



## PETITIONS SCHEME

The 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 within 10 working days of receipt setting out what we plan to do with the petition. 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.

Details of all petitions received will be included on the Council's website but this will not include the contact details of anyone who has signed the petition or that of the petition organiser. Details of e-petitions will be found on a shared site, Access East Sussex, ran in conjunction with East Sussex County Council and other neighbouring East Sussex authorities.

Any Rother resident can submit a petition provided it includes ten or more signatures. A petition may be signed by anyone living, working or studying in the Rother district.

Paper petitions can be sent to:

Service Manager -  
Corporate and Human Resources  
Town Hall  
Bexhill-on-Sea  
East Sussex  
TN39 3JX

e.petitions can be created and submitted through the Access East Sussex website.  
[http://epetition.eastsussex.public-i.tv/epetition\\_core/](http://epetition.eastsussex.public-i.tv/epetition_core/)

Petitions can also be presented to a meeting of the full Council. These meetings take place five times each year. Dates and times can be found on the Council's [website](#) or by calling 01424 787000.

If you would like to present your petition to the Council, or would like [your Councillor](#) or someone else to present it on your behalf, please contact the Democratic Services Section on 01424 787812 or by email to [democraticservices@rother.gov.uk](mailto:democraticservices@rother.gov.uk) at least 10 working days before the meeting and they will talk you through the process.

If your petition has received 1,500 signatures or more it will also be scheduled for a full Council debate (details of which are set out below). 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.

## **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; and
- the name and address and signature of any person supporting the petition.

If the petition does not relate to something which is the responsibility of the Council or relates to something the Council can not influence, we will advise the petition organiser accordingly and return the petition.

A petition may be rejected if it is received within 6 months of another petition having been considered on the same or a very similar matter.

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 petition organiser will not be separately identified on the website. If the petition does not identify a petition organiser, we will contact the first three signatories to the petition to agree who should act as the petition organiser.

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.

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 the petition organiser to explain the reasons.

## **What will the Council do when it receives my petition?**

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.

If we agree with and 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 debate, 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.

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. Further information on all these procedures and how you can express your views is available on the Council's [website](#) or at any of the Council's Community Help Points.

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.

To ensure that people know what we are doing in response to any 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 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:

- 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 the Council's Overview and Scrutiny Committee\*
- calling a referendum
- writing to the petition organiser setting out our views about the request in the petition

\* The Overview and Scrutiny Committee is the 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.

In addition to these steps, the Council will consider all the specific actions it can potentially take on the issues highlighted in a petition. Appendix 1 hereto gives some examples.

If your petition is about something over which the Council has no direct control (for example the local railway or hospital) 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 Rother District Council is responsible on our [website](#).

If your 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.

## **Full Council debates**

If a petition contains more than 1,500 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, as detailed below. 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's Cabinet is 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 Councillors 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 Overview and Scrutiny Committee. A list of the senior staff that can be called to give evidence can be found in Appendix 2.

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 Chairman of the committee by contacting the Democratic Services Section on 01424 787812 or by email to [democraticservices@rother.gov.uk](mailto:democraticservices@rother.gov.uk) at least 3 working days before the meeting. The Chairman of the Committee will have absolute discretion on the appropriateness of any questions submitted which will also be supplied in advance of the meeting to the officer being called to give evidence.

## E-petitions

The Council welcomes e-petitions which can be created and submitted through the Access East Sussex website [http://epetition.eastsussex.public-i.tv/epetition\\_core/](http://epetition.eastsussex.public-i.tv/epetition_core/). This is a shared site ran in partnership with East Sussex County Council, Eastbourne and Hastings Borough Councils and Lewes District Council.

E-petitions must follow the same guidelines as paper petitions as set out above.

The petition organiser will need to provide us with their name, postal address and email address. They will also need to decide how long they would like their petition to be open for signatures. Most petitions run for 6 months, but petition organisers can choose a shorter or longer timeframe, up to a maximum of 12 months.

When you create an e-petition, it may take up to 5 working days before it is published on the e-petition website. 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, the organiser will be sent an automatic email to confirm whether to submit the e-petition to the Council. 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 on 01424 787812 or by email to [democraticservices@rother.gov.uk](mailto:democraticservices@rother.gov.uk) 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 acknowledgement and response will also be published on this website.

### How do I 'sign' an e-petition?

You can see all the e-petitions currently available for signature on the shared website [http://epetition.eastsussex.public-i.tv/epetition\\_core/](http://epetition.eastsussex.public-i.tv/epetition_core/). You may also see those that have been submitted to the partner authorities, but you will be unable to sign them, unless you live or work and can provide a valid post code and email address for that authority.

When you sign an e-petition you will be asked to provide your name, 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's Cabinet 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 5 working days. The results of the review will also be published on our website.

**Examples of appropriate steps following the receipt of a petition**

<b>Petition subject</b>	<b>Appropriate steps</b>
Alcohol related crime and disorder	<p>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 or, as a last resort, imposing an alcohol disorder zone. When an alcohol disorder zone is established the licensed premises in the area where alcohol related trouble is being caused are required to contribute to the costs of extra policing in that area. The Council's response to your petition will set out the steps we intend to take and the reasons for taking this approach.</p>
Anti-social behaviour (ASB)	<p>As the elected representatives of your local area and licensing authority, the Council plays a significant role in tackling anti-social behaviour. 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 crime and disorder overview and scrutiny committee to the issues highlighted in the petition.</p>

## Appendix 2

### LIST OF OFFICERS THAT MAY BE CALLED TO GIVE EVIDENCE FOLLOWING THE SUBMISSION OF A PETITION UNDER THIS SCHEME

<b>Name</b>	<b>Position Held</b>	<b>Areas of Responsibility</b>
Corporate Core		Audit Services, Communication, Emergency Planning, Legal Services
<b>Tony Leonard</b>	<b>Executive Director of Business Operations</b>	<b>All those Functions listed within the block below</b>
Brenda Mason	Service Manager – Community and Economy	Social Regeneration, Economic Development, Housing Policy, Private Sector Housing, Estates and Buildings, Contracts, Community Partnerships. Corporate Policy.
Tim Hickling	Service Manager – Strategy and Planning	Development Management, Environmental Enforcement, Planning Policy and Strategy, Building Control.
Richard Parker-Harding	Service Manager – Environmental Services and Licensing	Licensing, Pollution (including noise) and Food and Safety. (This includes Pest & Dog Control and Caravans & Travellers).
<b>Malcolm Johnston</b>	<b>Executive Director of Resources</b>	<b>All those functions listed within the block below</b>
Kim Ross	Service Manager - ICT and Customer Services	Reprographics, ICT, Customer Services, Business Development, Equalities.
Robin Vennard	Service Manager – Finance and Welfare	Financial Services and Accountancy, Revenue and Benefits, Housing Needs
John Collins	Services Manager – Corporate and Human Resources (Monitoring Officer)	Data protection (FOIs), Elections, Democratic & Member Services, Town Hall Services & Facilities Management, Risk Management, Business Continuity and Corporate Governance, Internal Health & Safety and Personnel.