

# Participation Requests in North Ayrshire: The process



## 1. Assessment

When we get a request, the Community Planning Team check if:

- Your group qualify as a community participation body
- There is any information missing from your application
- The request is like any we have already received
- There are other processes your group can participate in to achieve the outcome
- You have identified any other public service authorities to support in the delivery of the outcome or improvement

**What if your request is not eligible?** You will be given advice on any other approaches or processes you can use.

## 2. Processing your request

- Once your request has been assessed, **it will be passed to the appropriate service. An assigned officer from the service will get in touch to discuss your request and work with you to explore the best approach to take.**
- If other public service authorities have been identified, the officer will get in touch with them and ask if they can contribute to the process.
- The service will let you know within 30 working days if the outcome you have requested can be delivered. This increases to 45 working days if there are other public service authorities involved.

## 3. Request approval

- If your request is approved, the relevant service then has a further 90 working days in which to identify the correct process to take forward.
- If there are no established processes already available, the service will provide you with a proposal on how to deliver the improvement or outcome. Your group will have 28 days to consider the proposal and make written recommendations if you wish.
- Once the plan is agreed, having considered all the outcomes, the service can begin delivering the plan with you.