

3. What should a Petition include?

Petitions submitted to the Council must include:

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5.1 Petitions

These must be signed by at least 10 people but the Council will use its discretion where there are fewer than 10 signatories in cases where there is clear local support for action (e.g. where the residents of a small community have petitioned for traffic calming measures).

5.2 Petitions which warrant evidence & debate at a Scrutiny Committee

If your petition contains at least 1,500 signatures, the relevant senior officer will give evidence at a public meeting of the relevant overview and scrutiny committee.

You should be aware that the Scrutiny committee may decide that it would be more appropriate for another officer to give evidence instead of any specific officer named in the petition - for instance if the named officer has changed jobs. The committee may also decide to call the relevant Executive member to attend the meeting.

Committee members will ask the questions at this meeting, but we will let you know

to planning applications. For the avoidance of doubt, those petitions are not covered by this policy. Petitions submitted to the Development Management Team will continue to be a material consideration in the planning process and inform the decision whether to approve or refuse planning permission. However, they are not subject to the protocols outlined in this document.

6. Are there any petitions which the Council will not accept?

Where a person or organisation (or someone on their behalf) has submitted a petition which is the same or substantially the same as one submitted within the previous 12 months.

Employee matters will not be dealt with through the petitions process as they will be addressed via existing internal frameworks.

In the period immediately before an election or referendum we may need to deal with your petition differently - if this is the case we will explain the reasons and discuss the revised timescale which will apply.

If a petition does not follow the guidelines, the council may decide not to do anything further with it. In this case, we will write to you to explain the reasons.

Petitions which we consider to be vexatious, abusive or otherwise inappropriate are not acceptable.

7. How will the Council respond to petitions?

If your petition is about something over which the council has no direct control we will consider making representations on behalf of the community to the relevant body. Where possible will work with these partners to respond to your petition. If we are not able to do this for any reason, then we will explain this to you.

If your petition is about something that a different council is responsible for we will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other council, but could involve other steps. In any event, we will always notify you of the action we have taken.

So that people know what we are doing in response to the petitions we receive, the details of all the petitions submitted to us will be published on our website, together with the acknowledgment and notification of the response (except in cases where this would be inappropriate).