

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of the Policy and Performance Portfolio Holder's Meeting held on  
Thursday, 13 May 2010 at 11.00 a.m.

Portfolio Holder: Tom Bygott

### **Councillors in attendance:**

Scrutiny and Overview Committee monitors:

Scrutiny and Overview Committee monitors  
and Opposition spokesmen:

Opposition spokesmen: Hazel Smith

Also in attendance: Sue Ellington, Ray Manning and Tim Wotherspoon

### **Officers:**

Holly Adams

Maggie Jennings

Democratic Services Team Leader

Democratic Services Officer

## **26. DECLARATIONS OF INTEREST**

None

## **27. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 11 March 2010 were agreed as a correct record.  
There were no matters arising.

## **28. MODEL PETITION SCHEME**

In order to reflect new legislative requirements contained in the Local Democracy, Economic Development and Construction Act 2009, the Council's existing petition scheme required updating. The Act states that by 15 June 2010, every local authority must have adopted a Petition Scheme, which sets out how it will handle petitions, and by 15 December 2010 every local authority must have an on-line petition facility.

Consideration was given to the draft scheme and as a result of the ensuing discussion the following amendments were made:

Procedural Guidance

### **Definition**

Para 1 – lines 2 and 5, replace 20 with 100

### **Scope**

Para 2.1 – line 4, insert *or influence* after the word *responsibility*

Para 2.3 – line 1, replace 20 with 100

Para 6.1 – line 2, insert the words *or is broadly similar in intent*, after the word *matter*

Para 8 – line 1, insert the words *will be made* after the word *criteria* and line 2/3 delete the words *shall be final*.

### **Types of Petition**

Para 9.4 – line 2, replace 50 with 500

Para 9.5 – line 4, replace 50 with 500

### **Procedure**

Para 29 – line 1, delete the word *outcome* and replace with *procedure*

The Portfolio Holder, subject to the above amendments,

#### **(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.

### **29. FORWARD PLAN**

The contents of the Forward Plan were **NOTED**.

### **30. DATE OF NEXT MEETING**

It was **NOTED** that the next meeting would be held at 11am on 20 July 2010.

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**The Meeting ended at 12.19 p.m.**

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