

## **Petitions protocol**

Bromsgrove District Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns.

### **How are petitions submitted?**

Petitions should be clearly identified as a petition and may be submitted electronically (an 'e-petition') or on paper. The Council welcomes e-petitions which are created and submitted by electronic means. E-petitions must follow the same guidelines as paper petitions and will be considered and dealt with in the same way.

Petition organisers, or 'Lead Petitioners', are also requested to send, with the petition, a written statement saying what the petition is about.

If you wish to send a petition to any area of the Council, it must be sent in writing to:

Head of Legal, Equalities and Democratic Services (Monitoring Officer)  
Bromsgrove District Council  
Parkside  
Market Street, Bromsgrove  
Worcestershire  
B61 8DA

### **What information we require**

Petitions must include:

- a clear and concise statement covering the subject of the petition. It should state what action the petitioners are requesting;
- the printed name and address and signature of any person supporting the petition.

Petitions should be accompanied by contact details, including an address, for the petition organiser (Lead Petitioner). This is the person we will contact to explain how we will respond to the petition.

The petition should relate to matters the District Council is responsible for or which affect the District.

### **Planning or other 'regulatory' topics**

Petitions which relate to a regulatory matter, such as a planning application or licensing issue, will be forwarded by the Monitoring Officer to the relevant Council department or committee and be considered as part of the regulatory application to which they relate.

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 set out above, the Council may decide not to do anything further with it. In that case, we will write to you to explain the reasons.

### **What the Council Will Do**

All petitions will receive an acknowledgement within 10 working days of receipt. This acknowledgement will set out what we plan to do with the petition.

We will not take action on any petition which we consider to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition request.

If the petition calls for the Council to take action and this cannot be resolved by reference to the department concerned, the lead petitioner will be invited to meet with the appropriate officer/s and councillor/s to discuss the topic. The meeting may result in action being taken or further research. If it is not possible to resolve the issue in the way which the petition asks for then this will be explained.

If your petition is about something over which the Full Council has control and you would like to present your petition to the Full Council, or would like your councillor or someone else to present it on your behalf, please contact Democratic Services on 01527 881443 or 01527 64252 extn. 3268 as soon as possible and at least 10 working days before the meeting. They will talk you through the process.

### **Responding to Petitions**

Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:

- taking the action requested in the petition
- considering the petition at a Council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners, which may or may not involve local ward councillors
- referring the matter for consideration by the Cabinet

- referring the matter for consideration by the Council's Overview and Scrutiny Board<sup>1</sup>
- writing to the petition organiser setting out our views about the request in the petition.

If your petition is about something over which the Council has no direct control (for example the local railway services or hospital/health care issues) it may consider making representations on behalf of the community to the relevant body. The Council works with a large number of local partners and, where possible, will work with these partners to respond to your petition. If we are not able to do this for any reason (for example if what the petition calls for conflicts with Council policy), then we will set out the reasons for this to you. You can find more information on the services for which the Council is responsible on our website [www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk).

If your petition is about something that a different Council is responsible for we will give consideration to 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.

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<sup>1</sup> *The Overview and Scrutiny Board is a committee of councillors who are responsible for scrutinising the work of the Council – in other words, the Overview and Scrutiny Board has the power to hold the Council's decision makers to account.*

**PETITION**  
**To Bromsgrove District Council**

**Petition Title:** *(one sentence)*

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**The Petition:** *(one paragraph statement)*

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**Signatories:**

No.	PRINT NAME	ADDRESS	SIGNATURE

<b>No.</b>	<b>PRINT NAME</b>	<b>ADDRESS</b>	<b>SIGNATURE</b>

*Please continue on separate paper with similar formatting.  
PAGE: \_\_\_\_\_*

# Petition to Bromsgrove District Council

*Statement to be completed by the petition organisers (Lead Petitioners) when the petition is submitted to the Monitoring Officer.*

**Name and address of the petition organiser(s):**

<b>Name:</b> _____	<b>Name:</b> _____
<b>Address</b> _____ _____ _____	<b>Address</b> _____ _____ _____
<b>Postal Code:</b> _____	<b>Postal Code:</b> _____
<b>Telephone:</b> _____	<b>Telephone:</b> _____
<b>E Mail:</b> _____	<b>E Mail:</b> _____

Please describe, briefly, what the petition is about.

**Date petition started:** \_\_\_\_\_

**Date petition submitted:** \_\_\_\_\_

**Please return to:**

Head of Legal, Equalities and Democratic Services (Monitoring Officer)  
Bromsgrove District Council  
Parkside  
Market Street, Bromsgrove  
Worcestershire  
B61 8DA

For further information about petitioning Bromsgrove District Council please contact 01527 881443 or 01527 64252 extn. 3268