

# PARTICIPATE

Welcome to the Community Petitions/Proposals User Guide! This guide has been created to empower community members to actively participate in shaping the future of our community. Whether you have a great idea for a new community project, a concern that needs addressing, or a proposal for improving existing services, this guide will help you navigate the process of submitting and managing petitions/proposals effectively.

**Purpose of the Guide:** The primary purpose of this guide is to provide you with the knowledge and tools necessary to create and submit petitions/proposals. By following the guidelines outlined here, you will be able to present your ideas clearly and persuasively, ensuring they receive the attention and consideration they deserve from community members.

## **What You Will Find in This Guide:**

1. **What is a proposal/petition**
2. **What is required to submit a proposal/petition**
3. **Submission guide**
4. **Review and decisions process**
5. **Follow Up actions**
6. **Additional Information**



## 1. What is a proposal/petition?

Proposals provide a proactive avenue for community involvement with your Council. By raising a petition on an issue of public concern within the Council's remit, individuals can initiate meaningful dialogue with Councillors. This engagement allows for informed debates with residents, creating opportunities to review and refine Council policies and practices.

## 2. What is required to submit a proposal/petition?

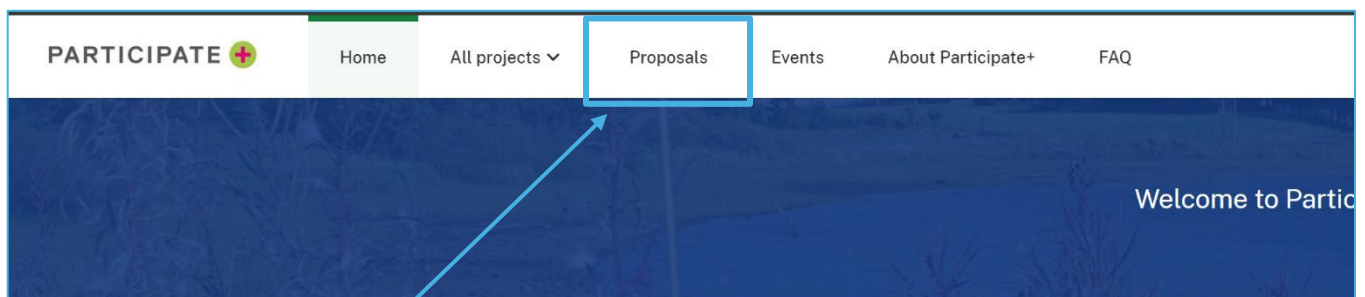
To submit a proposal, individuals must sign up for Participate+, the platform through which all communications are managed. This ensures that the lead petitioner receives all necessary updates and information. Proposals must be submitted by a Principal Petitioner who resides in the Falkirk Council area. The Principal Petitioner will serve as the main point of contact for all Council communications.

When signing up and posting a proposal on Participate+, the Principal Petitioner will need to provide:

- **Personal Information:** Full name, home address, and email address.
- **Proposal Details:** A clear statement of the issue of concern and the desired action from the Council (250 words).
- **Previous Efforts:** Information on any steps already taken to address the matter

## 3. Submission Guide


To submit a proposal visit Participate+ [\(Click here\)](#).



You will find the Proposals page on the navigation bar at the top.



**Post your proposal here and place it on the agenda of Participate+**



You have a proposal that you want to submit to Participate+, and you're curious to see whether other people support it as well? Post it here, prove that it's supported by collecting 50 votes within 30 days, and Participate+ will get back to you. [Learn more about how proposals work.](#)

[Start a proposal →](#)

To begin the proposal process select 'Start a proposal'

To learn more about Proposals click on this link, we recommend reading through this before starting a Proposal.

If you have not registered, you will be asked to do this before submitting a proposal. To do this follow the steps below.

**Sign up** ✕

Welcome to Falkirk's community engagement platform and thank you for registering. Please see the link to the ward finder if you are unsure of which ward you live or work in.

First name

Last name

Email

Password i  
 👁

Strong

I have read and agree to [the terms and conditions.](#)

I have read and agree to [the privacy policy.](#)

By continuing, you agree to receive emails from this platform. You can select which emails you wish to receive in the 'My Settings' page.

