

***Tendring***  
***District Council***



# **PETITIONING SCHEME**

**RESPONDING TO OUR  
COMMUNITIES**



# Petitions

The council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. All petitions sent or personally delivered to the council will receive an acknowledgment of receipt from the council within 5 working days.

We will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition.

Petitions can be sent to:

Chief Executive  
Tendring District Council  
Town Hall  
Station Road  
Clacton on Sea  
CO15 1SE

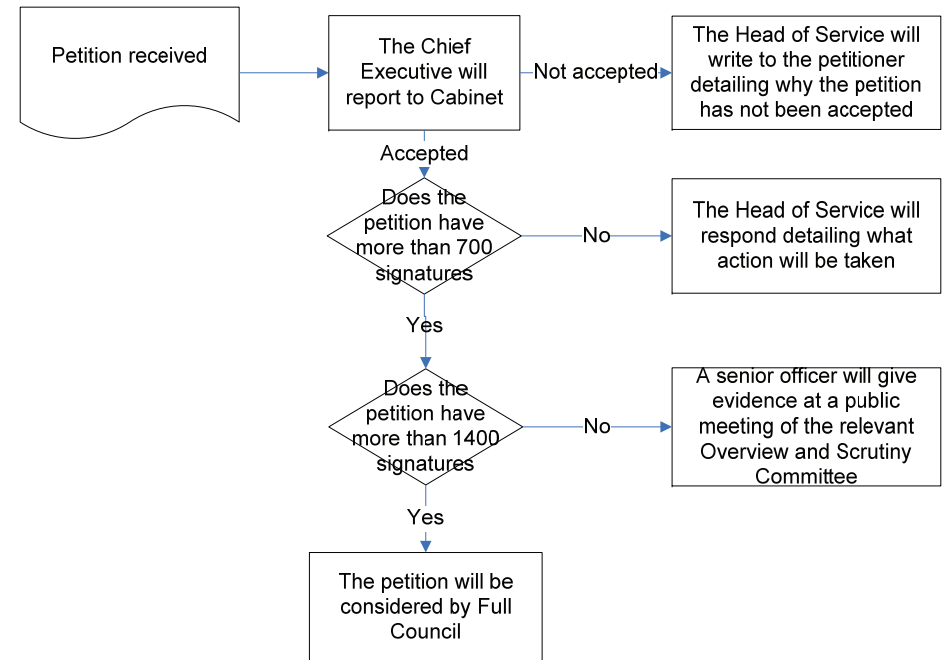
Or be created, signed and submitted online by following this link  
[www.tendringdc.gov.uk](http://www.tendringdc.gov.uk)

Petitions can also be personally delivered to a meeting of the council, dates and times can be found [here](#).

If you would like to personally deliver your petition to the council, or would like your councillor or someone else to present it on your behalf, please contact Ian Ford 01255 686584 at least 10 working days before the meeting and he will talk you through the process.

If your petition has received 1400 signatures or more it will also be scheduled for a council debate ([link to full Council debates section](#)) and if this is the case we will let you know whether this will happen at the same meeting or a later meeting of the council.

# Overview of process



## What are the guidelines for submitting a petition?

Petitions submitted to the council must include:

- a clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the council to take
- the name and address and signature of any person supporting the petition.

Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person we will contact to explain how we will respond to the petition. The contact details of the petition organiser will not be placed on the website. If the petition does not identify a petition organiser, we will contact the first signatory to the petition to agree who should act as the petition organiser.

Cabinet will consider all petitions to determine whether they should be accepted. Vexatious, abusive or otherwise inappropriate petitions will not be accepted.

In the period immediately before an election or referendum we may need to deal with your petition differently – if this is the case we will explain the reasons and discuss the revised time-scale which will apply.

If a petition does not follow the requirements set out above, the council may decide not to do anything further with it. In that case, we will write to you to explain the reasons.



## What will the council do when it receives my petition?

Once the petition has been accepted by Cabinet we will notify the petition organiser by letter letting them know what we plan to do with the petition and when they can expect to hear from us again. Details will also be published on our website.

If we can do what your petition asks for, the letter may confirm that we have taken the action requested and the petition will be closed. If the petition has enough signatures to trigger a council debate, or a senior officer giving evidence, then the letter will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, we will tell you the steps we plan to take.

Where the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as council tax banding and non-domestic rates, the provisions of this scheme will not be followed as other procedures apply. Further information on all these procedures and how you can express your views is available here

[Planning](#)

[Licensing](#)

[Council Tax](#)

[Non domestic rates](#)

We will not take action on any petition which we consider to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in writing.

To ensure that people know what we are doing in response to the petitions we receive the details of all the petitions submitted to us will be published on our website, except in cases where this would be inappropriate. Whenever possible we will also publish all correspondence relating to the petition (all personal details will be removed).

## How will the council respond to petitions?

Our response to a valid petition will depend on what a petition asks for and how many people have signed it, and may include one or more of the following:

- taking the action requested in the petition
- considering the petition at a council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by one of the council's overview and scrutiny committees\*
- calling a referendum
- writing to the petition organiser setting out our views about the request in the petition

\*Overview and scrutiny committees are committees of councillors who are responsible for scrutinising the work of the council. Tendring District Council has three Overview and Scrutiny Committees which have the power to hold the council's decision makers to account.

In addition to these steps, the council will consider all the specific actions it can potentially take on the issues highlighted in a petition. The table overleaf gives some general examples.

