



Community Participation and Engagement

Annual Report 2017/18

Introduction

1. The Community Empowerment (Scotland) Act 2015 was issued in July 2015. This Act is presented in 12 parts, which are noted below for information:
 - Part 1 – National Outcomes
 - Part 2 – Community Planning
 - Part 3 – Participation Request
 - Part 4 – Community Rights to Buy Land
 - Part 5 – Asset Transfer Requests
 - Part 6 – Delegation of Forestry Commissioners' Function
 - Part 7 – Football Clubs
 - Part 8 – Common Good Property
 - Part 9 – Allotments
 - Part 10 – Participation in Public Decision-Making
 - Part 11 – Non-Domestic Rates
 - Part 12 - General
2. The Act aims to cover all public sector organisations, therefore, a number of the sections do not apply to the NHS.
3. To comply with the Act, NHS Dumfries and Galloway must adhere to Parts 3 and 5, the Participation Requests and Asset Transfer Requests.

Part 5 – Asset Transfer Request

4. An Asset Transfer Request is a request in relation to land owned by the relevant authority, where a request has been put forward for the ownership of the land to be transferred to a Community Transfer Body.
5. If the land or building being requested is leased by the relevant authority, the Community Transfer Body has the right to request that the property be leased to the Community Transfer Body for the term not exceeding the contractual lease arrangements already in place with the public body.
6. Guidance is held within the Act around the eligibility criteria for a Community Transfer body, which could be an existing Scottish Charitable Organisation or Community Benefit Society and must have no fewer than 20 members.

Part 3 – Participation Requests

7. A Participation Request is a request for a pre-existing body to participate in an outcome improvement programme for a specific service or project.
8. Requests of this type can only be made by a Community Participation Body, which is explained in the Act as a group where the majority of members are members of that community and must have a written constitution, for example a Community Council.

9. In making such a request, the Community Participation Body must specify the reasons for the request and also the potential outcome that could come out of a successful change to service delivery.
10. It should be noted that a Participation Request can be submitted to one or multiple public bodies to review and make a decision on, in line with their procedures.
11. For requests with multiple public authorities it is essential that we follow similar procedures to ensure a consistent approach, whether the request is being presented to the Health Board or the Local Authority.

NHS Board Requirements

12. To comply with the Act, the NHS Board must undertake a number of actions, which are noted below:
 - Develop a Community Participation and Engagement Strategy and publish it for public review.
 - Develop a Community Asset Transfer Strategy and publish it for public review.
 - Develop a Community Asset Transfer Procedure and publish it for public review.
 - Develop a Participation Request Strategy and publish it for public review.
 - Develop a Participation Request procedure and publish it for public review.
 - Create a page on the Board's external website which is easily accessed and contains all of the above documents.
 - Take an Annual Report to NHS Board charting the requests that have been received, the decision that was made and how the Board came to that decision, whether the request was approved or rejected.

Community Participation and Engagement

13. A Community Participation and Engagement Strategy is being developed and will be taken through the Board's Management Team for approval later in the year.
14. This strategy will provide an overarching vision of how NHS Dumfries and Galloway aim to improve and sustain our local health services within the region.

Participation Requests Progress Update

15. A process for handling Participation Requests received into the Health Board has been developed and is attached at **Appendix 1**. The process has been prepared in conjunction with the guidance and also the procedure set out by Dumfries and Galloway Council, to ensure a consistent approach is defined as per the recommendations within the Act.
16. To support the process that has been developed, the Participation Request Strategy is attached at **Appendix 2** and supports the delivery of the process and the working partnerships with the Community Participation Bodies.
17. To date no Participation Requests have been received by the Board.
18. **Appendix 3** details a flowchart of the process that is covered within the Participation Request Procedure.

Community Asset Transfer Progress Update

19. NHS Dumfries and Galloway have a number of properties within the estate, which would be eligible under Part 3 of the Community Empowerment (Scotland) Act 2015. A map of the property locations and a more detailed list has been attached at **Appendix 4** of this paper.
20. Discussions are being held with Central Legal Office to develop a single Asset Transfer process and strategy which will cover all NHS Boards in Scotland, to ensure a consistent approach to the way the requests are handled.
21. A draft process has been developed and has been trialled on one of the Health Boards in Scotland; however, gaps in the process were identified and are being worked through at the moment.
22. Until the process has been fully developed and implemented nationally, NHS Dumfries and Galloway have agreed with Central Legal Office that any Asset Transfer requests received will be asked to complete the Scottish Government's Asset Transfer Request Form and will be directed through Central Legal Office to review and advise on the details received.
23. Discussions with the requesters will still be held locally, as per the legislation, where a designated person from within the Board will be identified to the requester as their main point of contact for support through the application and approval process.
24. The Board's designated person has been identified as the Head of Estates and Property.
25. To date the Board has received one Asset Transfer Request, the details of which are noted below. Upon receipt of the initial information a meeting was arranged with the requester to gather more information. Following the

meeting the Scottish Government Asset Transfer Request form was issued, however, no further information has been received.

Community Transfer Body	Date Request received	Property being requested	Request Status
Dumfries and Galloway Care Trust	Note of interest received 8 th May 2018	The former Ambulance Station and Boilerhouse on the Nithbank Site	Application form sent to Dumfries and Galloway Care Trust for completion. Discussions have been held with the Care Trust in relation to the request on 11 th June 2018. No formal submission has been received to date.

26. **Appendix 5** details a flowchart of the process for handling Community Asset Transfer requests, until the formal process has been agreed and adopted across all Health Boards.

Published Information

27. The Act mentions that to ensure compliance with the legislation public sector organisations are required to publish a selection of data on their external website for easy reference.
28. NHS Dumfries and Galloway are in the process of developing a new external website, which will be more user friendly and easier for the public to navigate through. The new website will have a dedicated page, where details of how a Community Transfer Body and Community Participation Body can apply for a Participation Request or an Asset Transfer Request. The page will also contain details of the requests that have been received, the outcome of the decision process for each request and a copy of the Community Participation and Engagement Annual Report.
29. In the meantime, a temporary page has been set up on the Board's existing website, under the About Us section, which contains the basic information that the community bodies will need to begin the request process.

Conclusion

30. NHS Dumfries and Galloway aim to work closely with community bodies to handle all requests received in a timeous manner and to provide support and guidance to the requester, as required.
31. A full report will be presented to the NHS Board on an annual basis, with all requests being highlighted to the Board's Management Team throughout the year, to ensure a consistent and well managed approach to the way the requests are handled within the specified timelines.



Participation Request Procedure

Printed copies must not be considered the definitive version

DOCUMENT CONTROL			
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Author:	Laura Geddes		
Reviewer:	Rod Edgar	Jeff Ace	
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1 INTRODUCTION

[The Scottish Government Guidance for Local Authorities](#) states that Participation Requests are not intended to replace but to strengthen and build on existing channels of participation. The provisions within the Act will further develop NHS Dumfries and Galloway's practice of involving our communities in improving outcomes and influencing decision making processes.

Participation Requests are about community empowerment and communities' opportunities to influence and participate in outcomes. Good working relationships should reduce the need for formal processes. NHS Dumfries and Galloway's approach to community engagement increases and promotes opportunities for communities to engage with the Health Board and influence outcomes.

This Procedure should be read in conjunction with NHS Dumfries and Galloway's Participation Request Strategy and [Community Empowerment Act](#), along with other Strategies aimed at involving local communities, such as the Community Asset Transfer and the Volunteering Strategy. At all times the full Act and associated Guidance will act as the reference point for the approach taken by the Health Board.

Community Participation Bodies do not have to use the Health Board forms, but are strongly recommended to do so as they have been designed to ensure that everything required for the smooth progress of an application is submitted.

At the end of each financial year, NHS Dumfries and Galloway will publish a report on the number of Participation Requests it has received and the number that have been agreed and refused. It will also report on any actions taken to promote the use of Participation Requests and the support which has been provided to Community Participation Bodies.

Community Participation Bodies and other community groups engaged with this process are therefore encouraged to provide feedback on their experience to inform this report and assist in making improvements to our arrangements. Feedback will also be invited on the webpage.

NHS Dumfries and Galloway will create and maintain a Participation and Engagement webpage, where up to date details of a first point of contact for community bodies considering making a Participation Request.

2 STATUTORY REQUIREMENTS

This Procedure details how the Health Board will implement Part 3 (Participation Requests) of the Community Empowerment (Scotland) Act 2015 (the Act), and the associated Participation Request Regulations 2017 (the Regulations), which came into effect on 1 April 2017.