[Continue](#)

Already have an account? [Log in](#)

This page will appear to allow you to sign up.

You need to provide your name, email address and create a password.

If you already have an account, you can log in using the link at the bottom of the box.



**Sign up** ✕

✓ An email with a confirmation code has been sent to [participate.test@outlook.com](mailto:participate.test@outlook.com).

Code

 0/4

**Verify and Continue**

Didn't receive an email? [Send New Code](#).

Wrong email? [Change your email](#).

You will then be asked to confirm your email. A code will be sent to the email you used. Put this code in and click continue.

**Complete your profile** ✕

Connection to Falkirk

 ▼

- I live in the Falkirk Council area
- I work in the Falkirk Council area
- I live and work in the Falkirk Council area
- I visit the Falkirk Council area
- I study in the Falkirk Council area
- Other

Place of residence

 ▼

- Ward 1 - Bo'ness & Blackness
- Ward 2 - Grangemouth
- Ward 3 - Denny & Banknock
- Ward 4 - Carse, Kinnaird & Tryst
- Ward 5 - Bonnybridge & Larbert
- Ward 6 - Falkirk North
- Ward 7 - Falkirk South
- Ward 8 - Lower Braes
- Ward 9 - Upper Braes
- Somewhere else

You will be asked these two questions. If you do not know your ward you can find it out by clicking [here](#).

You also have the option to answer the equalities questions. You only have to answer these questions once and they are saved to your profile for when you take part in any other engagements.





**All done**

Now continue your participation.

**Continue**

Once you have completed those steps you will see this box to confirm that you signed up.

## What is your proposal?

### Title

Choose a descriptive, yet concise title (min. 10 characters, max. 72 characters)

0/72

### What is your proposal about?

Describe your proposal clearly

Normal **B** *I*



Make sure the proposal is ready to be published. It won't be possible to edit it once it's reviewed and approved.

This is the first section of the proposals landing page.

You give your proposal a title and then add a description of what you are proposing, what you are concerned about and what you have already done to try and settle the matter.

You can customise this section using different sizes of fonts, add bullet points, embed videos and photos or add links. There is a lot of space to allow you to properly set out what you need to.

We would advise not putting any personal details in this section



## Details

### Select the topic of your proposal

Select the topics that are related to your proposal

Nature and biodiversity	Cleanliness and waste	
Sustainable development	Energy and technology	
Work, economy and tourism	Mobility	Safety
Public spaces and buildings	Education and youth	
Culture, sports and events	Other	Social inclusion
Housing	Health and welfare	Public services
Community development		

### Select a location (optional)

Where is your proposal located?

Tags can be added to the proposal. These allow people using the site to filter on the homepage to what they feel is important to them.

Users can also add a location. This can be where the proposal is located for example a local park.

We would advise not putting any personal details in this section.

## Images and attachments

### Add a banner (optional)

Make your page visually more appealing. This image will be shown on top of your page.

Select an image (max. 10MB)

### Add a main picture (optional)

Make your proposal stand out. This image will be shown on the list with all other proposals.

Select an image (max. 10MB)

### Attachment (optional)

Upload files to give others more information and context

Click to select a file

Images can be added to the proposal along with any attachments to support the proposal.

This can help draw attention to the proposal and could be a picture of where the proposal is located. We would advise using images that are clear and high resolution. Please be aware of any copyright laws when selecting an image and ensure you have permission to upload the image to the proposal.

If uploading any attachments ensure these are PDFs and named correctly so users are aware of what the attachment is.



**Submit your proposal**

Once you are happy with the proposal and have met all the criteria required you can click 'Submit'

#### Content upload disclaimer



By uploading content, you declare that this content does not violate any regulations or rights of third parties, such as intellectual property rights, privacy rights, rights to trade secrets, and so on. Consequently, by uploading this content, you undertake to bear full and exclusive liability for all direct and indirect damages resulting from the uploaded content. Furthermore, you undertake to indemnify the platform owner and CitizenLab against any third party claims or liabilities against third parties, and any associated costs, that would arise or result from the content you uploaded.

