

## PETITION SCHEME

<p>The Borough Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the Council will receive an acknowledgement from the Council within 10 working days of receipt. This acknowledgement will set out how the petition is to be dealt with. 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.</p>
<p>Paper petitions can be sent to:</p> <ul style="list-style-type: none"> <li>- Democratic Services, Tonbridge and Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling, ME19 4LZ</li> </ul>
<p>Alternatively, in electronic form if created, signed and submitted online by following the procedure set out on the Council's website.</p>
<p>Petitions can also be presented to a meeting of the Council. These meetings take place on a regular basis and dates and times are published by Notice and on the Council's website. To present a petition to the Council in person, or to request your Councillor or someone else to present it on your behalf, please contact our Democratic Services team on: <a href="mailto:committee.services@tmbc.gov.uk">committee.services@tmbc.gov.uk</a> at least 10 working days before the meeting for further advice.</p>
<p><b>What are the guidelines for submitting a petition?</b></p>
<p>Petitions submitted to the Council must include:</p>
<ul style="list-style-type: none"> <li>- a clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take;</li> </ul>
<ul style="list-style-type: none"> <li>- the name and address and signature of the persons supporting the petition; and</li> </ul>
<ul style="list-style-type: none"> <li>- a closing date should be set by the petition organiser. Where no closing date has been identified, the Borough Council will set this as six weeks from the date the petition was received.</li> </ul>
<p>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 Council's website.</p>
<p>If the petition does not identify a petition organiser, we will contact signatories to the petition to agree who should act as the petition organiser.</p>

<p>Petitions which are considered to be vexatious, abusive or otherwise inappropriate 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 timescale which will apply.</p>
<p>If a petition does not follow the guidelines 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.</p>
<p><b>What will the Council do when it receives my petition?</b></p>
<p>An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website.</p>
<p>If we can do what your petition asks for, the acknowledgement 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 or Cabinet debate (as appropriate depending on whether the matter relates to an Executive or Council responsibility), or a senior officer giving evidence, then the acknowledgment 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.</p>
<p>If 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, other procedures apply and the matter will be dealt with accordingly. Further information on all these procedures and how you can express your views is available on our website.</p>
<p>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 our acknowledgement of the petition.</p>
<p>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. Wherever possible we will also publish all correspondence relating to the petition (all personal details will be removed). When you sign an e-petition you can elect to receive this information by email. We will not send you anything which is not relevant to the e-petition you have signed, unless you choose to receive other emails from us.</p>
<p><b>How will the Council Respond to Petitions?</b></p>
<p>Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:</p>
<ul style="list-style-type: none"> <li>- taking the action requested in the petition</li> <li>- considering the petition at a Council or Cabinet meeting (whichever is appropriate)</li> </ul>

<ul style="list-style-type: none"> <li>- holding an inquiry into the matter</li> <li>- undertaking research into the matter</li> <li>- holding a public meeting</li> <li>- holding a consultation</li> <li>- holding a meeting with petitioners</li> <li>- referring the petition for consideration by the Council's Overview and Scrutiny Committee*</li> <li>- calling a referendum</li> <li>- writing to the petition organiser setting out our views on the request in the petition</li> </ul>
<p>*The Overview and Scrutiny Committee is a committee of Councillors who are responsible for scrutinising the work of the Council – in other words, the Overview and Scrutiny Committee has the power to hold the Council's decision makers to account.</p>
<p>In addition to these steps, the Council will consider what specific actions are available to address the issues highlighted in a petition.</p>
<p>The Council's response to a petition will set out the steps we intend to take and the reasons for taking this approach.</p>
<p>If the petition is about something over which the Council has no direct control 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 the 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.</p>
<p>You can find more information on the services for which the Council is responsible on our <a href="#">website</a>.</p>
<p>If the petition is about something that a different Council is responsible 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.</p>
<p><b>Full Council/ Cabinet Debates</b></p>
<p>If a petition contains <u>more than 1,500 signatures</u> it will be debated by the Full Council or Cabinet as appropriate (depending on whether the matter relates to an Executive or Council responsibility) unless it is a petition asking for a senior Council officer to give evidence at a public meeting.</p>
<p>The Council/ Cabinet will endeavour to consider the petition at its next ordinary meeting although on some occasions this may not be possible and it will then be referred to the next following meeting.</p>
<p>A maximum of two members of a deputation may address the Council/ Cabinet for no longer than five minutes each, in line with the Council and Committee Procedure rules. One of these speakers should be the petition organiser.</p>

The Council/ Cabinet will decide how to respond to the petition at this meeting. It 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 or Board. The petition organiser will receive written confirmation of the decision. This confirmation will also be published on the Council's website.

### **Officer Evidence**

A 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, the 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 750 signatures, the relevant senior officer will give evidence at a public meeting of the Council's Overview and Scrutiny Committee. The senior officers that can be called to give evidence are those officers who are members of the Council's Management Team. Their details can be found on the Council's [website](#).

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 a petition; for instance if the named officer has changed jobs. The committee may also decide to call the relevant Portfolio Holder to attend the meeting. Committee members will ask the questions at this meeting, but the petition organiser will be able to suggest questions to the Chair of the Committee by contacting the Democratic Services team at the above postal address or on [committee.services@tmbc.gov.uk](mailto:committee.services@tmbc.gov.uk) up to three working days before the meeting.

### **E-Petitions**

A committee management system (Modern.Gov) provides a facility for members of the public to create and submit an e-petition through the Council's website. This allows petitions and supporting information to be made available to a potentially much wider audience than a traditional paper based petition.

E-petitions will follow the same guidelines as paper petitions.

The petition organiser will need to provide their name, postal address and email address and will also need to decide how long the petition is to be open for signatures. Most petitions are expected to run for six months, but you will be able to 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 the 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.

<p>When an e-petition has closed for signature, it will automatically be submitted to our Democratic Services team. In the same way as a paper petition, you will receive an acknowledgement within 10 working days. If you would like to present your e-petition to a meeting of the Council, please contact Democratic Services as above 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 this website.</p>
<p>All the e-petitions currently available for signature will be on our website.</p>
<p>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 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.</p>
<p>There is a preference for e-petitions to be submitted via the Borough Council's online system as it cannot be guaranteed that other e-petition platforms, such as Change.org or other similar providers, can be verified sufficiently to meet the required criteria. Where e-petitions are submitted via an alternative provider the Borough Council require hard copies to be provided for administration and audit purposes.</p>
<p>By signing an e-petition you are giving permission for your information to be held and used by the Borough Council in connection with the e-petition.</p>
<p><b>What can I do if I feel my petition has not been dealt with properly?</b></p>
<p>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. The petition organiser must give a short explanation of the reasons why the Council's response is not considered to be adequate.</p>
<p>The Committee will endeavour to consider the 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 the Council has not dealt with the petition adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the Cabinet and arranging for the matter to be considered at a meeting of the Full Council.</p>
<p>Once the appeal has been considered the petition organiser will be informed of the results within 5 working days. The results of the review will also be published on our website.</p>