

**REDDITCH BOROUGH COUNCIL**

**Petitions Scheme – Protocols for Council / Members / Officers**

**(see over for O&S & Exec treatment)**

<b>COUNCIL</b>	<b>Members</b>	<b>Officers</b>
<b>400 or more signatures</b>	<b>All Petitions</b>	<b>10 signatures or less / All petitions</b>
<p>The full Council will automatically receive any petitions containing 400 or more signatures (except those relevant to separate processes - Planning/Licensing/etc.).</p> <p>The formal Petitions Scheme details how the Council will consider the representations of the Lead Petitioner. They may link this to other Council involvement processes, such as the Deputations process, if they choose.</p> <p>In all such cases the Mayor / Council will seek to put Petitioners at their ease, in the unfamiliar circumstances of a very formal Council meeting.</p>	<p>Relevant Members will receive copies of Petitions as they are received at the Town Hall:</p> <ul style="list-style-type: none"> <li>• Relevant Portfolio Holder(s)</li> <li>• Relevant Chair(s)</li> <li>• Ward Members.</li> </ul> <p>Their role will be to act as go-betweens or advocates for petitioners to whatever extent they feel appropriate in the circumstances (which may include 'not at all').</p> <p>Note: different conditions will apply in the case of petitions relating to Quasi-Judicial functions – Planning, Licensing , Appeals, etc.</p>	<p>Officers will receive copies of all Petitions relevant to them.</p> <p>Officers' role is to take whatever steps are appropriate in the circumstances to respond to the petition:</p> <ul style="list-style-type: none"> <li>• Acknowledge its receipt, and detail its (likely) treatment.</li> <li>• Keep lead Members apprised as to the action being, or to be, taken.</li> <li>• To take whatever steps are appropriate within Officers' Delegated Powers.</li> </ul> <p align="center">OR</p> <ul style="list-style-type: none"> <li>• If formal Members decisions are required, or requested by lead Members, to prepare relevant reports for Committee.</li> </ul>

O&S I	O&S II	EXECUTIVE
<p><b>11 - 399 signatures – <u>Procedure Monitoring</u></b></p>	<p><b>200 + signatures – <u>Calling Senior Officers to Account</u></b></p>	<p><b>As and when relevant – <u>Decision Making</u></b></p>
<p>O&amp;S will automatically receive any Petition over the ‘Officer’ level of 10 signatures (except those relevant to separate processes - Planning/Licensing/etc). <u>O&amp;S’ role</u> is to consider whether the action taken, or proposed, is appropriate and proportionate to the issues. Updates will be provided to assist Members to assess this. As O&amp;S is not a decision-making body, it is not intended that they should attempt to directly resolve issues themselves. However, they may wish to make recommendations or representations to the Executive Committee, to Officers, or elsewhere. Some petitions may also suggest areas for possible O&amp;S review.</p> <p>Consideration will normally be in public session, so petitioners may attend, though there is <u>no expectation that they must</u>. In appropriate circumstances, the Chair may wish to consider inviting the Petitioner(s) to speak.</p>	<p>Alternatively Petitions of 200 signatures or more will trigger a meeting at which a Senior Council Officer may be ‘called to account’.</p> <p><i>(No such cases to date - Procedures to be developed.)</i></p>	<p>Executive Committee will receive reports on petitions <u>as &amp; when necessary</u> for decision-making purposes.</p> <p>These reports will be prepared by Officers in the normal way, although timescales may sometimes require urgent treatment to hit appropriate timescales for decisions.</p> <p>Public participation will be at the discretion of the Leader, as Exec Committee Chair, and subject to appropriate circumstances.</p> <p>In all such cases the Leader / Committee will seek to put Petitioners at their ease, in the unfamiliar circumstances of a formal Committee meeting.</p>