Cancel

**I understand**

A Disclaimer will then appear to ensure that the proposal does not violate any of the terms and conditions. Please ensure you read through this before continuing.

### **Congratulations, your proposal has been submitted for review!**



An admin will review your proposal shortly - you will be notified when the review is completed.

You will then receive a window that says that it is currently with the Participate+ administrators. Administrators then have 10 working days to review the posted proposal.





Home / All proposals

More options

Public spaces and buildings

## Test for user instructions

Posted by [S. \[redacted\]](#)

[Learn more about proposals](#)



# Falkirk Council

This is a test proposal for user testing.

### Review Pending

This proposal has been submitted for review. You will receive an email once it's reviewed.

The proposal can't be shared until it's reviewed.

Unfollow (1)

### This is what photos uploaded would look like



### A link it would appear like this

To visit the website click [here](#)

### Comments



Write your comment here

This is what you will see when you have posted your proposal.


The status box in the corner will keep you updated on what stage this is at.

Please keep in mind that members of the public will not be able to view your proposal until it has been approved.

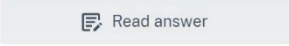


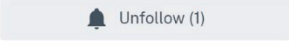


\*\*\* More options

 **Changes Requested**

This proposal needs some changes before it can be approved. Check the official update for an explanation of the requested changes.

 Read answer

 Unfollow (1)


Once your proposal has been reviewed you may be asked to make a few changes. This could be to ensure that you are following all the criteria, the team will work with you to ensure you can get the proposal to a place where it can be made live.

**Official updates** Last update: 21 May 2024

Please change this.

Posted on 21 May 2024


**Comments**



Any changes that need completed will be shown as an official update on the proposal page. This will outline what needs done to make it an eligible proposal. Once the changes are made it will be reviewed by administration again and then posted if it has met all the criteria.





29 23 58  
days hours mins

 **Proposed**





This proposal still needs 50 votes before **Falkirk Demo** can consider it

1 vote 50

 Vote

 Follow (1)

**Gather support for this proposal**


   

Once your proposal has been approved the status box will look like this.

You can track the time you have left to gather votes. All live proposals run for 30 days and require 50 votes for Council to act on it.

Using the link here you can promote your proposal on social media and send to others to gain support. We advise you communicate your proposals to those affected for it to gain the votes required.

29 23 56  
days hours mins

 **Threshold Reached**


**The threshold has been reached.**  
Falkirk Demo has been notified. Voting remains open. ⓘ

Once your proposal has reached 50 votes your status box will display this.

Administration will then begin the process of acting on this.



0 0 0  
days hours mins

 **Answered**

Falkirk Demo received the proposal and gave an official answer. Voting remains open.

**Official updates** Last update: 11 June 2024

... Show more actions

This has been considered and been approved by the leading team.

Posted on 11 June 2024

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... Show more actions

This is now live.

Posted on 10 June 2024


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... Show more actions

Please change this.

Posted on 10 June 2024


**Comments**

 Write your comment here


Once your proposal has been answered you will have this in the status box.


All official updates for the proposal will be posted on the proposals main pain.

Administrators may be in touch to speak with you directly about attending council if required.

