

- b) Raise the matter with your local County Councillor and ask him/her to take up the matter on your behalf (more details are at <https://www.leicestershire.gov.uk/about-the-council/how-the-council-works/councillors-and-conduct/find-your-county-councillor>).

What are the guidelines for submitting a petition?

8. Petitions submitted (whether by post or online) to the Council must:

- have a clear and concise statement setting out the subject of the petition and the action the County Council is being asked to take in response (i.e. either do something or stop doing something). Each page of the petition should include the statement as evidence each signatory has read and understood it;
- contain the name, signature and qualifying address (residential, work, or study (as applicable) in Leicestershire) of any person supporting the petition. E-petitions should also include signatories' email addresses;
- have full contact details of the petition organiser (lead petitioner). This is the person we will contact to explain how we will respond to the petition. This should be where they live, study or a business address within Leicestershire. If the petition does not identify a petition organiser, we will contact the first signatory on the petition to agree who should act as the petition organiser. These details will not be placed on the website;
- have a minimum of 100 signatures;
- be received by the Chief Executive's Department eight clear days before the relevant meeting at which it is to be presented, if it is to be considered at a meeting.

Exceptions to the Petitions Scheme

9. The following will not be accepted as petitions within the scope of the scheme:

- Submissions which are vexatious, abusive or otherwise inappropriate;
- Submissions relating to matters which would usually be dealt with through the corporate complaints process;
- Submissions that are substantially similar to a petition considered by the County Council within the last six months;
- Issues raised by staff related to their employment;
- Petitions that are handled through alternative means or where other procedures apply, such as those referring to:
 - i. Planning Applications;

- If the petition has less than 100 signatures, a written response will be provided within 56 days (2 months) following acknowledgement of the petition. As petitions of this size do not qualify under this Scheme, the matter will then be deemed to be dealt with.
- If the petition has more than 100 signatures and relates to an issue in a single electoral division, where possible a written response will be provided within 28 working days following acknowledgement of the petition. If it is not possible to respond in that timeframe, the lead petitioner will be notified of the reasons for this. The response will be copied to the Chairman and Spokesmen of the relevant Commission, Committee or Board. If the lead petitioner and/or one or more of the relevant elected members feel that the petition has not been dealt with properly they can ask for the matter to be referred to the relevant Commission, Committee or Board for consideration.

Referral to the relevant Committee or Board.

17. Petitions with more than 1000 signatures and affecting two or more electoral divisions can be considered by the relevant Commission, Committee or Board. The Lead Petitioner can, however, choose to have the petition dealt with by the Service Director, following consultation with the Cabinet Lead Member and Local Member, where appropriate, should they prefer.
18. Petitions relating to an issue that affects a single electoral division will not be considered at a meeting unless they have 10,000 or more signatures, in which case the relevant Commission, Committee or Board will be asked for its views prior to the matter being considered by the full Council (see paragraph 21 below).
19. If the lead petitioner chooses for the matter to be referred to the relevant Commission, Committee or Board, it will be considered at the next available meeting (where that meeting is more than 10 working days from the date the petition is received). Alternatively, if the matter of the petition is already on the work programme the Lead Petitioner will be invited to the meeting to submit representations about their petition under the agenda item it relates to.
20. When presenting a petition at a meeting, the Lead Petitioner, or their local County Councillor (if preferred) will be asked to read the wording of the petition and state the number of signatories. The Chairman of the meeting can invite the Lead Petitioner to explain the background to the issue where he/she believes it would be helpful to do so. Please note that you will not be able to join in the subsequent debate at the meeting.
21. The meeting will discuss the matter raised in the petition. If the meeting is more than 28 days following receipt of the petition, the Service Director will present a report responding to the petition. Otherwise, Members can request a report outlining the response to be submitted to the next meeting. Once the

Commission, Committee or Board has all the necessary information, it will come to a view as to how the petition should be addressed.

22. A maximum of two petitions can be submitted to the Commission, Committee or Board at any one time.

Referral to full Council

23. If a petition has been signed by at least 10,000 persons living, working or studying in the Authority area, or if a County Council body decides it is appropriate, the petition will be debated by the full Council. This means that the issue raised in the petition will be discussed at a meeting which all councillors can attend. The Council will consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting.
24. Councillors will discuss the petition and the Council will decide how to respond to it at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example, by a relevant scrutiny committee. Where the issue is one on which the Cabinet is required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The Cabinet itself may propose a response to the Council when the petition is considered. The lead petitioner will receive written confirmation of the Council's decision. This confirmation will also be published on our website.

What can I do if I feel my petition has not been dealt with properly?

25. If you feel that we have not dealt with your petition properly, the lead petitioner has the right to request that the Council review the steps taken in response to the petition. The lead petitioner will be required to provide an explanation of the reasons why the petition has been dealt with is not considered to be adequate. The Council will consider the request and respond accordingly within 10 working days. Any request for an review should be submitted to Democratic Services by emailing democracy@leics.gov.uk.

[end of Part 10]

email address, the second or further signatories are invited to indicate in writing (contact details below) that they support the petition.

Please note, once a petition has been received and verified, no further signatures will be accepted.

Data Protection

The details you give us are needed to validate your support for the e-petition and is the same information you would be required to give for a paper petition, but these details will not be published on the Council's website. The Council will not contact you unless you are the lead petitioner, or it needs to clarify matters regarding the specific petition you have submitted/signed. Your details will not be passed on to any third party.

Contact Details

To discuss submitting an e-petition or for further general information and advice, you can contact the Democratic Services Section via:

- email: democracy@leics.gov.uk;
- or
- telephone: 0116 305 6036
- or
- write to:

Head of Democratic Services
Room 200A, Chief Executive's Department
County Hall, Glenfield
Leicestershire,
LE3 8RA

NOTE

1. The Council reserves the right to refuse to accept any e-petition that is frivolous, vexatious, discriminatory or otherwise inappropriate. However, the Democratic Services Section will, where possible, suggest to the lead petitioner an amended form of words that is considered acceptable.
2. The Council accepts no liability for the content of petitions on the Council's webpages. The views expressed should not be considered as those of the Council.

[end of Guidance for E-Petitions]