

**Composition:**

The Petitions Committee will comprise 6 Elected Members, currently on the following basis:

- 2 Labour Members
- 2 SNP Members
- 2 Conservative Members

The Petitions Committee will have a Chair from its composition, determined by the membership of the Committee.

**Business:**

The Petitions Committee will be responsible for hearing petitions raised by members of the public (with the exception of Elected Members). Petitions are dealt with in line with the Procedure for Dealing with Petitions.

Valid petitions will be heard by the Committee who can take one of the following actions for each petition:

- No action;
- Pass the petition to the relevant Director or other Council Committee to look into, with or without any specific recommendation; or
- If the petition relates to another public organisation, the Petitions Committee can refer it to that organisation with or without any specific recommendation.

The Petitions Committee cannot change Council decisions, although the Petitions Committee can request a review of a policy or procedure.

**Frequency of meetings:**

The Petitions Committee will normally meet on a six weekly cycle (subject to breaks for the summer recess, Christmas/New Year holidays and school holidays).

The Council will decide on the schedule of meetings for the Petitions Committee, usually on a rolling annual basis which will be published.

**Quorum:**

The quorum for meetings of the Petitions Committee will be 3 Councillors.

**Minutes:**

The Minutes of the Petitions Committee will be recorded by the Officer clerking the meeting and submitted to the next ordinary meeting of the Committee for approval. They will also be submitted to the Council both for information and to allow the Council to consider any recommendations contained in them. Meetings of the Standards Committee will also be audiocast subject to the exemptions contained within the Local Government (Scotland) Act 1973.