If your petition is about something over which the council has no direct control (for example the local hospital or railway) we will consider making representations on behalf of the community to the relevant body. The council works with a large number of [local partners](#) and where possible will work with these partners to respond to your petition. If we are not able to do this for any reason (for example if what the petition calls for conflicts with council policy), then we will set out the reasons for this to you. You can find more information on the services for which the council is responsible [here](#).

If your petition is about something for which a different council has responsibility for we will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other council, but could involve other steps. In any event we will always notify you of the action we have taken.

Petition subject	Appropriate steps
Alcohol related crime and disorder	If your petition is about crime or disorder linked to alcohol consumption, the council will, among other measures, consider the case for placing restrictions on public drinking in the area by establishing a designated public place order. The council's response to your petition will set out the steps we intend to take and the reasons for taking this approach.
Anti-social behaviour (ASB)	<p>As the elected representatives of your local area, as social landlord and licensing authority, the council plays a significant role to play in tackling anti-social behaviour. The council, in conjunction with our partners in the local crime and disorder partnership have set out minimum service standards for responding to issues of anti-social behaviour, you can find more details about these standards <a href="#">here</a>.</p> <p>When responding to petitions on ASB, we will consider in consultation with our local partners, all the options available to us including the wide range of powers and mechanisms we have to intervene as part of our role as social landlord and licensing authority. For example, we will work with the neighbourhood policing team in the affected area to identify what action might be taken including what role CCTV might play, consider identifying a dedicated contact within the council to liaise with the community and neighbourhood partners on issues of ASB in the area in question and, where appropriate, we will alert the crime and disorder reduction partnership and the relevant overview and scrutiny committee to the issues highlighted in the petition.</p>
Under-performing health services	We will work with local health partners to consider the matter raised in the petition including, where appropriate, exploring what role the Local Involvement Network (LiNK) might have in reviewing and feeding back on the issue (the LiNK is run by local individuals and community groups and independently supported – their role to find out what people want in terms of local health services, monitor those services and to use their powers to hold them to account. The relevant overview and scrutiny committee will also be alerted to the petition and where the matter is sufficiently or potentially serious, the issue will be referred to them to consider for review.
Under-performing schools	We will work with Essex County Council to consider all the options available to secure improvements. The school improvement partner will play a pivotal role, challenging and brokering support for poorly performing schools. Measures available include issuing warning notices outlining expectations and timeframes for improvement, appointing additional Governors or establishing an interim executive board.

## **Full council debates**

If a petition contains more than 1,400 signatures it will be debated by the full council unless it is a petition asking for a senior council officer to give evidence at a public meeting. This means that the issue raised in the petition will be discussed at a meeting which all councillors can attend.

The council will endeavour to consider the petition at its next ordinary meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting. The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes. The council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee.

Where the issue is one on which the council executive are required to make the final decision, the council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website.

## **Officer evidence**

Your petition may ask for a senior council officer to give evidence at a public meeting about something for which the officer is responsible as part of their job. For example, your petition may ask a senior council officer to explain progress on an issue, or to explain the advice given to elected members to enable them to make a particular decision.

If your petition contains at least 700 signatures, the relevant senior officer will give evidence at a public meeting of the council's overview and scrutiny committee. You should be aware that the overview and scrutiny committee may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition – for instance if the named officer has changed jobs. The committee may also decide to call the relevant councillor to attend the meeting.

Committee members will ask the questions at this meeting, but you will be able to suggest questions to the chair of the committee by contacting Ian Ford on 01255 686584 up to five working days before the meeting.

## E-Petitioning

The council welcomes e-petitions which are created and submitted through our [website](#). E-petitions must follow the same guidelines as paper petitions. ([Link to paper petition guidelines](#))

The petition organiser will need to provide us with their name, postal address and email address. You will also need to decide how long you would like your petition to be open for signatures. Most petitions run for six months, but you can choose a shorter or longer timeframe, up to a maximum of 12 months.

When you create an e-petition, it may take five working days before it is published online. This is because we have to check that the content of your petition is suitable before it is made available for signature. If we feel we cannot publish your petition for some reason, we will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within 10 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.

When an e-petition has closed for signature, it will automatically be submitted to the Chief Executive. In the same way as a paper petition and you will receive an acknowledgement letter. If you would like to personally deliver your e-petition to a meeting of the council, please contact Ian Ford 01255 686584 within 10 working days of receipt of the acknowledgement.

A petition acknowledgement and response will be emailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgment and response will also be published on the Council's Website.

## How do I sign an E-Petition

You can see all the e-petitions currently available for signature here [\[website\]](#).

When you sign an e-petition you will be asked to provide your name, your postcode and a valid email address. When you have submitted this information you will be sent an email to the email address you have provided. This email will include a link which you must click on in order to confirm the email address is valid. Once this step is complete your 'signature' will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed it but your contact details will not be visible.

## What can I do if I feel my petition has not been dealt with properly?

If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that the council's overview and scrutiny committee review the steps that the council has taken in response to your petition. It is helpful to everyone, and can improve the prospects for a review if the petition organiser gives a short explanation of the reasons why the council's response is not considered to be adequate.

The committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting. Should the committee determine we have not dealt with your petition adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the council executive and arranging for the matter to be considered at a meeting of the full council.

Once the appeal has been considered the petition organiser will be informed of the results within five working days. The results of the review will also be published on our website

