



## Guidance for E-Petitions

### **Who can submit an e-petition?**

If you live, work or study in Leicestershire and/or receive a service provided by the County Council you can organise an e-petition and the County Council will consider the matter.

### **What issues can my e-petition relate to?**

A petition should involve a call for action and be relevant to some question over which the Council has authority, relates to a service provided by NHS Leicestershire County and Rutland or which otherwise affects the County.

### **Who can sign an e-petition?**

Anyone who lives, works or studies in Leicestershire and/or receives a County Council service can sign an e-petition. You will need to be a registered user of the County Council's online Political Management System and provide your name, residential/work/study address, and valid email address for verification purposes.

### **How do I start an e-petition?**

When starting an e-petition, access the e-petitions homepage (<http://politics.leics.gov.uk/mgepetitionlistdisplay.aspx>) and select the 'Submit a new e-petition' option.

You will be prompted to do one of the following:

- register as a new user by submitting your contact details and creating a user name and password. In order that we can ascertain you are a 'real user' you will be required to enter a validation code of letters/numbers at the bottom of the registration form and, having submitted your details, be requested to validate your account via a link sent to your registered email address;
- If an existing user, simply type in your user name and password.

Then enter a title and the system will automatically check against existing e-petitions to allow you to see if a similar one has been received recently. You will then need to fill in the online form.

## **What information should my e-petition contain?**

Your e-petition will need to include the following:

- Subject matter;
- A statement setting out what action you would like the Council to take;
- A short name, in order to generate a direct weblink to the e-petition – e.g. by typing 'road' this would generate [politics.leics.gov.uk/road](http://politics.leics.gov.uk/road) as a weblink.

Your petition will then be submitted to the Democratic Services Section of the Chief Executive's Department. A member of staff will then contact you prior to the petition being signed off and going live on the system. Your local County Councillor and the Director of the relevant Department concerned will be notified of the details of the petition.

## **What happens to an e-petition that has been submitted?**

An officer from the Democratic Services Section will contact the lead petitioner to discuss when you wish your e-petition to go live on the website and also the appropriate time for when you wish to stop collecting signatures. Following the end date for signatories the lead petitioner can choose to have the e-petition presented to:-

- meetings of the Scrutiny Commission, Scrutiny Committees, the Development Control and Regulatory Board, and Highway Forums but not Cabinet or full Council (unless support is so significant it has gained over 10,000 signatures - which then triggers a debate at full Council);

or

- directly to the Chief Officer of the relevant Department.

Further details regarding the presentation of petitions can be found at: [http://www.leics.gov.uk/council\\_public\\_involvement.htm](http://www.leics.gov.uk/council_public_involvement.htm).

## **Can I still submit a paper petition?**

Yes, paper petitions can still be submitted via your local County Councillor or directly to the Chief Executive (see contact details below).

Petitioners can gather names in both paper and online forms, although repeat names will be removed. Where a dual exercise occurs, both forms of petition should be run for the same period of time and must be submitted together. Please inform Democratic Services if you intend to do this.

## How do I sign an active e-petition?

Anyone wishing to sign an e-petition has to click on a link on one of the Active Petitions via the homepage (<http://politics.leics.gov.uk/mgepetitionlistdisplay.aspx>).

Unless you are already a user and can log on to the system with your existing user name and password you will be prompted to register as a new user with your contact details (and, so we can ascertain you are a 'real user', enter a validation code of letters/numbers at the bottom of the registration form). As a new user you will then be requested to validate your account via a link sent to your registered email address before being able to sign the petition. You will only be allowed one signatory per email address to ensure that the process is not abused. Where people share the same email address the second or further signatories are invited to indicate in writing (contact details below) that they support the petition.

## Data Protection

The details you give us are needed to validate your support for the petition but will not be published on the website and is the same information you would be required to give for a paper petition. 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

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

- email: [democracy@leics.gov.uk](mailto:democracy@leics.gov.uk);
- or
- telephone: 0116 305 6036
- or
- write to:

Head of Democratic Services and Administration  
Room 213, Chief Executive's Department  
County Hall, Glenfield  
Leicestershire,  
LE3 8RA

## NOTE

The Council reserves the right to refuse to accept any e-petition that is considered to be frivolous, vexatious or discriminatory. However, Democratic Services Section will, where possible, suggest to the lead petitioner an amended form of words that is considered acceptable.

The Council accepts no liability for the content of petitions on these webpages. The views expressed should not be considered as those of the Council.