

Appendix A: The Council's Petition Scheme

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1. The Council welcomes petitions from Local Residents. Subject to Para.2 below, all petitions received by the Council ~~that are signed by at least 100 Local Residents~~ will be presented to the Council, Executive ~~Executive or~~ or a reported to the Committee or Sub-Committee relevant Member body.
2. ~~The Member body to which a petition is presented or reported shall depend on whether or not it pertains to an Executive Function and the number of signatories.~~
 - 2.1. ~~For Executive Functions where the number of signatories is at least 200 Local Residents, the petition shall go to the Executive.~~
 - 2.2. ~~For Executive Functions where the number of signatories is fewer than 200 Local Residents, the petition shall go to the relevant Committee.~~
 - 2.3. ~~For non-Executive Functions where the number of signatories is at least 100 Local Residents, the petition shall go to Full Council.~~
 - 2.4. ~~For non-Executive Functions where the number of signatories is fewer than 100 Local Residents, the petition shall go to the relevant Committee. Where the petition concerns a matter not otherwise within the competence of a Committee, the petition shall go to the Democracy & General Purposes Committee.~~
23. If so required by a signatory to a petition, it may be presented in person at meetings of the Council, Executive ~~or a Committee or Sub-Committee relevant Member body~~, subject to compliance with the following procedure:-
 - 32.1. The wording of the petition to be presented ~~to be presented~~ must be given in writing to the Proper Officer at least two (2) weeks before the day of the meeting. Ward Members will be notified of the wording of petitions when received;
 - 32.2. Only petitions containing signatures of 100 Local Residents will be eligible for submission to the Council, Executive or Committee or Sub-Committee;

2.3 If a petitioner has submitted a petition of at least 100 signatures requesting a Senior Officer of the Council to

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attend, give evidence and provide information on activities for which they are responsible, then that Senior Officer will attend; (a Senior Officer is the Chief Executive, Director, or Head of Service). A factual briefing note on the petition's subject matter may be provided to the Council by the relevant Officers.

- 32.3. Petitions must be presented to the Proper Officer at least one (1) clear day before the day of the meeting (i.e. two days) of the Council, Executive or Committee or Sub-Committee; the relevant Member body;
- 32.4. No more than three (3) petitions may be presented per meeting;
- 32.5. If more than one petition is notified to the Proper Officer to the same meeting, they shall rank in order of priority according to the time of notice given;

2.6 Only one person may speak to a petition for a maximum of five (5) minutes. They should have signed the petition and be an active supporter of the body submitting the petition. This may include sometimes acting for that petitioner in a professional capacity;

2.7 (a) At a Council meeting, at the conclusion of the speech of the presenter, subject to paragraph (b) below, either:

(a)(i) a debate will take place on the petition for up to a period of twenty minutes or if the petition has at least 1,500 signatures, with no time limit for the debate. The debate should take place with the intention that the petition and the views of the Council will then be referred to the appropriate **decision-making body** (being either the Executive or one of the Council's other Committees or Sub-Committees); or

(a)(ii) the petition will be considered at the meeting in conjunction with any report that has been placed on the agenda concerning the matter raised in the petition; or

(a)(iii) the petition will be considered at the meeting if it is felt that a factual briefing note is not necessary.

The debate will be subject to normal council debating rules with the exception that at the end of the debate no vote will be taken, but the petitioner will have an opportunity to

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speak for a further period of three minutes responding to the issues raised in the debate.

(b) If the Mayor determines that it is inappropriate to debate the petition or if no factual briefing note has been prepared by Officers, then the petition will be referred without further discussion to the next ordinary meeting of the appropriate Executive, Committee or Sub-Committee when it will be included in the appropriate officer's report;

2.7 (c) **For the Executive, Committees or Sub-Committees** at the conclusion of the speech, the presenter of the petition will be:

(c)(i) referred without further discussion to the next ordinary meeting of the appropriate Committee or Sub-Committee or to the Executive, when it will be included in the appropriate officer's report;

(c)(ii) considered at the meeting in conjunction with any report that has been placed on the agenda concerning the matter raised in the petition; or

(c)(iii) considered at the meeting if Members feel that a report is not necessary.

2.8 Rules 2.7(c)(i-iii) apply only to the Committees or Sub-Committees with decision-making powers. Petitions cannot be presented to Policy Advisory Committees.

2.9 The item relating to a petition will be placed on the agenda immediately following the minutes of the previous meeting of the Council, Executive or Committee or Sub-Committee.

2.10 Any report relating to the subject matter of the petition will be placed on the agenda immediately following the presentation of petitions (or in the order petitions are presented if more than one petition is presented at the meeting)

2.11 If more than one petition is notified to the proper officer to the same Council, Executive, Committee or Sub-Committee meeting, they shall rank in order of priority according to the time of notice given under 2.1 above.

32.126. No petition may be presented relating to an application for a licence;

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- ~~32.137.~~ No petition may be presented to the Annual Meeting of the Council or to any meeting of the Audit, Governance and Standards Committee.
- ~~34.~~ Petitions which are not to be presented in person at meetings of the Council or appropriate Committee will be reported to that body.
- ~~45.~~ Provision will be made for a facility to submit petitions electronically.
6. ~~Any checking or sampling of signatories by Council Officers to verify the number of signatories shall give due consideration to the rights of younger Local Residents whose names may not yet appear on the Electoral Roll on account of their age.~~