:

### **4. Has the community group consulted with and have support from enough members of the wider community and have they provided sufficient evidence of this?**

- Yes
- No

Provide relevant detail below:

**5. Does the group demonstrate that they have relevant knowledge, experience and expertise which relates to the outcome and have they demonstrated that they have the capacity to become involved in an outcome improvement process (i.e. will this be sustainable)?**

Yes

No

Provide relevant detail below:

**6. Has the group provided satisfactory information on how the outcome will be improved because of their involvement?**

Yes

No

Provide relevant detail below:

**7. Will the proposal have implications for the following:**

- Best Value
- Quality Standards
- Finance/Resources
- Safety
- Sustainability
- Capacity
- Legal
- Significant policy change

Provide relevant detail below:

**8. Please include details of any other matter considered relevant**

**9. Does the decision need to be referred to the relevant Executive Councillor/ Committee? (it may be helpful to consider section 7)**

Yes  If so, state the Councillor/Committee name and date of Committee meeting below

No

**Do we need to request an extension to the timescales to take the request to Committee?**

Yes

No

#### **DECISION AND OUTCOME IMPROVEMENT PROCESS**

##### **DECISION OF THE PANEL**

**Request Approved**

**Request Refused**

**If the request is approved, please consider the relevant outcome improvement process and include details below. This will inform the Decision Notice.**

*If an Outcome Improvement Process already exists, consider how the CPB will join this. If a new Outcome Improvement Process is to be set up, consider how this will operate and how the CPB will participate.*

## **DECISION NOTICE TEMPLATES**

Once the Participation Request Panel has made its decision (or Executive Councillor/Committee for more complex requests), a Decision Notice should be issued to the CPB outlining the decision made, signed off by the Head of Planning, Economic Development and Regeneration. Within this letter, it would be helpful to include the name of CPB, name of public service authority/authorities involved, the outcome that the CPB wants to improve and the participation request reference number.

The letter should be sent to the CPB and should also be published on the council's website (redacting any personal information).

### **Where a request is refused**

If the decision is to refuse the application, the reasoning must be clearly included in the Decision Notice. This should provide a comprehensive rationale for refusal based on the legislation and on the guidance in "Right First Time: A practical guide for public authorities in Scotland to decision-making and the law" (<http://www.gov.scot/Resource/Doc/303683/0095190.pdf>).

The refusal may be because:-

- The applicant is not a valid CPB
- Information required by law has not been provided
- On its merits, assessed against the statutory criteria, there are reasonable grounds for refusing it

### **Where a request is approved**

The following information must be included in the Decision Notice where a request is approved:

#### **Where an outcome improvement process already exists**

- Describe the operation of the outcome improvement process
- Specify what stage it has already reached
- Set out how the CPB will participate in the process
- Identify others that are part of the process and how they will participate
- Timescale for completion of the outcome improvement process

#### **Where an outcome improvement process does not already exist**

- Describe how the outcome improvement process will operate
- Explain how the CPB is expected to participate
- Describe how any other persons are expected to participate on the process
- Timescale for completion of the outcome improvement process

The Decision Notice letter should also provide the name and contact details for the council officer responsible for monitoring and maintaining the outcome improvement process.



### **Modified Outcome Improvement Process**

The public service authority may modify an outcome improvement process that has initially been agreed, following consultation with the CPB. The Participation Request Toolkit outlines the process for assessing and agreeing proposed changes.

The public service authority must publish the new modified outcome improvement process and must make clear what the modification is in relation to the original process. The following information must be included in a modified outcome improvement process:

- Identify the outcome improvement process which has been modified
- How that outcome improvement process has been modified
- How the modified outcome improvement process is to operate
- Outline the timescales for the commencement of the process

The modified outcome improvement process should also provide the name and contact details for the council officer responsible for monitoring and maintaining the outcome improvement process.