

## MODEL PETITION SCHEME

THURSDAY, 13 MAY 2010

### DECISIONS

Set out below is a summary of the decisions taken at the Policy & Performance Portfolio Holder's Meeting held on Thursday, 13 May 2010. Decisions made by the Portfolio Holder will be subject to call-in. Recommendations made to the Cabinet or to the Council are not subject to call-in. The wording used does not necessarily reflect the actual wording that will appear in the minutes.

If you have any queries about any matters referred to in this decision sheet please contact Maggie Jennings.

#### 1. MODEL PETITION SCHEME

The Portfolio Holder, subject to the amendments made at the meeting,

##### (i) AGREED

- (a) to adopt the draft Petition Scheme in respect of executive functions,
- (b) that the Democratic Services Team Leader be designated as the Petitions Officer and be instructed to report annually to the relevant Portfolio Holder on the operation of the Scheme;
- (c) that the relevant Portfolio Holder, based upon the topic of the petition, will receive Ordinary Petitions for decision, but that the Portfolio Holder may refer a petition to Cabinet if s/he felt that it raises wider issues or is outside the powers delegated to the Portfolio Holder;
- (d) that the Group Leaders / Convenors and relevant ward Councillor(s) be provided with a copy of each petition within 5 working days of receipt, at the same time as it is put on the Petitions Site on the Council website and that all Members and relevant officers be advised of its receipt;
- (e) that the Chief Executive be instructed to incorporate the Petition Scheme in the Council's Constitution and make consequential amendments;
- (f) that a maximum of 30 minutes be allowed at any meeting for discussion of a petition, but that this can be extended by the Chairman when appropriate; and, where a decision or response is not reached at a meeting, that the petition stand referred to the relevant Portfolio Holder to respond; and
- (g) that the Democratic Services Team Leader undertake immediate investigation of alternative software provision, including the possibility of an in-house solution, in consultation with the Head of ICT and the Policy and Performance Portfolio Holder, and

- (ii) **RECOMMENDED TO COUNCIL** the adoption of the Petition Scheme in respect of non-executive functions.