The legislation provides Community Participation Bodies with a formal mechanism to participate in an Outcome Improvement Process. A description of what comprises a Community Participation Bodies is provided in Section 3 of this Procedure.

An Outcome Improvement Process is a process intended to improve a public service. The process may be an existing process which the Community Participation Body wishes to join, or a new process which the Community Participation Body wishes to initiate. Community Participation Bodies can put forward their ideas for how public services might be changed, to improve outcomes and to request to participate in achieving these outcomes. Public Service Authorities are required to agree to a request unless there are “reasonable grounds” for refusal.

Part 3 of the Act sets out the key rights and duties and provides a framework for the participation request process. Key features of the Act and the Regulations are:

- Only a Community Participation Body can put forward a Participation Request to the Public Services Authority asking them to take part in a process that will improve the outcome set out by the Community Participation Body
- The Public Services Authority must agree to the request and set up a process unless there are reasonable grounds for refusal.
- At the end of the process the Public Services Authority will publish a report on whether the outcomes were improved and how the Community Participation Bodies contributed to that improvement
- The maximum turnaround time for dealing with a Participation Request is 30 days where the request concerns one Public Services Authority only and 45 days where it concerns the more than one Public Services Authority.
- The legislation identifies a range of areas where a service improvement might be achieved and requests will be considered by the Public Services Authority on that basis:
 - Economic development;
 - Regeneration;
 - Public health;

- Social wellbeing;
- Environmental wellbeing;
- Reducing inequalities of outcome which result from socio-economic disadvantage;
- Likely to lead to an increase in participation in the outcome improvement process and/or the design/delivery of a service relating to the outcome from people experiencing socio-economic disadvantage.

The Community Participation Bodies should be able to evidence support for the improvement outcomes sought. This support may be from the immediate geographical community or the community of interest.

Communities can request to:

- start a dialogue about something that matters to their community, through highlighting needs, issues or opportunities for improvement.
- have their voice heard in policy and service development, through contributing to decision-making processes.
- participate in the design, delivery, monitoring or review of service provision, through contributing to service change or improvement.
- challenge decisions and seek support for alternatives which improve outcomes.

The Public Services Authority's decisions on a Participation Request will be communicated to the applicants with a clear rationale for decision. There is no appeals process.

The Public Services Authority will publish annually the results of Participation Requests.

3 COMMUNITY PARTICIPATION BODY

To make a participation request to a Public Services Authority, an organisation needs to be an eligible Community Participation Body.

In order to meet the requirements to be a Community Participation Body, a group must be:

- open to anyone in the community
- work for the benefit of the community (community may be geographical or community of interest)

In addition:

- the group does not need to have a written constitution and can be incorporated or unincorporated.
- Community Councils are included.

A community body could also be a more loosely associated group without a written constitution, but which has similar features to those above. It is for community bodies to define the community they represent, whether it is geographical or a community of interest. Membership of the body must be open to all members of the defined community, and the legislation does not impose any restriction on the age of members. A community can be a community of interest.

There is considerable detail in the Guidance about eligible types of community bodies, much of which is intended to ensure that the body is a genuinely represented and pre-existing community body and not a group of individuals convened for the purpose of putting in a participation request, and that the outcome improvement will benefit the whole community rather than a few private individuals. The Health Board will use this as a guiding principle in making decisions.

Constitution

A participation request to the Health Board must be accompanied by a copy of the Community Participation Body's constitution or other governing documents. The Health Board will check whether the organisation qualifies as a Community Participation Body. Where the community body does not qualify as a Community Participation Body, the Health Board will contact them explaining why they are not considered eligible and provide capacity building support or direct to the eligibility criteria for a Community Participation Body. Scottish Ministers can designate a group as a Community Participation Body.

4 SUPPORT AND GUIDANCE TO COMMUNITY PARTICIPATION BODIES

Single Point of Contact

The Corporate Business Manager will act as the initial point of contact for Participation Requests. He/she will respond to initial enquiries, offer guidance and effect an early introduction to the Lead Director from the Directorate/Service most closely associated with the Participation Request and Locality Manager.

Locality Manager

Locality Manager will provide support for local community groups to help navigate the Health Board's services, local partner organisations and provide signposting to other sources of advice and support at national and local level. They will:

- work with the Board of the Community Participation Body to understand the nature of their Participation Request
- discuss with the Board their capacity to take forward the Participation Request requirements
- advise Community Participation Bodies on community engagement methods, governance and help generally build capacity
- work with key partners such as Third Sector and Dumfries and Galloway Council to develop the skills and capacity
- ensure awareness of the timescales that must be adhered to by both parties
- ensure relevant NHS Board Members are up to date with progress.

Directorate Link Officers

The Director of the area/service most closely related to the Participation Request will nominate a member of their Directorate to act as a Link Officer. This role will provide support in understanding the specific opportunities and challenges relating to the specific area of the Participation Request. They will:

- Work with the Board of the Community Participation Body and help clarify the contribution the group can make to improving outcomes by working with the Health Board.
- Advise Community Participation Bodies on related issues affecting the Participation Request.

Ongoing support

When the relevant Director has proposed an Outcome Improvement Plan, the Locality Manager will work with the Community Participation Bodies to help them understand and consider the proposed Plan and formulate any amendments they would like to see included. This will involve ongoing contact with the Link Officer of the relevant Directorate.

Support from the Locality Manager and Link Officer contact(s) will be ongoing although as the Community Participation Body becomes more developed, this support will decrease proportionately.

Community Participation Body peer to peer advice and learning will be put in place.

It is not necessary for support to be provided solely by the Health Board and, where appropriate, community bodies will be made aware of other routes to secure support to develop their ideas. These other specialist organisations can also give ongoing advice and guidance.

In line with regulations, the Health Board will promote the use of Participation Requests by publishing on a website and through social media. Additionally, written guidance and other support materials for communities will be included on the website.

5 THE PARTICIPATION REQUEST PROCESS

5.1 Pre-application discussion

Informal discussion

Community groups considering a Participation Request are encouraged to have an initial conversation with the Corporate Business Manager or their local Locality Manager. Contact details are available on NHS Dumfries and Galloway's Participation Requests webpage.

This first point of contact allows officers and the community group to begin an initial dialogue around the involvement of the Community Participation Body in influencing services and outcomes for their community. It allows officers to work with link colleague(s) from the Health Board most closely involved with the request to progress discussions with the group around how the request might be taken forward or whether existing engagement channels might be used. Groups will also be directed to independent advice and support. The Health Board will always seek early intervention and resolution where possible.

Where a Participation Request is submitted, initial discussion will help ensure that it is appropriate and focused on improving outcomes. This will allow the Health Board to link Community Participation Bodies with sources of support to help shape and develop their requests.

Whilst initial discussion is encouraged, this does not replace the Community Participation Body's right to make a Participation Request without any discussion.

Timescale

There are no prescribed timescales for this stage of the process, but it is anticipated that an initial discussion can take place within two weeks of an approach being made.

5.2 Making a Request

The Community Participation Body may then choose to complete a Participation Request form. Community Participation Bodies do not have to use our forms. They can apply as they wish; however the use of this form is intended to help applicants in starting to address the different aspects of a Participation Request and the outcome improvements requested, and start to gather all the required information.

Communities can request to:

- start a dialogue about something that matters to their community, through highlighting needs, issues or opportunities for improvement.

- have their voice heard in policy and service development, through contributing to decision-making processes.
- participate in the design, delivery, monitoring or review of service provision, through contributing to service change or improvement.
- challenge decisions and seek support for alternatives which improve outcomes.

Information required in the Participation Request application

The Health Board's Participation Request form is included as an Appendix to this Procedure.

Information required includes:

- community group's structure and purpose, in particular whether they are a community controlled body.
- any other Public Services Authority which they request should participate in the outcome improvement process
- detail of the outcome they wish to improve
- their knowledge and expertise in relation to the outcome
- how they intend to help improve outcomes - their contribution
- their suggestions for service improvements
- their evidence that such improvements are required
- their roots in the community
- their capacity to play a role in service improvement
- what benefits there will be for the local community

5.3 Acknowledgement, Compliance Checks and Timescales.

Compliance Checks

Officers will check that the Participation Request pertains to the Health Board and/ or other Public Services Authorities. Officers will check that all sections of the application have been completed and clarity around the key questions provided, particularly as it relates to the outcome improvement sought.