 **Ineligible**

This proposal doesn't meet the criteria to be eligible ⓘ

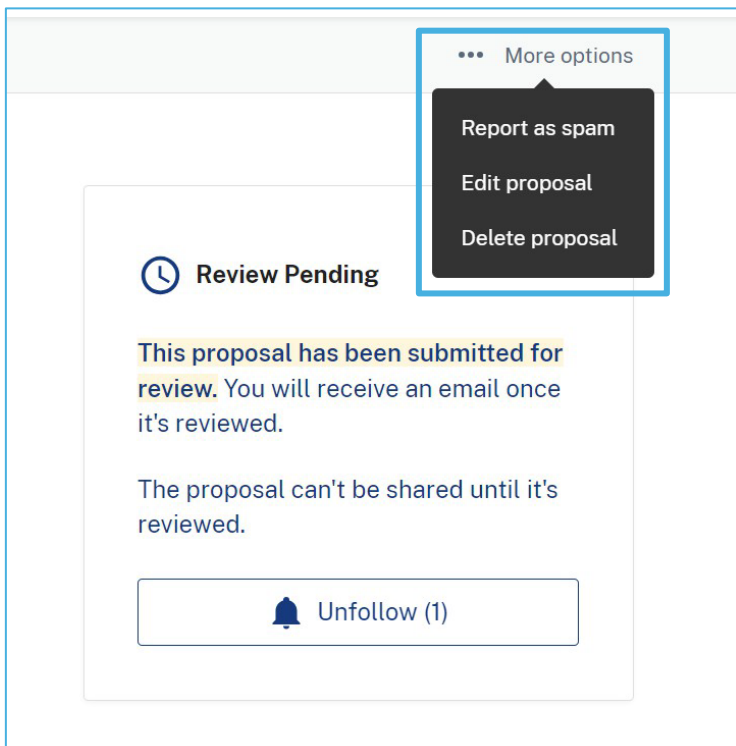
 Read answer

 Unfollow (1)

If your proposal is ineligible your status box will look this this.

There will also be an official update on the page detailing the reasons why.





On the proposal page you have a 'more options' button. This allows you to report proposals as spam, edit and delete proposals.

#### 4. Review and decision-making process

Upon receipt of a petition, it will be reviewed within 10 working days. During this period, the Principal Petitioner may be contacted to ensure the petition meets the outlined requirements. The Chief Governance Officer will collaborate with the Principal Petitioner to confirm the petition's eligibility for presentation to a Council body once it reaches the 50-signatory threshold.

Once the Chief Governance Officer verifies that the petition meets the necessary criteria, it will be made publicly available for signatures (via an 'upvote' on the Council's Participate+ platform) for 30 days. The Principal Petitioner should ensure that no personal information is included that they do not wish to be publicly disclosed.

A petition will not be accepted if it includes any of the following:

- Defamatory statements
- Offensive or inappropriate language
- Details that could identify, damage, or discriminate against an individual
- Information protected by a court order or relating to an ongoing court case
- Matters that are commercially sensitive, confidential, or could cause personal distress or loss
- Issues that are beyond the Council's powers and remit



## 5. Follow up actions

Once a petition has reached 50 signatories and the 30-day live period has expired, the Chief Governance Officer will determine the appropriate Council body for its presentation.

Petitions will not be presented to a Council body if they relate to the following:

- Issues that are the same or very similar to petitions considered within the past six months
- Decisions made by the Council or a Committee within the previous six months
- Matters already being considered or scheduled to be considered by the Council or a Committee
- Planning, licensing, or other matters where objections and appeals are handled through a different process

## 6. Additional Information

How long until people can sign?

It takes up to 10 working days to clear a petition you submit. This is because we need to make sure that it meets our requirements. We will work with the Principal Petitioner on any adjustments that are required for presentation to a Council body.

The petition (proposal) will remain live on the site for 30 days following validation.

Who can sign?

Anyone who lives in the Falkirk Council Area and is over the age of 12 years can sign a petition. You have to register with Participate+ to sign a petition (proposal). Registering to sign a 'proposal' on Participate+ involves providing your email, your council ward and your connection to Falkirk.

Attending Committee

Once a petition has been supported by 50 signatures, the Chief Governance Officer will determine the appropriate Council body at which the petition will be heard. The Chief Governance Officer, having determined the meeting at which the petition would likely be considered, will contact the Principal Petitioner and advise them of their opportunity to speak to the petition at the meeting. You can address the Committee on your own, or with others - up to a maximum of five people. A supporter can speak on your behalf if necessary. You will be invited to speak for up to 10 minutes. The petition may fall later on the agenda, and the Committee can decide to move the item forward so that you are heard at the start of the meeting, or they may ask you to wait and be heard at the relevant point on the agenda. For any other member of the public who wishes to speak on the matter, the petition will be publicly available on the agenda which will be published on the Council website 5 working days before the meeting. Once the petition is published on the agenda, a deputation request can be made to speak on the matter raised. The Council's deputation process can be viewed at [www.falkirk.gov.uk/deputations](http://www.falkirk.gov.uk/deputations).

