

Annex B

**Petition Scheme
Consequential Constitutional Amendments**

1. Council Procedure Rules

The following minor amendments are required:

Petitions

10.1 Presentation of Petitions

10.1.1 All petitions received shall normally be dealt with in accordance with the Council's Petition Scheme (at Appendix A to these Rules) and will be referred to the appropriate Council Committee or sub-committee, or to the Executive, Portfolio Holder, Advisory Panel or Consultative Forum of the Executive. If the petitioners request that the petition be presented at a meeting of Council this can be done in the following ways:

10.1.1.1 a representative of the petitioners may attend at the time stated for the start of the Council meeting and request to read the petition to the meeting;

10.1.1.2 the petitioners may approach a Councillor and ask the Councillor to read the petition on their behalf;

10.1.1.3 the petitioners may send the petition to the Monitoring Officer and request for the Mayor to read the petition.

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10.1.2 The person presenting the petition may only read the terms of the petition and may not make any further comments. That person will have one minute to read the terms of the petition unless the Mayor determines that this time limit should be extended or reduced.

10.2 Notice and Consideration of Petitions

10.2.1 There is no need for any advance notice to be given of the wish to present a petition to Council but if 7 clear working days notice is given to the Monitoring Officer a note of the petition will appear on the summons for the meeting.

10.2.2 After all petitions have been read they shall stand to be dealt with in accordance with the Petition Scheme and will usually be referred to the appropriate Council Committee, sub-committee or Executive, Advisory Panel, Consultative Forum or

Portfolio Holder. [Subject to 10.2.3](#) Unless the Mayor decides otherwise, no discussion shall take place on any petition.

- 10.2.3 [Petitions that meet the criteria set out in Section 6 of the Petition Scheme will be considered by the Council in accordance with the provisions of that Section.](#)

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2. Executive Procedure Rules

The following minor amendments are required:

Petitions

15.1 Presentation of petitions

15.1.1 All petitions received relating to Executive functions shall [be dealt with in accordance with the Council's Petition Scheme \(at Appendix A to the Council Procedure Rules\) and will](#) normally be referred to the Executive or appropriate Portfolio Holder, Advisory Panel or Consultative Forum. If the petitioners request that the petition be presented at a meeting of the Executive this can be done in the following ways:

15.1.2 a representative of the petitioners may attend at the time stated for the start of the Executive meeting, or prior to an individual Executive member making a decision, and request to read the petition to the meeting;

15.1.3 the petitioners may send the petition to the Monitoring Officer [and request](#) for the Leader, Deputy Leader or an Executive Member to read the petition.

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15.2 The person presenting the petition may only read the terms of the petition and may not make any further comments. That person will have one minute to read the terms of the petition unless the Chair determines that this time limit should be extended or reduced.

15.3 Notice and consideration of petitions

15.3.1 Save as is mentioned in paragraph 15.1.3 above there is no need for any advance notice to be given of the wish to present a petition to the Executive but if 10 days notice is given to the Monitoring Officer a note of the petition will appear on the agenda for the meeting.

3. Committee Procedure Rules

The following minor amendments are required:

Petitions

15.1 Presentation of Petitions

15.1.1 Petitions relating to a function of a Committee or sub-committee shall be dealt with in accordance with the Council's Petition Scheme (at Appendix A to the Council Procedure Rules) and will usually be presented to the appropriate meeting of the Committee or sub-committee. If the petitioners request that the petition be presented at a meeting of a Council Committee or sub-committee this can be done in the following ways:

15.1.1.1 a representative of the petitioners may attend, at the time stated for the start of the Committee or sub-committee meeting, and request to read the petition to the meeting;

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15.1.1.2 the petitioners may approach a Councillor and ask the Councillor to read the petition on their behalf;

15.1.1.3 the petitioners may send the petition to the Monitoring Officer and request for the Chair to read the petition.

15.1.2 The person presenting the petition may only read the terms of the petition and may not make any further comments. That person will have one minute to read the terms of the petition unless the Chair determines that this time limit should be extended or reduced.

15.2 Notice and Consideration of Petitions

15.2.1 There is no need for any advance notice to be given of the wish to present a petition to a Committee or sub-committee but if seven clear working days notice is given to the Monitoring Officer a note of the petition will appear on the agenda for the meeting.

4. Overview and Scrutiny Terms of Reference

The additional of the following power of the Overview and Scrutiny Committee is required:

...

13. 'to call senior officers to give evidence in response to petitions and/or to review the actions taken by the Council in response to petitions in accordance with the Council's Petition Scheme'.