Officers will also check that the community body fulfills the basic criteria and that the other information required has been fully provided. Where information is incomplete, Directorate Officers will work with the group to bring the application to compliance. Where a community body does not qualify as a Community Participation Bodies, officers will contact them explaining why they are not considered eligible and may offer capacity building support to enable them to meet the criteria to be a Community Participation Bodies

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Acknowledgement of receipt of information

An acknowledgement of receipt of the information will be sent to the Community Participation Body. They will be told that the Health Board will make contact to discuss the application and clarify any issues. For the avoidance of doubt this is not an acceptance of a compliant Request.

Acknowledgement of acceptance of Participation Request

The Health Board will formally acknowledge acceptance of a Request only when it is compliant and all relevant information has been provided. This is the start of the validation date.

Timescales

Once validated, the Participation Request will be assessed within 30 working days of the validation date or 45 days where the request relates to more than one Public Services Authority. The period can be extended if agreed between the Health Board and the Community Participation Body.

The following are eligible Public Services Authorities: Health Boards, Colleges and Universities, Local Councils, Highlands and Islands Enterprise, the Police, the Fire and Rescue Service, Scottish Natural Heritage, Regional Transport Authorities, National Parks and the Scottish Environment Protection Agency. The Public Services Authority has 15 days to respond to the Council and the Council then has 30 days to respond to the Community Participation Bodies.

5.4 Decision Making Process

Making the Decision

If a Request is for participation in a Health Board process which does not involve any other Public Services Authority, the Request will be sent to the relevant Director most closely involved in the Outcome Improvements requested for a decision on whether the service wishes to engage in an outcome improvement process with the Community Participation Body.

If the Participation Request involves more than one Public Services Authority, the request will be sent to the relevant Health Board Director and also to the named Public Services Authority. The other Public Services Authority has 15 working days in which to notify the Health Board whether they wish to participate in the proposed process. On receipt of their decision the Health Board will notify the Community Participation Body and the relevant Director. The Director will then decide whether to grant the Participation Request, notify the Community Participation Body of the decision and publish a decision notice on the Health Board website within 45 working days of the validation date.

The Director must decide whether to:

- seek more clarity from the Community Participation Body and renegotiate the validation date,

- grant the request, or
- refuse the request and state reason for refusal

Responsibility for Decision Making

The Director will be responsible for making the decision and putting in place an Outcome Improvement Plan and working with the Community Participation Body regarding any changes to the Outcome Improvement Plan, which the Community Participation Body wishes to propose within the 28 day time scale permitted for this purpose.

The Corporate Business Manager, with the support of the Directorate's Link Officer will review information in the request and quality assure replies for compliance with the Health Board's Procedure.

The Director will provide a clear rationale for decision making, which will be communicated to the Community Participate Body and used for reporting purposes. The Directorate will communicate it's decision directly to the Community Participate Body and issue a decision notice on the Health Board webpage within 30 days.

More than One Public Services Authority

In cases where the Participation Request involves more than one Public Services Authority, the Corporate Business Manager with the Directorate Link Officer will maintain contact with the Public Services Authority to ensure coherence within the Outcome Improvement Plan and reduce duplication.

Assessment Criteria

The assessment will look at several key aspects:

- 1) The strength of the outline proposal - particularly the potential community benefit to the specified outcome which the Community Participation Body anticipates may arise as a result of its participation.
- 2) The strength of the organisation and its capacity to mobilise support to contribute to improving the outcomes it defines.
- 3) The credibility of the Community Participation Body within its local community, evidenced by the engagement carried out in determining the Outcome Improvements requested and participation in the outcome improvement process and/or the design/delivery of a service relating to the outcome from people experiencing socio-economic disadvantage.
- 4) Any knowledge, expertise or experience the Community Participation Body has in relation to the specified outcome.

- 5) The explanation of the improvement in the specified outcome which the Community Participation Body anticipates may arise as a result of its participation.
- 6) The robustness of any funding applications associated with the request.
- 7) The contribution to the Health Board's Local Deliver Plan, Equalities Outcomes and other Health Board Strategies and Plans, and particularly in relation to:
 - Economic development
 - Regeneration
 - Public health
 - Social wellbeing
 - Environment wellbeing
 - Reduction of inequalities of outcome, which result from socio-economic disadvantage
- 8) The achievability and sustainability of the proposed outcome improvements.
- 9) The feasibility and cost of changes to service delivery.
- 10) The extent of community served and contribution to tackling inequality and people most in need of support.
- 11) The nature of benefits to be delivered.
- 12) Community need/demand for the changes to service evidenced through the engagement undertaken.
- 13) Likelihood that the benefits can be delivered within a 5 year period
- 14) The extent to which the proposed outcome improvements offer Best Value (this is the requirement to make arrangements to secure continuous improvement in performance whilst maintaining an appropriate balance between effectiveness and economy. It also requires due regard to equal opportunity requirements and to contribute to the achievement of sustainable development)

Consideration will also be given to any other benefits that may arise. An explanation of the improvement in the specified outcome, which the Community Participation Body anticipates may arise as a result of its participation.

5.5 Outcome Improvement Process

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If the Director decides to agree an Outcome Improvement Plan, this will be communicated to the Community Participation Body for their consideration. The group will have 28 working days within which to propose changes to the Plan. The Health Board will take account of these changes prior to publication of the Outcome Improvement Plan on the Participation Request webpage. The Outcome Improvement Plan will begin within 90 working days of the Director's decision being issued to the Community Participation Body.

On completion of the Outcome Improvement Plan, a report will be published on the Health Board's website.

The Outcome Improvement Plan should be established within 90 days of the validation date. It must describe how the Outcome Improvement Plan is intended to work in relation to the Participation Request. This would then be discussed and agreed with the Community Participation Body.

The Outcome Improvement Plan will be monitored and an annual report on all Outcome Improvement Plans presented to Performance Committee.

5.6 Decision Notice

Having assessed the request the Health Board will issue a decision notice. This will set out the decision, and if refusing the request, the reasons for this. A copy of the decision notice will be published on the Health Board's Participation Request webpage.

The request will be agreed unless there are reasonable grounds for refusal. Where a request is refused the Health Board will explain the reasons for the refusal. The Health Board can refuse a request if it is the same or essentially the same as a request received in the preceding two years. The Health Board can refuse a request on these grounds even if it was from a different Community Participation Bodies.

If the Health Board decides to refuse the Participation Request there is no provision under the legislation for review or appeal. There is provision for Scottish Ministers to create an appeal or review process in future should it be required.

A decision notice agreeing to the Participation Request will include details of how the Health Board (and other Public Services Authorities where relevant) proposes to take forward the Outcome Improvement Plan.

Where a process already exists

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The decision notice will:

- describe the operation of the Outcome Improvement Plan;
- specify what stage it has already reached;
- set out how the Community Participation Body will participate in the process; and
- identify others that are part of the process and how they will participate.

Where a new process needs to be established

The decision notice will:

- describe how the Outcome Improvement Plan will operate; and
- explain how the Community Participation Body is expected to participate and how any other persons are expected to participate in the process.

On receipt of the notification, a Community Participation Body will have 28 working days to discuss and make representations in relation to the proposed Outcome Improvement Plan. The Health Board will take account of these proposals.

Webpage Publication

The Health Board will publish on the NHS Dumfries and Galloway website information on the proposed Outcome Improvement Plan including the names of the Community Participation Body and public bodies involved, the outcome to which the process relates, how the process will operate and the timescale for completion. The Health Board will start a new Outcome Improvement Plan within 90 calendar days from issuing the decision notice.

The Outcome Improvement Plan may be modified, following consultation with the Community Participation Body. Where this happens, the Health Board will publish a new modified Outcome Improvement Plan. This notice will include details of how the Outcome Improvement Plan has been changed.

6. Implementation

On completion of the Outcome Improvement Plan the Directorate will publish a report on the webpage summarising the outcomes of the process, the contribution of the Community Participation Body and how the Health Board will keep the community body informed of any matters relating to the outcome.

In preparing the report, the Health Board will seek the views of the Community Participation Body that made the request and any other Community Participation Bodies involved.

Any Outcome Improvement Plans will be reported to Performance Committee as part of the Business Plan six monthly Performance Reports.

