

## APPENDIX A

### PETITIONS PROCEDURE

#### 1. Submission and Content of Petitions

- 1.1 Members of the public may present the council, or the Executive, or a committee with petitions, upon giving at least 7 clear working days notice in writing of the petition to the Monitoring Officer. If, following consideration of the petition as provided in paragraphs 4 or 5 below, the petition organiser is not satisfied with the response, he/she may request that the response be reviewed by the relevant overview and scrutiny committee in accordance with the procedure in paragraph 6.
- 1.2 The petition shall:-
  - 1.2.1 be addressed to the Monitoring Officer of the Council;
  - 1.2.2 request the Council to take or cease action described in the petition;
  - 1.2.3 be validly signed by at least 10 persons who live, work or study in the Authority's area (a petition shall be deemed to be "validly signed" if the person has signed it and the petition states the person's name and address and the date of signature)
  - 1.2.4 Designate one of the persons who has validly signed it as the person with whom the Council may deal in relation to the petition.
- 1.3 Petitions should be relevant to the forum to which they are addressed and:-
  - 1.3.1 concern a matter which relates to a function of the Authority; or
  - 1.3.2 whilst not relating to a function of the Authority, relate to an improvement in the economic, social or environmental well-being of the Authority's area to which any of its partner authorities could contribute.

#### 2. Rejection of Petitions

- 2.1 The Monitoring Officer may reject any petition which :-
  - 2.1.1 does not meet the criteria set out in 1.2 and 1.3 above; and/or

- 2.1.2 is, in his/her reasonable opinion, vexatious, abusive or otherwise inappropriate to be dealt with under the Council's Petitions Scheme; and/or
- 2.1.3 is the same as, or has a substantially similar effect to a petition which has been made to the Council within a period of six months ending with the date on which the petition was made to the Council.

### **3. Acknowledgement of Petitions**

- 3.1 The Monitoring Officer will send a written acknowledgment to the petition organiser within 3 clear working days of the date of receipt. The acknowledgement will give information about what the Council proposes to do in response to the petition, including the date and time at which the petition will be considered by the Council, executive or relevant committee and will advise the petitioners of their rights to speak under the provisions of this procedure.

### **4. Petitions presented at full Council**

- 4.1 At meetings of full Council (other than annual or extraordinary meetings, except at the discretion of the chairman), a period of up to 30 minutes per meeting shall be allowed for the receipt and discussion of petitions.
- 4.2 Petitions will be considered in the order that they are received on the basis of the following procedure:-
  - 4.2.1 Petitions should be presented by either:-
    - 4.2.1.1 The lead petitioner; or
    - 4.2.1.2 An individual nominated by the lead petitioner; or
    - 4.2.1.3 A member of the Council on behalf of the lead petitioner.
  - 4.2.2 who shall be entitled to speak for no more than 5 minutes to summarise the contents of the petition.
- 4.3 Petitions shall normally be discussed by the Council for up to 10 minutes and the Council will take one of the following steps in relation to the petition:-
  - 4.3.1 Giving effect to the request in the petition; or
  - 4.3.2 Holding an inquiry; or
  - 4.3.3 Commissioning research; or

- 4.3.4 Giving a written response to the petition organiser setting out the Council's views about the request in the petition; or
- 4.3.5 Referring the petition to the Executive or relevant committee or to an overview and scrutiny committee.
- 4.3.6 Referring a petition which relates to a traffic regulation order to a meeting of the Portfolio holder for Safer and Stronger Communities convened to deal with traffic regulation orders and highways related matters.
- 4.4 The chairman shall have discretion to extend the period allowed for the receipt and discussion of petitions, in the event that any petitions of which notice has been given remain to be received.
- 4.5 The Monitoring Officer shall within 5 clear working days of the date of the Council agreeing its response to the petition:-
  - 4.5.1 Notify the petition organiser in writing of the steps the Council has taken or proposes to take in response to the petition and the reason for doing so; and
  - 4.5.2 Publish that notification on the Council's website, unless in his/her reasonable opinion, in all circumstances, it would be inappropriate to do so.
- 4.6 Where a petition has been referred to the Executive, the relevant committee, an overview and scrutiny committee or the Portfolio holder for Safer and Stronger Communities, the notification shall include the date and time of the meeting at which the petition will be considered and details of the petitioners' rights to speak under the provisions of this procedure.

