

PETITIONS PROTOCOL

1. Any petition (excluding a petition received in response to a Planning application or a Licensing matter) should be received by a Member, Chief Executive, Corporate Director or Corporate Lead Officer.
2. Any petition received by a member of staff or Member should be immediately forwarded to the relevant Corporate Director, or in his / her absence, the relevant Corporate Lead Officer for the topic in question.
3. The relevant Cabinet Member (and local Member where appropriate) should be made aware of the petition.
4. The relevant Corporate Director / Corporate Lead Officer will acknowledge receipt of the petition within two working days of receipt and forward a copy of the front sheet of the petition, together with an estimate of the number of signatories, to the Chief Executive and to the Head of Democratic Services. The Head of Democratic Services shall maintain a register of all petitions received.
5. The relevant Corporate Director / Corporate Lead Officer will report receipt of the petition to the next available Cabinet meeting and will retain custody of the original petition. The exact wording of the petition title will be reported to Cabinet, along with number of petitioners. This information will appear on the Cabinet agenda.
6. The relevant Corporate Director / Corporate Lead Officer will take the petition into account in making any delegated decision and will refer to it in any report to Cabinet or Council (as appropriate) regarding the topic in question.

NOTE

Petitions should be acknowledged by writing to the first signatory to the petition, or to the person submitting the petition if it is accompanied by a covering letter.