DOCUMENT CONTROL SHEET

1. Document Status

Title	Participation Request Procedures
Author	Corporate Business Manager
Approver	Board Management Team
Version number	1.0

2. Document Amendment History

Version	Section(s)	Reason for update
1.0	All	New procedure development in line with legislation

3. Distribution

Name	Responsibility	Version number
Board Wide	Corporate Business Manager	1.0

4. Associated documents

- *Community Empowerment Act*
- *Community Engagement and Participation Strategy*

5. Action Plan for Implementation

Action	Lead Officer	Timeframe
Disseminate Board wide	Corporate business Manager	March 2018
Upload to external website	Corporate business Manager	March 2018

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PARTICIPATION REQUEST FORM

This is a participation request made 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>

Guidance notes are available at the end of this form.

We strongly recommend that you contact NHS Dumfries and Galloway to discuss your proposals before making a participation request.

You can phone us on 01387 272702, or email us at laura.geddes2@nhs.net

When completed, this form should be sent to dg.feedback@nhs.net or by mail to:

Corporate Business Manager
Participation Requests
NHS Dumfries and Galloway
Mid North
Crichton Hall
Bankend Road
DUMFRIES
DG1 4TG

Section 1 - Details of the Community Participation Body

Name of the body making the request:

Contact name:

Contact address:

Contact telephone number:

Contact email:

Website (if available):

Please make sure that you include a copy of your written consultation or governance documentation if available.

Section 2 – About the Public Services Authority

Please note the name of the main Public Service Authority the request is being issued to. If the request is being made to the Health Board, please write “NHS Dumfries and Galloway” below (Refer to Guidance Note 1):

Name of any other public service authority which the community participation body requests should participate in the outcome improvement process (Refer to Guidance Note 2):

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Section 3 – Purpose and Outcome of the Participation Request

The outcome that Community Participation Body want to improve (Refer to Guidance Note 3):

The reasons why the Community Participation Body should participate in an outcome improvement process (Refer to Guidance Note 4):

Knowledge, expertise and experience the Community Participation Body has in relation to the outcome(Refer to Guidance Note 5):

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How the outcome will be improved because of the involvement of the new community participation body (Refer to Guidance Note 6):

Is the community participation body a community controlled body? (Refer to Guidance Note 7)

Yes	
No	

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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Additional Information *(Refer to Guidance Note 8)*

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Date: June 2018
Version: 1.0
Author: Laura Geddes

Guidance notes

1. Specify the public service authority to whom 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
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 on section 3.48 of the Scottish Government guidance document.
4. Set 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 in question 4.
6. 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.
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 the community body wish to do so. It may be 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.



Participation Request Strategy

Printed copies must not be considered the definitive version

DOCUMENT CONTROL			
Policy Group:	Corporate		
Author:	Laura Geddes		
Reviewer:	Rod Edgar	Jeff Ace	
Scope: (Applicability)	Board wide	Version no.	1.0
Status:	Draft	Implementation date:	June 2018
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1. Introduction

The primary purpose of this strategy is community benefit with a secondary aspect that the Health Board wants communities to be involved in the design and delivery of services tailored to people's needs.

Participation Requests are, therefore, not just about a formal mechanism for communities to have their voice heard. Participation Requests is part of a wider picture in helping communities to co-produce and deliver services that meet local needs.

NHS Dumfries and Galloway aims to promote a proactive approach to community engagement through a range of Strategies which develop opportunities for communities to engage with the Health Board and influence outcomes.

The Health Board values local empowerment, respects our communities, works in partnership with communities to sustain services. We do not want to do things “to” communities but rather want to do things “with” communities.

The Community Participation and Engagement Strategy and the Community Asset Transfer Strategy in particular allow individuals and communities routes to express their views and participate in delivering outcomes for their communities. The Health Board has adopted the National Standards for Community Engagement.



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The only current version of this policy is on the intranet

Participation Requests will form one aspect of the Health Board's approach to community empowerment – combined with greater engagement, participatory involvement and supported volunteering there is great potential for a more equal relationship between the Health Board and communities when working together.

Participation Requests are a formal mechanism for dialogue with the Health Board. Our hope is that as we work to ensure good opportunities for informal dialogue then the need for formal approaches will be the exception rather than the rule.

We want to leave a legacy of skills within the local community; our support should leave community groups more empowered and with a greater range of abilities and experience to take on other challenges.

Participation Requests are about empowering communities, (both geographic and communities of interest). We want to ensure that our approach to Participation Requests is fully inclusive and is open and available to the widest range of groups, taking into account barriers to participation that may exist, or be perceived to exist. Our approach to promoting information about Participation Requests will be mindful of and actively promote, through narrative and imagery and the inclusion of groups whose voices are not always or often heard.

We will work working groups involved in Equality and Diversity to ensure that our approaches and materials are as inclusive as we can make them.

We will look to hear and become aware of any barriers, which may exist, and work with partners to remove these. We will also work with colleagues to monitor and analysis of the Participation Requests we receive from an equality and diversity aspect (personal information will be redacted), to ensure that we are fully aware of any underrepresentation from protected characteristic groups and can work with partners to ensure that we increase focus on opening up channels to maximise opportunities for participation.

2. **Definitions**

Throughout the Participation Request Strategy and the associated Procedure, there are certain terms which are used – some are drawn from the legislation and some have been developed for use within NHS Dumfries and Galloway. Here is an explanation of what they mean:

Term	Definition
Community Asset Transfer Strategy	Community Asset Transfer is about the transfer of buildings or land owned by the Council into community ownership or lease to benefit community plans and ambitions.
Compliant Application	An application will only be accepted when it is fully completed with all sections fully considered and detailed and the group is able to evidence that it is community led and fits the governance requirements for a Community Participation Body.
Outcome Improvement Plan	An outcome is the result of actions and plans. For example the outcome of creating activities for and with older people might improve mental and physical health and a reduction in doctors' visits.
Participation and Engagement Strategy	The Community participation and Engagement Strategy outlines the Health Board's approach to involving communities of place and communities of interest in the way we plan and deliver services.
Participation Request	A participation request is a formal mechanism for Community Participation Bodies to participate in the design, delivery or adjustment of services.
Community Participation Body	A Community Participation Body is the Government's term for a community group, which has the appropriate governance to carry out a Participation Request.
Volunteer Strategy	The Volunteer Strategy defines the Health Board's approach to working with volunteers, including the rights and responsibility of volunteers.
Sustainable	This means that a service improvement outcome needs to be maintained for a period of time within reasonable budgets to the benefit of the community.

3. Context

3.1 National

The Community Empowerment (Scotland) Act 2015 and Guidance

This legislation has a specific focus on Participation Requests to provide a formal mechanism for communities to put forward their ideas for how public bodies might be changed to improve outcomes and to request to participate in achieving these outcomes.

Key aspects of the regulations are:-

- A Community Participation Body puts forward a Participation Request to the public body asking them to take part in a process that will improve the outcome set out by the community body.
- The public body must agree to the request and set up a process unless there are reasonable grounds for refusal.
- At the end of the process the public body must publish a report on whether the outcomes were improved and how the Community Participation Body contributed to that improvement.
- The maximum turnaround time for dealing with a Participation Request is usually 30 days.

The presumption in the Act shifts the balance of power clearly towards the community bodies by requiring Councils and other public bodies to agree the request unless there are reasonable grounds for refusal.

Commission on the Future Delivery of Public Services

This Commission, chaired by Campbell Christie, highlighted that if they are to be effective, public services must empower individuals and communities by involving them in both the design and delivery of services. It advocated a fundamental overhaul of the relationships between institutions responsible for delivering public services and the needs of individuals and communities.

3.2 Regional

Participation Request arrangements across public sector partners

All public service authorities are subject to the Community Empowerment (Scotland) Act 2015, but the different legislative and decision-making routes mean that a common approach is not practical. However, procedures and documentation are being shared to ensure consistency wherever possible to make it as straightforward as possible for community groups.

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3.3 NHS Dumfries and Galloway

Priorities and Commitments

NHS Dumfries and Galloway aim:

- to deliver excellent care that is person-centred, safe, effective, efficient and reliable.
- to reduce health inequalities across Dumfries and Galloway.

We have set the following outcomes that we aim to achieve through the services we deliver to ensure a safe, effective a person-centred approach to healthcare in the region:

- Improved outcomes for patients that reflect learning from patient experience in order to ensure a person-centred focus is maintained.
- Improved staff experience; and health and wellbeing of staff.
- The delivery of continuous quality improvement and sustainability through services that are effective and efficient.
- All children have the best possible start in life through a variety of interventions, sometimes targeted at vulnerable groups.
- A population in Dumfries and Galloway who are enabled and assisted to have more control over all aspects of their life, health and wellbeing.

