

## **SCHEME FOR DEALING WITH PETITIONS**

### **What constitutes a valid petition?**

#### **A valid petition includes the following:**

Any petition must contain 100 or more valid signatures of people who live, work or study in the Borough.

Details and contact information for the person designated as the petition organiser or lead petitioner.

The signatures of each petitioner should be followed by the date of signature and their name and address (in capitals).

The petition must include a request for some form of action to be taken.

#### **A valid petition must:**

Relate to a function of the Council or a Partner organisation

#### **A valid petition must not:**

Relate to a Planning or Licensing decision

Relate to a matter where a right of recourse or right of appeal is already provided for in law.

#### **A petition will not be accepted as valid in the following circumstances:**

In the opinion of the Monitoring Officer, after consultation with the relevant Cabinet Member, the petition is vexatious, abusive or otherwise inappropriate to be dealt with;

A petition to the same or substantially similar effect has been made to the Council within the previous 12 months of the petition being received;

### **To whom should the Petition be addressed?**

The Petition should be sent to the Customer Relationship team, Telford & Wrekin Council, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT.

Petitions can also be submitted in person to an officer of the Council, via a local councillor, or by e mail.

### **How will the Council respond to the petition?**

You will receive an acknowledgement of receipt within 5 working days and within a further 10 working days the Lead Petitioner will be informed by the relevant Corporate Director or Head of Service how the Council intends to deal with the petition. This will be in one of the following ways:

- To comply with the request in the petition
- To consider the petition at a Cabinet meeting of the Council, at which the lead petitioner will be able to speak for 3 minutes in support of the petition.
- To commission further research in to the matter, hold an inquiry, or in some cases hold a public meeting to seek further information.
- To provide a written response to the petition setting out the Council's policy or views
- To refer the petition to Scrutiny for investigation.

\*If a petition is received with the signatures of more than 5% of the population of the Borough this will automatically be debated at a meeting of the Full Council.