

## **Arrangements for Handling Petitions Once Received by Council**

### **Process**

- 1 Corporate and Scrutiny Management Committee (CSMC) will receive details of petitions received by Council, Members and Officers (including e-petitions)
- 2 The petitioner to be notified, within five working days, of how the petition is being handled
- 3 All petitions, containing more than ten signatures, will be added to a new Council database
- 4 The Cabinet Member will have the option to consider the petition prior to a CSMC meeting
- 5 A report will be presented to Full Council detailing the petitions that have been considered by the Committee and the action taken in response.

### **Options for Corporate and Scrutiny Management Committee**

These could include:

- The Chair, in advance of the meeting, or the Committee itself could request a fuller report in particular cases and might be expected to do so when a petition has received substantial support.
- Simply noting receipt of the petition and the proposed action.
- Requesting a more detailed report on the matter.
- Asking the relevant decision maker or the appropriate Cabinet member to attend the Committee to answer questions in relation to it.
- Undertaking a detailed scrutiny review, gathering evidence and making recommendations to the decision maker.
- Putting the matter forward to be considered as a potential topic for a future scrutiny review.
- Referring the matter to Full Council where its significance requires a debate in that forum.

## **Public Participation**

The normal public participation rules will apply at meetings of the Corporate and Scrutiny Management Committee allowing members of the public to speak for up to three minutes in relation to a petition on the agenda. The Committee would though have greater flexibility to ensure enhanced public involvement.

Options might include:

- inviting the petitioner to deliver a presentation
- the submission of other evidence or identification of witnesses that the Committee could ask to attend.