4. Development of the Strategy

The Community Empowerment (Scotland) Act 2015 stresses that the spirit of Participation Requests is to create a more equal relationship between public authorities and communities.

The Health Board aims to utilise the existing range of strategies to improve community engagement and participation, in addition to the formal process for Participation Requests. If the policies are following this should lessen the frequency of formal requests. The strategies referred to above include Community Participation and Engagement, Volunteering and Asset Transfer.

The Health Board wishes to have a good and open relationship with communities and the formal approach for Participation Requests should not be seen as the first or only channel for dialogue with the Health Board. The Health Board will continue to develop ways to better engage, involve and empower communities.

4.1 Consultation with local partners

Consultation and engagement will be undertaken with the Local Authority, Third and Independent Sector and community user groups, as appropriate on all requests.

4.2 Consultation with the Equality and Diversity

Facilitated discussions with representative organisations for Protected Characteristics particularly age, disability, gender, race, sexuality and religion.

4.3 Stakeholder Impact Assessment

The Strategy and Procedure presented in this report were considered using the Health Board's Impact Assessment Toolkit. A copy of the Impact Assessment Summary will be made available on the Board's website at [http://www.nhs.uk/scot.nhs.uk/About Us/Equality Diversity/Equality Impact Assessments](http://www.nhs.uk/scot.nhs.uk/About%20Us/Equality%20Diversity/Equality%20Impact%20Assessments)

5. **Our Objectives**

In order to achieve the intent of this Strategy we have identified four specific Objectives which will shape the detailed activity we undertake:

- **Objective 1** - To promote Participation Requests as a key aspect of community empowerment.
- **Objective 2** - To support community groups throughout the Participation Request process.
- **Objective 3** - To ensure transparency and fairness in our decision-making.
- **Objective 4** - To respond positively to the improvements suggested through Participation Requests.

6. Delivering and monitoring the Strategy

6.1 Delivering the Strategy

Objective 1 - To promote Participation Requests as a key aspect of community empowerment.

- We will develop Participation Request webpage to promote the process, guidance and sources of support to those wishing to pursue Participation Requests.
- We will publish examples of good practice and other Participation Requests to show community groups what can be done.
- We will encourage dialogue with community groups across NHS Dumfries and Galloway as part of an ongoing programme of work around community empowerment
- In the narrative and imagery we will use to promote Participation requests we will be mindful of the diversity to ensure that all communities feel this includes them.

Objective 2 - To support community groups throughout the Participation Request process

- We will set out a clear process for a Participation Request to sit alongside this Strategy, which sets out step by step how a Participation Request is developed and put into place.
- Training and development
 - Appropriate staff across the Health Board will be trained in the Participation Request Process
 - The Locality Managers have, and will continue to develop, expertise in capacity building and working with community groups, to develop their skills and abilities in all requirements.
- Support for community groups.
 - This is a significant aspect of the Strategy and the Procedure gives details of the different types of support and options available to community groups to maximise their potential for undertaking a Participation Request. There are three specific aspects to this support:

- Providing a single point of contact – the Corporate Business Manager initially. This may include having initial discussions with the community group and confirming which Locality Manager will be supporting them throughout the process. The Locality Manager will assist community groups in capacity building, clarifying how the community group might contribute to the Outcome Improvement Plan, developing thinking around making a request, helping navigate the Health Board's processes and which Services need to be involved. A particular focus will be on areas where social capital is low so that the empowerment of individuals and communities has the greatest positive impact.
- Signposting community groups to assistance independent from the Health Board. There are a number of national and local organisations who can provide assistance and it is a matter for the community group to identify who it chooses to engage with. Third Sector are funded by the Council to provide support to third sector organisations and would be one of several sources of advice to community groups.
- Ensuring our Procedure and documentation is clear, easy to understand and access.

Objective 3 - To ensure transparency and fairness in our decision-making

- The criteria used by the Health Board to assess Participation Requests is detailed in the procedure and our response to Participation Requests will include information about why a Request has been accepted or rejected.
- There will be a Participation Request Forum established; involving all stakeholders which will look at the Requests on a six monthly basis, or more frequently if necessary, and any recommendations for change to our arrangements will be reported to the public NHS Dumfries and Galloway Board meetings.

Objective 4 - To respond positively to the improvements suggested through Participation Requests

- The creation of Outcome Improvement Plans by the responsible Directorates will be promoted as a positive contribution to making our services better. This work will be supported by the Board Management Team.
- The implementation of Outcome Improvement Plans will be consistent with Health Board policies and procedures and Health Board's budget decisions.

- The Performance Committee will receive information on a six monthly basis around the Outcome Improvement Plans agreed, to allow Non-Executive Members to have oversight of the requests and the proposed outcome being suggested by community groups to the services within their remit.

6.2 Monitoring the Strategy

- Implementation of the Participation Requests Strategy and Procedure will be included in reports to the Performance Committee, which will be taken on a six monthly basis. A review of this timeframe will be made at year end to identify if more frequent reports are required.
- Annual Report - In line with the new legislation, an Annual Report will be prepared and submitted to Performance Committee, listing all Participation Request applications received and detailing the number which have been agreed and refused. The report will also provide information on how the use of Participation Requests has been promoted and the supported.

Views from the services users of this system, both public and internal about changes to the Strategy or Procedure will also be submitted as part of this report. We will be supported by the Equality and Diversity Team to look at request statistics in terms of inclusivity and will report findings and any proposed improvement plans to increase inclusion. These annual reports, covering 1 April to 31 March, will be published taken through NHS Board for discussion and published by 30 June each year. It will also report on action it has taken to promote the use of Participation Requests and to support Community Participation Bodies to make requests. In line with Scottish Government requirements, the first annual report will be produced before 30 June 2019.

7. Evaluating the impact of the Strategy

The monitoring of the number of Participation Requests in itself does not tell us what impact the Strategy has had on the empowerment of communities. There needs to be a dialogue with people who live in communities where Participation Requests have been progressed – those that were successful, and also where they have not succeeded, if there are any in that position.

The Social Capital Index being developed by NHS Dumfries and Galloway will assist in determining the impact of the Strategy but in addition, there are evaluation tools which can be applied. This is an area of work in development at both national and local levels and it would be appropriate for the Annual Report to make reference to this.

8. Working in Partnership

Other local Public Service Authorities are also subject to these requirements and are therefore also currently developing their approach to Participation Requests. The Health Board is developing a consistent approach to handling Participation Requests to make it easier for communities. The Health Board is working with partners to identify a named person to work with the Health Board on requests to more than one Public Service Authority.

9. Strategies and Plans that link to the Participation Request Strategy

- NHS Dumfries and Galloway Community Participation and Engagement Strategy – currently being developed.
- NHS Dumfries and Galloway Participation Request Procedure – Link to be made available when finally approved.
- NHS Dumfries and Galloway Community Asset Transfer Strategy – link to be made available once finally approved.

10. Participation Requests Strategy Action Plan

Action	Link to Objective(s)	Timescale	Lead
Publish new Procedure and Participation Requests Application Forms	2, 3 and 4	By 30 June 2018	Corporate Business Manager
Develop a page on the Health Board's external website to publish form and guidance relating to a Participation Request.	1, 2 ,3 and 4	By 30 June 2018	Corporate Business Manager
Training for Locality Managers and Directorates in the Procedure for Participation Requests.	2 and 4	By 30 September 2018	Corporate Business Manager
Look at the benefits of establishing a Participation Requests Forum with input from outside partner agencies	1, 2, 3 and 4	By 30 September 2018	Corporate Business Manager / Locality Managers and Directors
Review our Strategy and Procedure	1, 2, 3 and 4	by 30 June 2020	Corporate Business Manager / Locality Managers and Directors
Annual Report on Participation Requests	1 and 3	by 30 June 2019	Corporate Business Manager

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DOCUMENT CONTROL SHEET

1. Document Status

Title	Participation Request Strategy
Author	Corporate Business Manager
Approver	Board Management Team
Version number	1.0

2. Document Amendment History

Version	Section(s)	Reason for update
1.0	All	New procedure development in line with legislation

