

## Notes

# Presenting a Petition

If you live, work or study in Leicestershire and/or receive a service provided by the County Council you can organise a petition or e-petition and the County Council will consider the matter. Your petition should be relevant to a matter over which the Council has authority, relates to a service provided by the NHS in Leicestershire or which otherwise affects the County.

You can submit petitions to meetings of the Scrutiny Commission, Scrutiny Committees, the Development Control and Regulatory Board, Highways Forums, and certain other bodies, or directly to Chief Officers. Petitions cannot be submitted to either the Cabinet or to full Council unless they relate to a matter already before those bodies, or support is so significant that they have amassed over 10,000 signatures - which then triggers a debate at full Council.

If you require this information in another version e.g. large print, or an alternative language, please telephone 0116 305 6036 or email: [democracy@leics.gov.uk](mailto:democracy@leics.gov.uk)

જો આપ આ માહિતી આપની ભાષામાં સમજવામાં થોડી મદદ ઇચ્છતાં હો તો 0116 305 6036 નંબર પર ફોન કરશો અને અમે આપને મદદ કરવા અવસ્થા કરીશું.

જੇવર ત્રવાઈ ઇસ નાતવારી ઠું સમજાવ દિસ રુસ મદદ ચાલીઈ ઈ તાં વિરવા કરવે 0116 305 6036 નંબર કે ફોન કરે અઉ અસીં ત્રવાઈ મદદ છઈ વિસે ટા પૂર્ણ વર દવાંગે।

এই তথ্য নিজের ভাষায় বুঝার জন্য আপনার যদি কোন সাহায্যের প্রয়োজন হয়, তবে 0116 305 6036 এই নম্বরে ফোন করলে আমরা উপযুক্ত ব্যক্তির ব্যবস্থা করবো।

اگر آپ کو یہ معلومات سمجھنے میں کچھ مدد درکار ہے تو براہ مہربانی اس نمبر پر کال کریں اور ہم آپ کی مدد کے لئے کسی کا انتظام کریں گے۔ 0116 305 6036

假如閣下需要幫助，用你的語言去明白這些資訊，請致電 0116 305 6036，我們會安排有關人員為你提供幫助。

Jeżeli potrzebujesz pomocy w zrozumieniu tej informacji w Twoim języku, zadzwoń pod numer 0116 305 6036, a my Ci pomożemy.

# Presenting a Petition



## What should a petition contain?

- The petition should be clear and concise - setting out the issue of concern, and what action the County Council is being asked to take in response.
- In order to validate support for a petition, signatories should record their name, address (residential, work, or study, as applicable), and the date on which they signed the petition. E-petitions submitted via the County Council's online Political Management System (politics.leics.gov.uk) should also include signatories' email addresses.
- The petition should be submitted along with the contact details for a 'lead petitioner' with whom the County Council can communicate on behalf of all the signatories.

## Data Protection

The contact details you provide us with will not be published and the County Council will not contact you unless you are the Lead Petitioner or it needs to clarify matters regarding the specific petition you have submitted/signed. Your details will not be passed on to any third party.

## How do I present a petition?

- Petitions may be presented in the traditional manner of a paper petition and/or online in the form of an e-petition via the County Council's online Political Management System (politics.leics.gov.uk) which contains further guidance on submitting and signing petitions in an online format.
- The petition must be received by the Chief Executive's Department (contact details opposite) 8 clear days before the relevant meeting at which it is to be presented.
- You may present the petition at the meeting or ask your local County Councillor to do this on your behalf if you wish and if he/she is agreeable.
- Alternatively, you may send petitions directly to the Chief Officer of the relevant Department. In such cases appropriate action will be taken and you will receive a written response to the issues raised.

## What happens at the meetings?

- You or your County Councillor will be asked to read the wording of the petition and state the number of signatories.
- The Chairman of the meeting has discretion to invite you to explain the background to the issue where he/she believes it would be helpful to do so.

Please note that speakers may not join in the subsequent debate at the meeting.

### Members may

discuss the issues raised in the petition there and then and come to a view as to how they should be addressed,

**or**

ask the relevant Chief Officer to respond in writing to you,

**or**

refer the petition to another body or to a Chief Officer and request a report back on the matter.

## How to contact us

For advice about presenting a petition or any other matters relating to meetings of County Council bodies, please speak to any of the Committee Officers in the Chief Executive's Department. They will be pleased to assist you.

**Telephone: 0116 305 6036**  
**Fax: 0116 305 6260**  
**Minicom: 0116 305 6160**  
**Email: [democracy@leics.gov.uk](mailto:democracy@leics.gov.uk)**

**Head of Democratic Services  
and Administration**  
**Chief Executive's Department**  
**County Hall**  
**Glenfield**  
**Leicestershire**  
**LE3 8RA**

If you have any queries or comments about the procedure please get in touch.

