



Participation Requests

Flowchart for Community Groups

Initial Contact

Contact the Community Empowerment Team via CommunityEmpowerment@pkc.gov.uk to discuss your request.

Participation Request

Send a completed form to CommunityEmpowerment@pkc.gov.uk

Assessment Stage

The Community Empowerment Team will check your request to make sure it is valid.

If the request is invalid, you will be contacted to explain why this is the case and offered support to resubmit the request if you wish.

Decision on a Participation Request

The Council will either **approve** or **refuse** the request:

- The Council will consider the content of the request and whether or not approving the request will deliver an improved outcome.
- The Council has 30 working days to respond to the request (this can be extended to 45 days if more than one agency is involved, or if more information is requested).

Request Approved

The Council will send you a Decision Notice, confirming approval and proposing how your group will be involved in the Outcome Improvement Process.

Request Refused

The Council will send you a Decision Notice explaining why the request has been refused.

Outcome Improvement Process

- You have 28 days to suggest an alternative way for your group to be involved. If any changes are approved, a new Decision Notice will be issued.
- The Council must start the Outcome Improvement Process within 90 days of the Decision Notice being issued.

Reporting

The Council is required to produce a report at the end of the Outcome Improvement Process and seek your input into it. Once completed this report must be published and will be used to inform a broader Annual Report on Participation Requests.