3. Distribution

Name	Responsibility	Version number
Board Wide	Corporate Business Manager	1.0

4. Associated documents

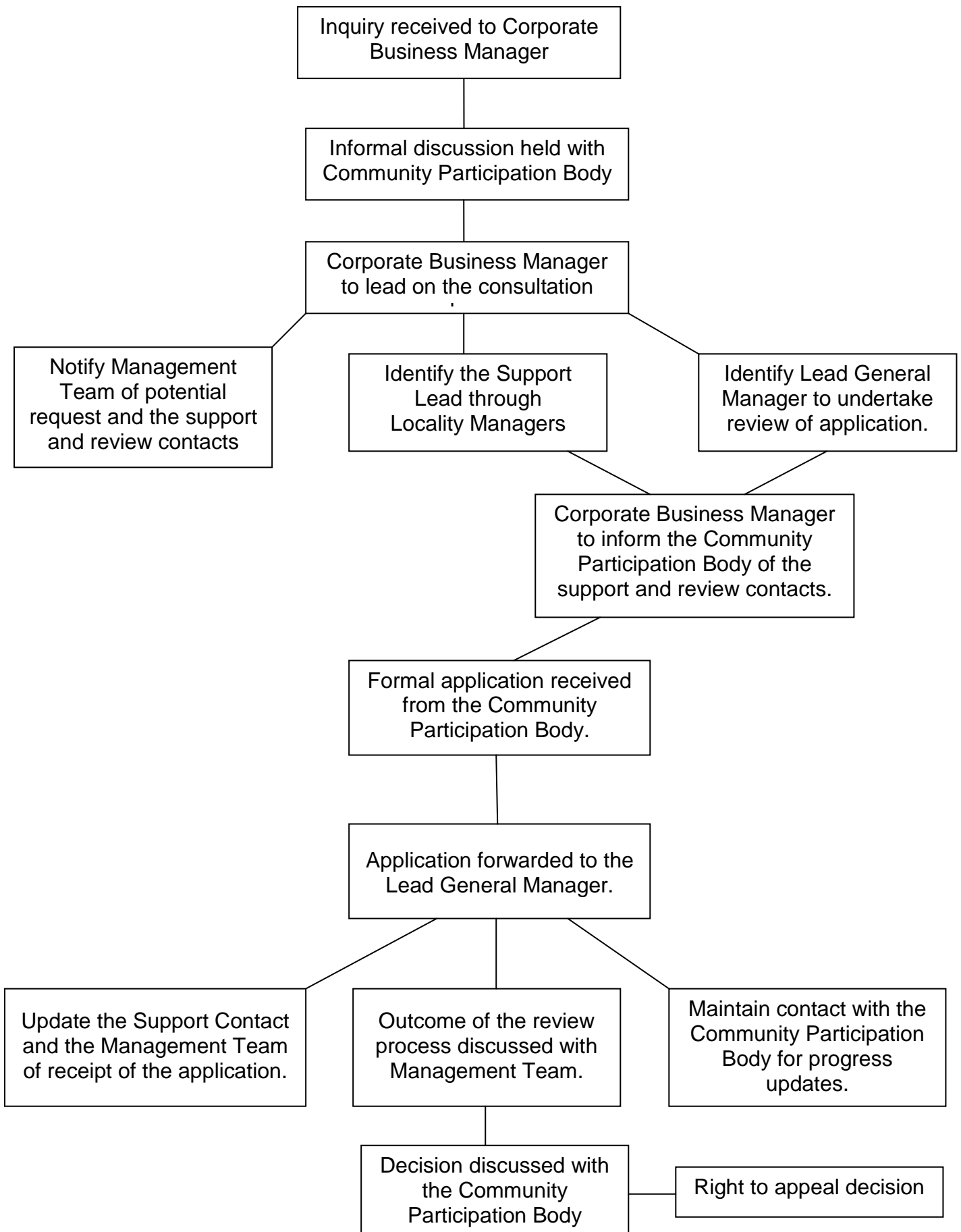
- Community Empowerment Act
- Community Engagement and Participation Strategy
- Participation Request Strategy
- Community Asset Transfer Procedure

5. Action Plan for Implementation

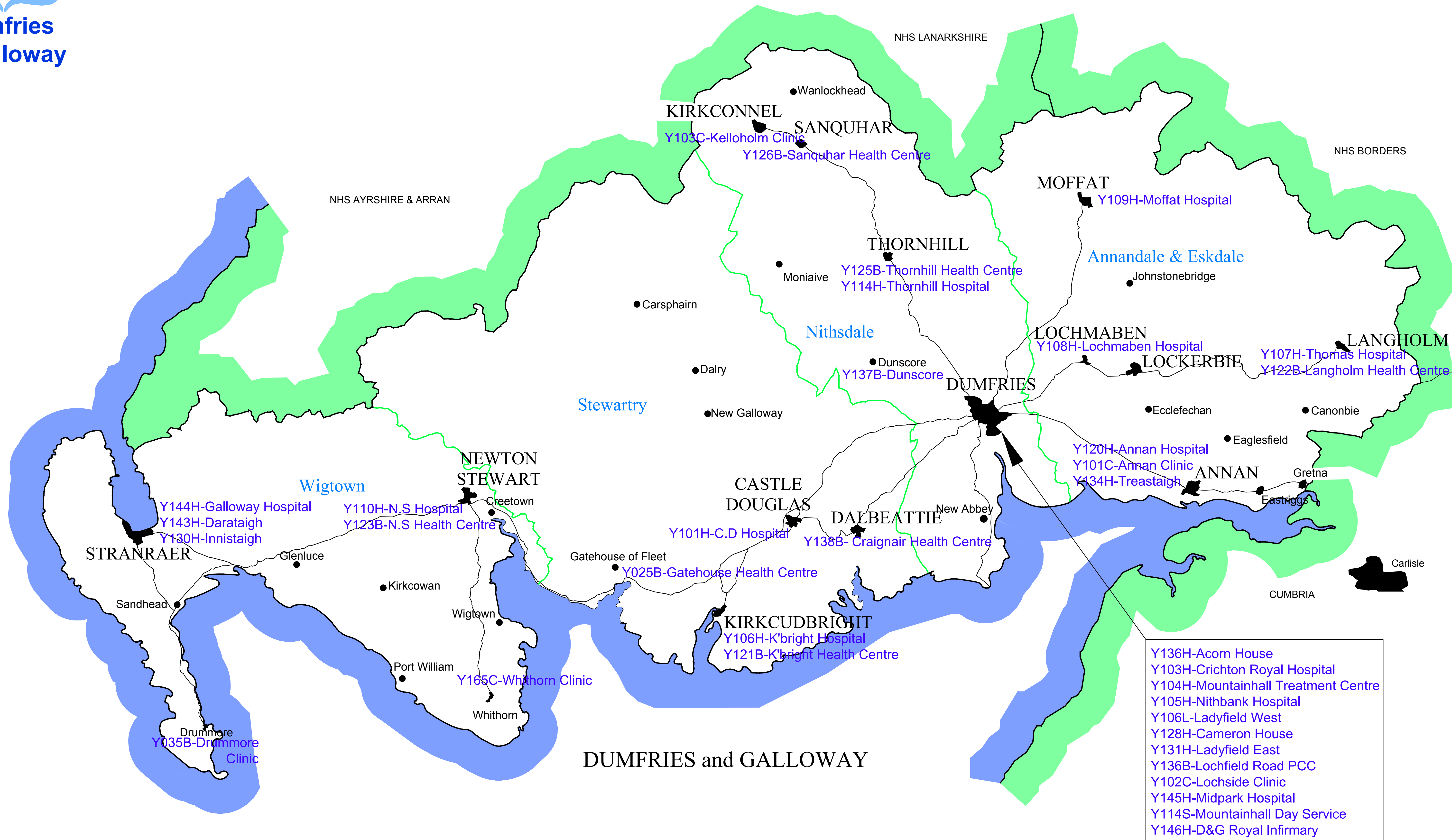
Action	Lead Officer	Timeframe
Disseminate Board wide	Corporate Business Manager	March 2018
Upload to external website	Corporate Business Manager	March 2018

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Participation Request Flowchart



LOCATION MAP OF SITES IN D & G



- Y136H-Acorn House
- Y103H-Crichton Royal Hospital
- Y104H-Mountainhall Treatment Centre
- Y105H-Nithbank Hospital
- Y106L-Ladyfield West
- Y128H-Cameron House
- Y131H-Ladyfield East
- Y136B-Lochfield Road PCC
- Y102C-Lochside Clinic
- Y145H-Midpark Hospital
- Y114S-Mountainhall Day Service
- Y146H-D&G Royal Infirmary

