

PROCEDURE FOR PETITIONS TO AREA COMMITTEES

The public may raise a petition on an issue that particularly affects the area. The petition will be referred to the Area Committee meeting and included as an individual item on the agenda.

Before the Area Committee meeting:

- A petition to be presented by a member of the public must have the signatures and addresses of five Leicester residents and indicate who is presenting the petition.
- The Area Committee will receive petitions from the public and will pass on these petitions to the Town Clerk who, in consultation with relevant Members, will determine whether it should be considered by the appropriate Committee(s) or dealt with by an officer.
- The Town Clerk will refer petitions to the Area Committees if the subject of the petition is:
 - (i) related to the activities of the Area Committee
 - (ii) related to an issue that is affecting that area directly
 - (iii) a matter that the Area Committee has a responsibility for
 - (iv) other matters that are relevant to that local area
- Petitions that are referred to Area Committee Meetings shall be received no later than five clear days before the meeting. The Town Clerk will notify the petitioner as to which part of the Council will be dealing with the Petition if the Area Committee is not the appropriate body.

During the Area Committee meeting:

- Petitions will be presented in the order they were received
- The Chair will raise the matter of the petition and if appropriate invite the lead petitioner to speak about the petition
- Consideration will be given as to how best to deal with the petition and the petitioner informed as to how the Area Committee will respond to the petition
- The issue will be investigated thoroughly and a written response or progress report will be provided at the next meeting (and subsequent meetings until the matter is resolved).

Petitions will not be accepted nor considered by Area Committees if they;

- contain abusive, defamatory, or offensive language, or relate to a specific and identifiable person
- are from or on behalf of a political party or organisation or in connection with the activities and aims of such a party or organisation, or from a group representing Council employees
- relate to an individual's particular circumstances
- are about any matter where there is a right of appeal to the courts, a tribunal or to a government minister or any matter which, in the opinion of the Town Clerk, is of a quasi-judicial nature

After the Area Committee meeting

The petition will be sent to the relevant Council officer asking for a response or progress report within eight weeks or by the next Area Committee meeting, whichever is the sooner.