

MIDLOTHIAN COUNCIL - PROCEDURE FOR DEALING WITH PETITIONS

1 Introduction

- 1.1** Petitions allow you to raise issues with us, either as an individual or on behalf of an organisation. Councillors cannot send us petitions but everyone else can. We will consider your petition as long as it keeps to the following procedures.
- 1.2** We will consider petitions at meetings of our Petitions Committee which are open to you and the press.

2 The Role of the Petitions Committee

- 2.1** The Petitions Committee will consider each petition, listen to you, ask you questions and take one of the following actions for each petition.
- No action, in which case we will give you the reasons.
 - Pass the petition to the relevant director or other Council Committee to look into, with or without any specific recommendation.
 - If the petition relates to another public organisation, we may pass it on to that organisation with or without any specific recommendation.
- 2.2** The Petitions Committee cannot change Council decisions, although they may ask for us to review a policy or procedure.

3 Valid Petitions

- 3.1** Petitions should be about what we are doing or issues that are relevant to you. They can be about services provided by other organisations such as the police and health services, although the Petitions Committee has a limited say in what these organisations do.
- 3.2** You cannot make petitions for the following:-
- Petitions about complaints or issues that should go through our normal procedures.
 - Petitions about individual planning, licensing or other applications (including decisions we have already made) where there are already procedures.
 - Petitions about personal or business interests.
 - Petitions about complaints about the behaviour of individual officers or councillors which should go through the normal procedures.
 - Petitions about employees' terms and conditions of employment which should go through the normal procedures.

- Petitions which could be defamatory (contain information which is not true), discriminate against someone or contain offensive or inappropriate language.
- Petitions which accuse someone of breaking the law or codes of practice.
- Petitions which are, or are from petitioners who are, trying to cause trouble.
- Petitions which are the same or are very similar to petitions the board have already considered in the last 12 months.
- Petitions about any decision we have made, or decisions a board, committee, joint committee or officer has made in the last six months.
- Petitions which support any political parties.

4 Format of Petitions

You should send in petitions using the template which we include in the appendix to this document. If you are sending us a petition, you must be an individual or an organisation and will need to provide the following information. You are known as the main petitioner.

- You should include your details including your name, address, phone number and e-mail address.
- You should include the text of the petition, which should clearly show the issue and what you want us to do.
- You should include any extra information you have to support the petition on no more than four sides of A4 paper.
- You should include any action already taken to deal with the issue.
- Please also list the names of other petitioners, if there are any.

5 How are Petitions dealt with?

- 5.1** Our Head of Customer Services will check all petitions to make sure that they keep to our procedures. We will pass all valid petitions to the Petitions Committee. We will prepare a summary report for the Committee about any petitions that don't keep to the terms of these procedures. The board will then decide whether or not these petitions are valid.
- 5.2** If there is any missing information, such as no contact address, we will speak to you about this and the terms of your petition to bring it in line with the procedures.
- 5.3** We will tell you if your petition is valid and give you a reference number. We will give you five working days' notice of the date of the meeting where we will consider your petition.

- 5.4** Depending on the rules about access to information, we will consider all petitions in public. We will ask you to make a statement (that lasts no longer than 10 minutes) to support your petition. You can bring one supporter to speak on your behalf. You and/or your supporter should be prepared to answer questions from the Petitions Committee.
- 5.5** The Petitions Committee can stop you or your supporter speaking if you talk about something which would have made the petition invalid if it was included in the petition, or if you behave in an inappropriate way when you present your petition or statement.
- 5.6** The Petitions Committee can consider two or more petitions together if they are similar or if they deal with the same subject. You will be told beforehand about this and will be asked to make either joint statements or individual statements for each petition.
- 5.7** Where appropriate, our officers will be present to provide any information about the petition that may be necessary.
- 5.8** The Petitions Committee will reach a decision about the petition at the meeting and this will be confirmed in writing. The Committee can take longer to consider a petition if they are waiting for more information.
- 5.9** The procedures depend on our standing orders which deal with how we organise our meetings.

6 Annual Report

We will put details about each petition the Petitions Committee has considered on our website. The Committee will also consider in its annual report the petitions considered and the results achieved.

7 Reviewing procedures

The Petitions Committee will review these procedures every year.

8 Can we help?

This procedure is available in Braille, in large print, on computer disk, on audio tape or in other languages. If you need the procedure in one of these formats or if you need help filling in the form, please contact:-

Petitions Staff
 Legal and Secretariat Section
 Midlothian Council
 Midlothian House
 Buccleuch Street
 Dalkeith
 EH22 1DN
 Telephone: 0131 271 3156
 Email: petitions@midlothian.gov.uk

MIDLOTHIAN COUNCIL – FORM TO BE USED TO LODGE A PETITION

Before completing this form you should read Midlothian Council's "Procedures for Dealing with Petitions" which can be found on the Council's website at www.midlothian.gov.uk/petitions Copies can also be obtained by telephoning the Council Secretariat on 0131 271 3156.

The completed form should be delivered:-

- by email to petitions@midlothian.gov.uk; or
- by mail or by hand to Petitions Staff, Council Secretariat, Corporate Resources Division, Midlothian Council, Midlothian House, Buccleuch Street, Dalkeith, EH22 1DN.

If you require any further information or advice, please contact the Petitions Staff, Council Secretariat by telephoning 0131 271 3156.

Details of Principal Petitioner

Please enter the name of person raising the petition. Please include a contact address to which correspondence may be sent and a contact telephone number. Only the principal petitioner's name and no other details will be made public.

| | |
|-----------------|--|
| Name: | |
| Address: | |
| | |
| | |
| | |
| Tel No: | |
| e-mail: | |

Petition Statement

Please state clearly the purpose of your petition and what action you wish Midlothian Council to take.

Action taken to resolve issues of concern before submitting the Petition

Before a petition is submitted, you may have already raised the issue in question with the relevant Council department or other agency and it would be helpful if you could briefly outline what measures if any you have taken. This could include, for example, details of any individuals or organisations approached. Please limit any information to no more than 4 sides of A4 paper.

Presenting your Petition

As the principal petitioner you will be invited to appear before the Council's Petitions Committee to speak in support of the petition and also to answer any questions which members of the Committee may wish to put to you and assist them in reaching their decision.

You may be accompanied by one supporter who may speak on your behalf.

Signature of Principal Petitioner

When satisfied that the petition meets all the criteria outlined in the Procedures for Dealing with Petitions, the Principal Petitioner should sign and date the form in the box below.

All other signatures gathered should be appended to the form.

Signature

Date

(Please type your name if sending by e-mail)

Name in block capitals

(Please type your name if sending by e-mail)

Appended Information

Please ensure that the following items are appended to this form:-

- Other signatories to the petition (if any)
- Copies of relevant correspondence
- Any additional information for consideration

Submission

Please submit this form and attachments, by mail or in person, to:-

Petitions Staff
Council Secretariat
Midlothian Council
Midlothian House
Buccleuch Street
Dalkeith
EH22 1DN

or by email to **petitions@midlothian.gov.uk**