BLOCK	ADDRESS	TOWN	LOCALITY	POSTCODE
SITE: Y025B - Gatehouse Health Centre				
00 - External Areas	Garden Street	Gatehouse of Fleet	Stewartry	DG7 2JU
01 - Gatehouse Health Centre	Garden Street	Gatehouse of Fleet	Stewartry	DG7 2JU
SITE: Y035B - Drummorie Clinic				
00 - External Areas	Drummorie	Stranraer	Wigtownshire	DG9 9QQ
01 - Drummorie Clinic	Drummorie	Stranraer	Wigtownshire	DG9 9QQ
SITE: Y101C - Annan Clinic				
00 - External Areas	Charles Street	Annan	Annandale & Eskdale	DG12 5AG
01 - Annan Clinic	Charles Street	Annan	Annandale & Eskdale	DG12 5AG
SITE: Y101H - Castle Douglas Hospital				
00 - External Areas	Academy Street	Castle Douglas	Stewartry	DG7 1EE
01 - Castle Douglas Hospital	Academy Street	Castle Douglas	Stewartry	DG7 1EE
02 - Castle Douglas Day Hospital	Academy Street	Castle Douglas	Stewartry	DG7 1EE
03 - External Stores	Academy Street	Castle Douglas	Stewartry	DG7 1EE
04 - Car park	Academy Street	Castle Douglas	Stewartry	DG7 1EE
SITE: Y102C - Lochside Clinic				
00 - External Areas	Shirley Road	Lochside, Dumfries	Nithsdale	DG2 0ED
01 - Lochside Clinic	Shirley Road	Lochside, Dumfries	Nithsdale	DG2 0ED
SITE: Y103C - Kelloholm Clinic				
00 - External Areas	Nith Buildings	Greystone Ave, Kelloholm	Upper Nithsdale	DG4 8RX
01 - Kelloholm Clinic	Nith Buildings	Greystone Ave, Kelloholm	Upper Nithsdale	DG4 8RX
SITE: Y103H - Crichton Royal Hospital				
00 - External Areas	Glencaple Road	Dumfries	Dumfries Town	DG1 4TG
01 - Crichton Hall - Main Building	Glencaple Road	Dumfries	Dumfries Town	DG1 4TG
02 - Crichton Hall - East Extension	Glencaple Road	Dumfries	Dumfries Town	DG1 4TG
03 - Crichton Hall - North West Extension	Glencaple Road	Dumfries	Dumfries Town	DG1 4TG
04 - Crichton Hall - South Extensions	Glencaple Road	Dumfries	Dumfries Town	DG1 4TG
05 - The Willows Family Centre	Glencaple Road	Dumfries	Dumfries Town	DG1 4TG
06 - Crichton Boilerhouse	Bankend Road	Dumfries	Dumfries Town	DG1 4TG

BLOCK	ADDRESS	TOWN	LOCALITY	POSTCODE
07 - Transport Department	Bankend Road	Dumfries	Dumfries Town	DG1 4TG
08 - ICES Support	Bankend Road	Dumfries	Dumfries Town	DG1 4TG
09 - Garage Cottage	Bankend Road	Dumfries	Dumfries Town	DG1 4TG
10 - Bowling Green Octagonal Summer House	Bankend Road	Dumfries	Dumfries Town	DG1 4TG
11 - Artesian Well	Glencaple Road	Dumfries	Dumfries Town	DG1 4TX
12 - Maidenbower High Tanks	Bankend Road	Dumfries	Dumfries Town	DG1 4TN
SITE:Y104H - Mountainhall Treatment Centre				
00 - External Areas	Bankend Road	Dumfries	Dumfries Town	DG1 4AP
01 - MTC Main building	Bankend Road	Dumfries	Dumfries Town	DG1 4AP
02 - Macmillian Centre	Bankend Road	Dumfries	Dumfries Town	DG1 4AP
03 - OOH & MRI extension	Bankend Road	Dumfries	Dumfries Town	DG1 4AP
04 - Main Building Education Centre Extension	Bankend Road	Dumfries	Dumfries Town	DG1 4AP
05 - 1-8 Marryfield Terrace (cottages)	Glencaple Road	Dumfries	Dumfries Town	DG1 4UG
06 - Residences (Flats A1-A10)	Glencaple Road	Dumfries	Dumfries Town	DG1 4UG
07 - Residences (Flats B1 - B4)	Glencaple Road	Dumfries	Dumfries Town	DG1 4UG
08 - The Bungalow (Office)	Glencaple Road	Dumfries	Dumfries Town	DG1 4UG
09 - Residences garages/lockups	Glencaple Road	Dumfries	Dumfries Town	DG1 4UG
10 - Standby Generator compound	Bankend Road	Dumfries	Dumfries Town	DG1 4AP
11 - Portakabin Offices (former IT&AHP)	Bankend Road	Dumfries	Dumfries Town	DG1 4AP
12 - Portakabin Offices (4of) (former AHP)	Bankend Road	Dumfries	Dumfries Town	DG1 4AP
13 - Lab store & Generator	Bankend Road	Dumfries	Dumfries Town	DG1 4AP
14 - Oxygen Tank Enclosure	Bankend Road	Dumfries	Dumfries Town	DG1 4AP
16 - Dumfries Dental Centre	Bankend Road	Dumfries	Dumfries Town	DG1 4AP
18 - 3 Road Ends excess land/site	Bankend Road	Dumfries	Dumfries Town	DG1 4AP
19 - Portakabin Offices (Former Clinical Skills)	Bankend Road	Dumfries	Dumfries Town	DG1 4AP
SITE: Y105H - Nithbank Hospital				
00 - External Areas	Nithbank	Dumfries	Dumfries Town	DG1 2SA
01 - Main building	Nithbank	Dumfries	Dumfries Town	DG1 2SA
02 - Occupational Therapy Clinical Services	Nithbank	Dumfries	Dumfries Town	DG1 2SA

BLOCK	ADDRESS	TOWN	LOCALITY	POSTCODE
03 - Physio, Comm Store, CMHT (Adult) Office	Nithbank	Craig's Road, Dumfries	Dumfries Town	DG1 2SD
04 - CMHT (Older People) Office	Nithbank	Craig's Road, Dumfries	Dumfries Town	DG1 2SD
05 - Domestic Services	Nithbank	Craig's Road, Dumfries	Dumfries Town	DG1 2SD
06 - ICES Store	Nithbank	Craig's Road, Dumfries	Dumfries Town	DG1 2SD
07 - ICES Store Extension	Nithbank	Craig's Road, Dumfries	Dumfries Town	DG1 2SD
08 - Former Gardeners store	Nithbank	Dumfries	Dumfries Town	DG1 2SA
09 - Occupational H & S Services Admin	Nithbank	Dumfries	Dumfries Town	DG1 2SA
10 - Social Care Hub	Nithbank	Dumfries	Dumfries Town	DG1 2SA
11 - Holly Cottage	Nithbank	Craig's Road, Dumfries	Dumfries Town	DG1 2SD
12 - 1 & 2 Lahraig	Nithbank	Craig's Road, Dumfries	Dumfries Town	DG1 2SD
13 - 3 Lahraig	Nithbank	Craig's Road, Dumfries	Dumfries Town	DG1 2SD
14 - 4&5 Lahraig	Nithbank	Craig's Road, Dumfries	Dumfries Town	DG1 2SD
15- Heather Lodge	Nithbank	Craig's Road, Dumfries	Dumfries Town	DG1 2SD
16 - Laurel Bank - FPSH clinic	Nithbank	Craig's Road, Dumfries	Dumfries Town	DG1 2SD
17 - Former Maintenance Store	Nithbank	Craig's Road, Dumfries	Dumfries Town	DG1 2SD
18 - Former Boihouse & Workshops	Nithbank	Craig's Road, Dumfries	Dumfries Town	DG1 2SD
19 - Pink Hut Office	Nithbank	Dumfries	Dumfries Town	DG1 2SA
20 - Nithview Day Hospital	Nithbank	Dumfries	Dumfries Town	DG1 2SA
21 - Nithview DH Extension	Nithbank	Dumfries	Dumfries Town	DG1 2SA
22 - Former Cameron Annex	Nithbank	Dumfries	Dumfries Town	DG1 2SA
23 - South Lodge	Nithbank	Dumfries	Dumfries Town	DG1 2SA
24 - North Lodge	Nithbank	Dumfries	Dumfries Town	DG1 2SA
25 - North External Plant Room	Nithbank	Dumfries	Dumfries Town	DG1 2SA
26 - South External Plant Room	Nithbank	Dumfries	Dumfries Town	DG1 2SA
27 - Former SAS Building	Nithbank	Craig's Road, Dumfries	Dumfries Town	DG1 2SD
SITE: Y106H - Kirkcudbright Hospital				
00 - External Areas	Townhead Street	St Mary's Place, Kirkcudbright	Stewartry	DG6 4BE
01 - Kirkcudbright Hospital	Townhead Street	St Mary's Place, Kirkcudbright	Stewartry	DG6 4BE
SITE: Y106L - Ladyfield West				

