

## PETITIONS SCHEME

1. The County Council welcomes petitions and recognises them as an important way people can let us know their concerns.
2. Petitions must be about issues that affect Nottinghamshire and be relevant to the services provided by the County Council.
3. To send us a petition you must contact your local County Councillor to act as your representative to present the petition to a meeting of the County Council. You can find your local Councillor here:

<http://www.nottinghamshire.gov.uk/council-and-democracy/councillors/contact-a-councillor>.

4. County Council meetings take place on a regular basis. Dates and times can be found here:

<http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>

- 3-5. Your County Councillor will talk you through the process for submitting a petition. The petition should be handed over to a County Councillor at least 2 working days before the meeting that you would like it presented to.

- 4-6. If you prefer, you can send your petition to Democratic Services at County Hall, who will ensure it is directed to your local County Councillor. Receipt of the petition will be acknowledged to the petition organiser.

## WHAT ARE THE GUIDELINES FOR SUBMITTING A PETITION?

- 5-7. Petitions submitted to the County Council should include a clear and concise statement covering the subject of the petition. The petition should state:

- a. what action the petitioners wish the Council to take
- b. the name, post code and signature of any person supporting the petition (minimum of 10 signatures required)

- 6-8. Other procedures apply if the petition is about:-

- a. a planning, licensing and rights of way matter, which would be considered as part of that process. You may be able to speak at the committee meeting which considers the matter. More information on this can be found at <http://www.nottinghamshire.gov.uk/planning-and-environment/planning-applications/what-happens-in-a-planning-meeting>
- b. formal consultation responses, for example the Council's annual budget, when the petition would be considered as part of the budget consultation process

c. a statutory petition (for example requesting a referendum on the County Council's governance arrangements)

d. a matter where there is an existing right of appeal, as the decision does not sit with the Council.

7.9. If you are considering submitting a petition regarding a highways matter, there may be an alternative process for the issue you wish to raise. For example, a residents parking scheme proposal can be submitted online. Information can be found at <http://www.nottinghamshire.gov.uk/transport/roads/make-a-new-highways-request>

8.10. If a petition is judged by the Monitoring Officer, in consultation with the relevant [Cabinet Member committee chairman](#), to be vexatious, abusive or otherwise inappropriate, or if it does not follow the guidelines set out in the scheme, the County Council may decide not to do anything further with it. In such cases, we will write to you to explain the reasons.

9.11. Petitions must be accompanied by contact details – including an address – for the petition organiser. This is the person we will contact to explain how we will respond to the petition. In providing this information, the lead petitioner will only be contacted in relation to the petition and their information will not be used for any other purpose.

10.12. Your petition must be signed by at least nine other people from a different address and everyone signing the petition must provide their name, post code and signature. This information may be checked by the County Council. The information will only be used in relation to consideration of the petition and not for any other purpose.

## E-PETITIONS

11.13. The County Council welcomes e-petitions. E-petitions must follow the same guidelines as paper petitions.

## WHAT WILL THE COUNCIL DO WHEN IT RECEIVES MY PETITION?

14. The local County Councillor will formally present the petition in public at a meeting of the County Council. The Vice-Chairman of the County Council may present the petition if it concerns more than one electoral ward. The petition will then be passed to the appropriate [Cabinet Member committee](#) to provide a response [to the petition organiser](#). ~~Members of the public are entitled to attend Committee meetings unless exempt information is being discussed. We will confirm the committee's response to the petition organiser. We will also report~~

15. [The response to a petition will depend on what a petition asks for. Initially the petition will be assessed in accordance with any Council policies, procedures and legislation requirements that may apply, and a response to the petition will be provided.](#)

16. If further steps are needed in order to respond to the petition these may include:

- a. Considering the petition at a Council meeting
- b. Undertaking research into the matter
- c. holding a meeting with Officers
- d. holding a meeting/consulting with stakeholders
- e. holding a meeting with the petitioners
- f. referring the petition for consideration by the relevant Overview or Select Committee who are responsible for scrutinising the work of the Council.

~~42.17.~~ tThe response to the petitioner will be reported to Full Council.

## **PRIVACY**

~~43.18.~~ Nottinghamshire County Council is committed to protecting your privacy and ensuring all personal information is kept confidential and safe – for more details see <http://www.nottinghamshire.gov.uk/global-content/privacy>

Agreed by Governance and Ethics Committee – 26<sup>th</sup> September 2018  
Scheme updated at Governance and Ethics Committee - 9<sup>th</sup> June 2022