## **5. Petitions presented at or referred to the Executive or Committees**

- 5.1 Where the petition has been presented directly to the Executive or a committee, or referred to the Executive or a committee from the Council, that body shall take one of the following steps in relation to the petition:-
  - 5.1.1 Giving effect to the request in the petition; or
  - 5.1.2 Holding an inquiry; or
  - 5.1.3 Commissioning research; or
  - 5.1.4 Giving a written response to the petition organiser setting out the Executive's or committee's views about the request in the petition; or

- 5.1.5 Referring the petition to an overview and scrutiny committee; or
  - 5.1.6 Referring the petition to the full Council.
  - 5.1.7 Referring a petition which relates to a traffic regulation order to a meeting of the Portfolio holder for Safer and Stronger Communities convened to deal with traffic regulation orders and highways related matters.
- 5.2 The Monitoring Officer shall within 5 clear working days of the date of the Executive or relevant committee agreeing its response to the petition:-
- 5.2.1 Notify the petition organiser in writing of the steps the Executive or committee has taken or proposes to take in response to the petition and the reason for doing so; and
  - 5.2.2 Publish that notification on the Council's website, unless in his/her reasonable opinion, in all circumstances, it would be inappropriate to do so.
- 5.3 Where a petition has been referred to the Council, an overview and scrutiny committee or the Portfolio holder for Safer and Stronger Communities, the notification shall include the date and time of the meeting at which the petition will be considered and details of the petitioners' rights to speak under the provisions of this procedure.

**6. Petitions referred to meetings of the Portfolio holder for Safer and Stronger Communities**

- 6.1 Where the petition has been referred to a meeting of the Portfolio holder for Safer and Stronger Communities, the Portfolio holder shall take one of the following steps in relation to the petition:-
- 6.1.1 Giving effect to the request in the petition; or
  - 6.1.2 Holding an inquiry; or
  - 6.1.3 Commissioning research; or
  - 6.1.4 Giving a written response to the petition organiser setting out the Portfolio holder's views about the request in the petition; or
  - 6.1.5 Referring the petition to an overview and scrutiny committee; or
  - 6.1.6 Referring the petition back to the Executive where the Portfolio holder considers it appropriate having regard to the circumstances relating to the petition in question.

- 6.2 The Monitoring Officer shall within 5 clear working days of the date of the Portfolio holder agreeing his response to the petition:-
- 6.2.1 Notify the petition organiser in writing of the steps the Portfolio holder has taken or proposes to take in response to the petition and the reason for doing so; and
- 6.2.2 Publish that notification on the Council's website, unless in his/her reasonable opinion, in all circumstances, it would be inappropriate to do so.
- 6.3 Where a petition has been referred to the Executive or an overview and scrutiny committee, the notification shall include the date and time of the meeting at which the petition will be considered and details of the petitioners' rights to speak under the provisions of this procedure.

## **7. Review by Overview and Scrutiny of Adequacy of Response to Petition**

- 7.1 The petition organiser may, by giving notice in writing to the Monitoring Officer, request that the relevant overview and scrutiny committee review the adequacy of the response to the petition.
- 7.2 Where such a request is received, the Monitoring Officer shall arrange for the request, together with the response to the petition to be included on the agenda for the next scheduled meeting of the relevant overview and scrutiny committee.
- 7.3 The overview and scrutiny committee has four options having reviewed the adequacy of the response to the petition:-
- 7.3.1 To agree with the steps taken or proposed to be taken in response to the petition;
- 7.3.2 To call upon the Executive, relevant committee or the Council to reconsider the matter; or
- 7.3.3 To make recommendations to the Executive, committee or the Council to pursue a particular course of action; or
- 7.3.4 To refer the matter for consideration by the full Council.
- 7.4 The Monitoring Officer shall within 5 clear working days of the date of the overview and scrutiny committee completing its review of the response to the petition:-
- 7.4.1 Notify the petition organiser in writing of the results of the review; and

7.4.2 Publish that notification on the Council's website, unless in his/her reasonable opinion, in all circumstances, it would be inappropriate to do so.

7.5 The presentation of petitions will also be subject to the general principles governing public participation set out at paragraph 2 of Appendix A.