BLOCK	ADDRESS	TOWN	LOCALITY	POSTCODE
00 - External Areas	Glencaple Road	Dumfries	Dumfries Town	DG1 4TQ
01 - Ladyfield West	Glencaple Road	Dumfries	Dumfries Town	DG1 4TQ
SITE: Y107H - Thomas Hope Hospital				
00 - External Areas	Market Place	Langholm	Annandale & Eskdale	DG13 0JX
01 - Thomas Hope Hospital	Market Place	Langholm	Annandale & Eskdale	DG13 0JX
SITE: Y108H - Lochmaben Hospital				
00 - External Areas	Dumfries Road	Lochmaben	Annandale & Eskdale	DG11 1RQ
01 - Lochmaben Hospital	Dumfries Road	Lochmaben	Annandale & Eskdale	DG11 1RQ
SITE: Y109H - Moffat Hospital				
00 - External Areas	Selkirk Road	Moffat	Annandale & Eskdale	DG10 9JY
01 - Moffat Hospital	Selkirk Road	Moffat	Annandale & Eskdale	DG10 9JY
SITE: Y110H - Newton Stewart Hospital				
00 - External Areas	Main Road	Newton Stewart	Wigtownshire	DG8 6LZ
01 - Newton Stewart Hospital	Main Road	Newton Stewart	Wigtownshire	DG8 6LZ
02 - Boilerhouse & stores	Main Road	Newton Stewart	Wigtownshire	DG8 6LZ
03 - Mortuary	Main Road	Newton Stewart	Wigtownshire	DG8 6LZ
SITE: Y114H - Thornhill Hospital				
00 - External Areas	Hospital Brae	Thornhill	Nithsdale	DG3 5AA
01 - Thornhill Hospital Inpatient Wards	Hospital Brae	Thornhill	Nithsdale	DG3 5AA
02 - Thornhill Day Hospital	Hospital Brae	Thornhill	Nithsdale	DG3 5AA
03 - Administration Building	Hospital Brae	Thornhill	Nithsdale	DG3 5AA
04 - Lodge (SAS)	Hospital Brae	Thornhill	Nithsdale	DG3 5AA
05 - Mortuary	Hospital Brae	Thornhill	Nithsdale	DG3 5AA
SITE: Y114S - Mountainhall Day Service				
00 - External Areas	Bankend Road	Dumfries	Dumfries Town	DG1 4AL
01 - Kaleiscope Mountainhall House	Bankend Road	Dumfries	Dumfries Town	DG1 4AL
SITE: Y120H - Annan Hospital				
00 - External Areas	Stapleton Road	Annan	Annandale & Eskdale	DG12 6NQ
01 - Annan Hospital	Stapleton Road	Annan	Annandale & Eskdale	DG12 6NQ

BLOCK	ADDRESS	TOWN	LOCALITY	POSTCODE
02 - Sonas	Stapleton Road	Annan	Annandale & Eskdale	DG12 6NQ
SITE: Y121B - Kirkcudbright Health Centre				
00 - External Areas	Townhead Street	St Mary's Place, Kirkcudbright	Stewartry	DG6 4BJ
01 - Kirkcudbright Health Centre	Townhead Street	St Mary's Place, Kirkcudbright	Stewartry	DG6 4BJ
SITE: Y122B - Langholm Health Centre				
00 - External Areas	Charles Street	Langholm	Annandale & Eskdale	DG13 0AA
01 - Langholm Health Centre	Charles Street	Langholm	Annandale & Eskdale	DG13 0AA
SITE: Y123B - Newton Stewart Health Centre				
00 - External Areas	Cree Bridge	Minnigaff	Wigtownshire	DG8 6NR
01 - Newton Stewart Health Centre	Cree Bridge	Minnigaff	Wigtownshire	DG8 6NR
02 - Newton Stewart MHRC	Cree Bridge	Minnigaff	Wigtownshire	DG8 6NR
SITE: Y125B - Thornhill Health Centre				
00 - External Areas	Hospital Brae	Thornhill	Nithsdale	DG3 5AA
01 - Thornhill Health Centre	Hospital Brae	Thornhill	Nithsdale	DG3 5AA
SITE: Y126B - Sanquhar Health Centre				
00 - External Areas	Station Road	Sanquhar	Nithsdale	DG4 6BT
01 - Sanquhar Health Centre	Station Road	Sanquhar	Nithsdale	DG4 6BT
SITE: Y128H - Cameron House				
00 - External Areas	1 & 1a Nithbank	Dumfries	Dumfries Town	DG1 2RZ
01 - Cameron House	1 & 1a Nithbank	Dumfries	Dumfries Town	DG1 2RZ
SITE: Y130H - Innistaigh				
00 - External Areas	Dalrymple Street	Stranraer	Wigtownshire	DG9 7EH
01 - Innistaigh	Dalrymple Street	Stranraer	Wigtownshire	DG9 7EH
SITE: Y131H - Ladyfield East				
00 - External Areas	Glencaple Road	Dumfries	Dumfries Town	DG1 4TE
01 - Ladyfield East	Glencaple Road	Dumfries	Dumfries Town	DG1 4TE
02 - Ladyfield Offices	Glencaple Road	Dumfries	Dumfries Town	DG1 4TE
03 - Gate Lodge	Glencaple Road	Dumfries	Dumfries Town	DG1 4TE
SITE: Y134H - Treastaigh				

BLOCK	ADDRESS	TOWN	LOCALITY	POSTCODE
00 - External Areas	Stapleton Road	Annan	Annandale & Eskdale	DG12 6NQ
01 - Treastaigh	Stapleton Road	Annan	Annandale & Eskdale	DG12 6NQ
SITE: Y136B - Lochfield Road PCC				
00 - External Areas	12-28 Lochfield Road	Dumfries	Dumfries Town	DG2 9BH
01 - GP Surgery	12-28 Lochfield Road	Dumfries	Dumfries Town	DG2 9BH
02 - GP Surgery	12-28 Lochfield Road	Dumfries	Dumfries Town	DG2 9BH
03 - DGHB Area	12-28 Lochfield Road	Dumfries	Dumfries Town	DG2 9BH
SITE: Y136H - Acorn House				
00 - External Areas	Kingholm Road	Dumfries	Dumfries Town	DG1 4SR
01 - Original Building	Kingholm Road	Dumfries	Dumfries Town	DG1 4SR
02 - Extension	Kingholm Road	Dumfries	Dumfries Town	DG1 4SR
SITE: Y137B - Dunscore Health Centre				
00 - External Areas		Dunscore	Nithsdale	DG2 0UJ
01 - Dunscore Health Centre		Dunscore	Nithsdale	DG2 0UJ
SITE: Y138B - Craignair Health Centre				
00 - External Areas	Port Road	Dalbeattie	Stewartry	DG5 4AZ
01 - Craignair Health Centre	Port Road	Dalbeattie	Stewartry	DG5 4AZ
SITE: Y143H - Darataigh				
00 - External Areas	Dalrymple Street	Stranraer	Wigtownshire	DG9 7EH
01 - Darataigh	Dalrymple Street	Stranraer	Wigtownshire	DG9 7EH
SITE: Y144H - Galloway Community Hospital				
00 - External Areas	Dalrymple Street	Stranraer	Wigtownshire	DG9 7DQ
01 - Galloway Community Hospital	Dalrymple Street	Stranraer	Wigtownshire	DG9 7DQ
02 - Stranraer Sub Office	Dalrymple Street	Stranraer	Wigtownshire	DG9 7DQ
03 - Stranraer Residences	Dalrymple Street	Stranraer	Wigtownshire	DG9 7DQ
SITE: Y145H - Midpark Hospital				
00 - External Areas	Bankend Road	Dumfries	Dumfries Town	DG1 4TN
01 - Midpark Hospital	Bankend Road	Dumfries	Dumfries Town	DG1 4TN
02 - Midpark House	Bankend Road	Dumfries	Dumfries Town	DG1 4TN

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Community Asset Transfer Flowchart

