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## **CHANGING THE PETITIONS SCHEME TO A PROTOCOL**

To: **Constitutional Review Working Party – 21 August 2013**  
By: **Corporate and Regulatory Services Manager**  
Classification: **Unrestricted**  
Ward: **All Wards**

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**Summary:** This report asks the Constitutional Review Working Party to recommend that the Council’s petitions scheme is moved from the Council Procedure Rules and included with the Council Protocols.

### **For Decision**

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#### **1.0 Introduction and Background**

1.1 Currently the Council’s adopted Petitions Scheme resides within the Council Procedure Rules. As it is something of a blend between a Protocol and a Procedure Note, it proposed that the detail of the Scheme is located with the other Council Protocols at Part 5 of the Constitution.

#### **2.0 The Current Situation**

2.1 Currently Council Procedure Rules 12.0 – 12.9 cover the Council’s Petitions Scheme and explain how members of the public can submit petitions to the Council, the rules around what makes a petition valid and what the Council will do with a petition when it is received.

2.2 The Monitoring Officer recommends that Council Procedure Rules 12.0-12.9 which sets out the detail of the current adopted Petitions Scheme and how it operates should be moved from their current location and located with the adopted Council Protocols within Part 5 of the Constitution. It is important to point out that as a result of this move, the Scheme would not change in anyway. It does not need to be renamed either and can sit in Part 5 labelled as the Council’s Petitions Scheme and also displaying the date of adoption by full Council.

2.3 The Monitoring Officer therefore recommends that the following paragraph replaces paragraphs 12.0 – 12.9 in the Council Procedure Rules section of the Constitution.

##### **“12.0 Petitions from the Public**

The Council will receive, accept and deal with petitions from members of the public in accordance with the requirements of any Petitions Scheme from time to time adopted by the Council. The Council’s current Petitions Scheme is included in Part 5 of the Council’s constitution.”

2.4 Moving the Petitions Scheme to the Protocols section of the Constitution will ensure that the Council Procedure Rules are more accessible.

#### **3.0 Corporate Implications**

##### **3.1 Financial and VAT**

3.1.1 There are no financial implications of this report.

## 3.2 Legal

- 3.2.1 Any changes to the Council's Constitution must be agreed by Full Council after being considered by both the Constitutional Review Working Party and the Standards Committee

## 3.3 Corporate

- 3.3.1 The Council's constitution is its rulebook and by moving the Petitions Scheme from the Council Procedure Rules to the Protocols will make the Council Procedure Rules more accessible.

## 3.4 Equity and Equalities

- 3.4.1 There are no equity or equality issues

## 4.0 Recommendation(s)

- 4.1 That paragraphs 12.0 to 12.9 of the Council Procedure Rules be moved to Part 5 of the Council's constitution and the following new paragraph 12.0 be added.

### "12.0 Petitions from the Public

The Council will receive, accept and deal with petitions from members of the public in accordance with the requirements of any Petition Scheme from time to time adopted by the Council. The Council's current Petition Scheme is included in Part 5 of the Council's constitution."

## 5.0 Decision Making Process

- 5.1 Any changes to the Council's Constitution must be agreed by Full Council after being considered by both the Constitutional Review Working Party and the Standards Committee

### ***Future meetings***

Standards Committee:	4 September 2013
Council:	3 October 2013

Contact Officer:	Harvey Patterson, Corporate and Regulatory Services Manager
Reporting to:	Sue McGonigal, Chief Executive

### **Annex List**

<i>None</i>	
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### **Background Papers**

<b>Title</b>	<b>Details of where to access copy</b>
<i>None</i>	

### **Corporate Consultation Undertaken**

Finance	N/A
Legal	N/A