

**MEDWAY COUNCIL – CURRENT PROCEDURE FOR HANDLING PETITIONS
PRESENTED AT COUNCIL**

Procedure for handling petitions at Overview and Scrutiny Committees

- 19.1 Any petition presented at Council meetings relating to matters within the remit of an Overview and Scrutiny Committee will be referred immediately to the relevant Director for consideration at officer level within five working days of the Council meeting.
- 19.2 Where the Director is able to fully meet the request of the petitioners a response will be sent within ten working days of the Council meeting advising the petition organiser of the proposed action and timescales for implementation. The petition organiser may request to refer the matter to the relevant Overview and Scrutiny Committee by way of notice to the Head of Democratic Services within ten working days of the date of the response if s/he is not satisfied with the answer and has given reasons for their dissatisfaction. The Councillor who presented the petition at full Council will be provided with copies of correspondence with the petitioners.
- 19.3 For petitions where the Director is unable to meet the request of petitioners or where there are a range of alternative responses the petition will be referred to the next relevant Overview and Scrutiny Committee for discussion. The petition organiser, the member who presented the petition, the ward Councillors and relevant portfolio holder will be invited to attend the meeting.
- 19.4 At any meeting of the Overview and Scrutiny Committee where petitions are considered the petition organiser will be invited to address the meeting. A maximum of 10 minutes may be given but this may need to be shared with other petitioners.
- 19.5 A summary of all petitions presented to the Council will be presented to each meeting of the relevant Overview and Scrutiny Committees summarising the Director's response where petitions have been dealt with at officer level and providing a recommended response or range of options for the Committees to consider where the petition is referred to the Committees for consideration as set out in paragraph 3 above.
- 19.6 The Committees will not consider a petition which raises substantially the same issues as any other petition referred to the Committee in the past 12 months.