

PERTH AND KINROSS COUNCIL

15 DECEMBER 2021

PETITIONS PROCEDURE

**Report by Head of Legal and Governance Services
(Report No. 21/248)**

PURPOSE OF REPORT

This report presents the petitions procedure for approval as an appendix to the Council's Standing Orders.

1. BACKGROUND / MAIN ISSUES

- 1.1 It was agreed at a meeting of the Governance Member/Officer Working Group that a formal procedure would be included as an appendix to the revised Standing Orders to ensure a consistent approach to the receipt and consideration of petitions.
- 1.2 The petitions procedure remained outstanding at the time of the Council meeting of 23 June 2021, when the revised [Standing Orders](#) for the regulation of the business of the Council in terms of Paragraph 8, Schedule 7 of the Local Government (Scotland) Act 1973, were agreed.
- 1.3 The petitions procedure attached to this report (Appendix 1) now requires to be formally incorporated into the Council's approved Standing Orders.

2. PROPOSAL

- 2.1 It is proposed that the petitions procedure as attached at Appendix 1 to this report be agreed.
- 2.2 Perth & Kinross Council works to ensure that the democratic process is open, transparent and as accessible to the public as possible.
- 2.3 Petitions are one way for individuals, communities, groups or businesses to raise issues with the Council and to be involved in the Council's decision-making process.
- 2.4 The proposed petitions procedure sets out the areas of Council business that can / cannot competently be the subject of a petition and the process for submission.
- 2.5 Petitions will be accepted in community languages and other formats. Interpretation and translation services, including British Sign Language, will be arranged, if required.

- 2.6 A standard form for submitting a petition will be available from the Council's website www.pkc.gov.uk/petitions (to be created) which guides the petitioners through the process.
- 2.7 Petitioners are encouraged to include a clear statement of no more than 250 words which covers the purpose of the petition and details of the results which the petitioner expects to achieve.
- 2.8 Sections 10 and 11 of the procedure outlines the steps taken to have the petition heard at a relevant Committee and allows for petitioners to have the opportunity to make a statement to Committee.

3. CONCLUSION AND RECOMMENDATION

- 3.1 The formalisation of the Petitions Procedure will ensure a consistency of approach in dealing with petitions; providing individuals, communities, groups or businesses an opportunity to raise particular issues with the Council and to be involved in the Council's decision-making process.
- 3.2 Council is asked to: -
- (i) approve the petitions procedure as set out in Appendix 1 of the report;
 - (ii) formally incorporate the petitions procedure into the Council's approved Standing Orders.

Author

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Approved

Name	Designation	Date
Karen Donaldson	Chief Operating Officer	11 November 2021

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You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

ANNEX

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	N/A
Corporate Plan	N/A
Resource Implications	
Financial	N/A
Workforce	Yes
Asset Management (land, property, IST)	N/A
Assessments	
Equality Impact Assessment	N/A
Strategic Environmental Assessment	N/A
Sustainability (community, economic, environmental)	N/A
Legal and Governance	Yes
Risk	N/A
Consultation	
Internal	Yes
External	No
Communication	
Communications Plan	N/A

1. Strategic Implications

Community Plan/Single Outcome Agreement

1.1 N/A

Corporate Plan

1.2 N/A

2. Resource Implications

Financial

2.1 N/A

Workforce

2.2 The procedure outlined in this report will require additional resources, this will be considered as part of the review of staffing within Democratic Services.

Asset Management (land, property, IT)

2.3 N/A

3. Assessments

3.1 Equality Impact Assessment

N/A

3.2 Strategic Environmental Assessment

N/A

3.3 Sustainability

N/A

Legal and Governance

3.4 The Head of Legal and Governance Services has been consulted on the contents of this report.

3.5 Risk

N/A

4. Consultation

Internal

4.1 The revised petitions procedure has been shared with the Governance Member/Officer Working Group.

5. Communication

5.1 The Council's Petition Procedure will be available on the Council's website at www.pkc.gov.uk/petitions and as an appendix to the Council's Standing Orders.

2. BACKGROUND PAPERS

N/A

3. APPENDICES

Appendix 1: Petitions Procedure