

## APPENDIX B

### STANDING ORDER 68

- (a) The Council has a petition scheme that sets out in detail the steps to be taken for admission of a petition and how the Council will respond. This standing order reflects the arrangements set out in the petition scheme. Any person who wishes to submit a petition under these rules on their own behalf or on behalf of an organisation shall deliver it either in paper form to the office of the Democratic Services Manager during office hours or electronically on the Council's website. This must be at least **8 days** before the relevant decision (if the petition concerns a specific decision) is due to be taken.
- (b) No petition shall go forward unless it concerns matters affecting the borough and is signed by at least 5 people who either live, work or study, all of whom shall be registered electors in the borough.
- (c) The Democratic Services Manager will establish how many valid signatures the petition has.
- (d) Petitions with between **5 and 50** valid signatures:
- (i) Any such petition shall be referred to the relevant Service Area or Corporate Director who will be responsible for ensuring that the petition is responded to and taken into account in the decision making process as appropriate;
- (ii) In the case of any such petitions which relate to a matter which is or could be the responsibility of the Planning Committee the signatures may count as an objection to a development in which case the petition will be considered by the Planning Committee when it considers the matter in question. The Director of Environment and Culture shall decide whether the signatures count as an objection.
- (e) Petitions with **50** or more valid signatures:
- (i) Any such petition shall be notified to the Chair of the relevant Overview and Scrutiny Committee and to the relevant Service Area or Corporate Director;
- (ii) Petitions concerning specific decisions planned to be made shall be referred to the decision maker. If the decision maker is a Council committee or sub-committee or the Executive rather than an individual then one person representing the petitioners will be entitled to address the planned meeting of the Council committee or sub-committee or the Executive (as the case may be) for up to 5 minutes concerning the petition. Petitions relating to specific decisions to be made by Full Council shall be considered by the next scheduled meeting of the General Purposes Committee or if the next meeting of the General Purposes Committee is scheduled to take place after the relevant meeting of the Full Council then it shall be considered by the Executive. The General Purposes Committee or the Executive as the case may be may, if it sees fit, make recommendations concerning that petition to Full Council.

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(iii) Petitions not concerning specific decisions planned to be made shall be referred to the Executive or to the Council committee or sub-committee (if any) within whose terms of reference the subject matter of the petition falls as determined by the Borough Solicitor or Democratic Services Manager. If it concerns a decision that may be taken at a meeting on some future date then it shall be considered at that future meeting. In all other cases it shall be considered at the next convenient meeting.

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(f) At every Ordinary Council Meeting, a list of petitions containing 50 or more valid signatures will be circulated to members of the Council setting out the progress that has been made in dealing with those petitions. The Mayor will refer to this list under the Mayor's Announcements. The list will contain the information set out below, provided this has been received by the Democratic Services Manager twelve or more days prior to the meeting.

(g) The information to be included in the schedule described in the previous paragraph is as follows:

- (i) the date the petition was received or closed on-line;
- (ii) the name of the person who submitted the petition if a name was given;
- (iii) the subject of the petition;
- (iv) the terms of the petition;
- (v) the name of the committee or person to whom the petition has been referred for action, the date of that referral, and the action taken by that body or person thus far.

(h) Where the Executive or a Council committee or sub-committee considers a petition it shall note the petition and may:-

- (i) make a decision concerning the matter if it has sufficient information before it to do so. This will normally mean an officer's report;
- (ii) refer it to the appropriate Overview and Scrutiny Committee, one of its sub-committees, or the Children and Families Overview and Scrutiny Committee for consideration or further research;
- (iii) hold an inquiry or public meeting;
- (iii) call for an officer's report to be brought to a future meeting; or
- (iv) refer it to the relevant officer for a formal response.

(i) If a petition contains 5,000 or more valid signatures it will, where the petitioners so desire, be debated at a Council meeting. The petition organiser or person nominated by them will be permitted up to 5 minutes to present the petition. The Council will decide how to respond to the petition and this may be by referring it for further investigation and reporting to a Council committee or sub-committee or the Executive.

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(j) A petition may ask for a senior Council officer to give evidence at a meeting of an overview and scrutiny committee. For this to happen, the petition must contain 2,500 or more valid signatures. Even if the officer is named in the petition, it is open to the relevant overview and scrutiny committee to decide that it would be more appropriate for another senior officer to give evidence. The petition organiser or person nominated by them will be permitted up to 5 minutes to present the petition. Members of the committee may then ask questions and the committee may take any of the actions outlined in (k) below.

(ki) Where ~~anthe~~ ~~\_~~Overview and ~~s~~Scrutiny ~~c~~Committee, ~~one of its sub-committees~~, or the Children and Families Overview and Scrutiny Committee considers a petition referred to it under (hf) (ii) above or receives a petition under (j) above it ~~they~~ shall note the petition and may:-

- (i) call for an officer's report to be brought to a future meeting;
- (ii) make recommendations to the Executive or the relevant referring committee concerning it; or
- (iii) refer it to the relevant officer for a formal response.

(l) If the organiser of a petition feels the Council has not dealt with their petition properly then they may request the One Council Overview and Scrutiny Committee, or where appropriate the Children and Young People Overview and Scrutiny Committee, ~~(or another overview and scrutiny committee if the One Council Overview and Scrutiny~~ those committees ~~hasve~~ already considered the petition) to review the steps the Council has taken in response to the petition and that committee may:

- (i) decide there is no case to answer
- (ii) ask for an investigation into how the petition was dealt with: or
- (iii) make recommendations to the Executive.

(m) This Standing Order does not apply to the Alcohol and Entertainment Licensing Sub-Committees. Any petitions received in respect of any alcohol and entertainment license shall be dealt with as set out in the procedure for hearings relating to the Alcohol and Entertainment Licensing Sub-Committees.

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