

SALISBURY
CITY COUNCIL



Petitions Policy

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Distribution

Internal: All SCC Staff

External: Website/Councillors/Partners

1. Policy Statement

1.1. Salisbury City Council will consider valid petitions in respect of any service it provides. It will use valid petitions received to inform policies and procedures and undertakes to properly consider these through its decision-making processes. Salisbury City Council during consideration may at its sole discretion reject or adopt all or part of the reasoning or purpose of the petition.

2. What can petitions achieve?

2.1. Petitions sent in to the Council can have positive outcomes that lead to change or inform debate. For example, petitions can: • bring an issue to the attention of the Council • show strong public approval or disapproval to something that the Council is doing

3. What issues can a petition relate to?

3.1. Petitions should be relevant to a matter over which the Council has powers or duties.

4. Can I raise a petition?

4.1. To raise a petition, you should be an interested party who lives in the parish of Salisbury.

5. Can I sign a petition?

5.1. People signing petitions (signatories) should live in the Salisbury Parish area.

6. How do I start a petition?

6.1. There is no particular process for starting a paper petition. Generally, you and other key petitioners will gather signatures until a date you have decided in advance. You may wish to contact the Council to check if your petition's content is acceptable.

6.2. To produce an e-petition, you must complete an online form and submit it to the Council. You will then be contacted to check your contact details. You may also be asked to explain some of the petition's information. You can run an online petition at the same time as a paper petition, combining the two before submitting them to the Council. Some people prefer this option as they find it easier to have one they can hand around to friends and family.

7. What should my petition contain?

7.1. A petition should include a brief title and a short, clear and concise statement covering the subject of the petition. It should clearly state what action the petitioner wishes the Council to take. The petition will be returned to you to explain further if it is unclear.

8. Implementation

8.1. In order for the petition to be considered, paper petitions must clearly display:

- 8.1.1. the title/subject of the petition;
- 8.1.2. the principal petitioner's contact postal address (which we will write to about the petition);
- 8.1.3. the name, postal address and signature of anyone supporting the petition;
- 8.1.4. the starting and closing date of the petition
- 8.2. E-petitions must follow the e-petitions online form and must clearly display:
 - 8.2.1. the title/subject of the petition;
 - 8.2.2. the principal petitioner's contact postal address (which we will write to about the petition);
 - 8.2.3. the name and post code of any person supporting the petition;
 - 8.2.4. the starting and closing date of the petition.
- 8.3. The contact details of the lead petitioner are essential.
- 8.4. For e-petitions, although the name and address of any person supporting the petition is required for checking purposes, only the name and area will be displayed
- 8.5. A petition must be submitted in good faith. You must not include:
 - 8.5.1. potentially libellous, false or defamatory statements
 - 8.5.2. matters which are subject to prescribed statutory requirements, such as changes to governance arrangements e.g. an elected mayor or Chairman
 - 8.5.3. information protected by a court order (e.g. the identities of children in custody disputes); or in accordance with any other enactment
 - 8.5.4. matters which are subject to appeal processes or legal actions (e.g. planning appeals, licensing matters, enforcement action or other legal actions in court etc)
 - 8.5.5. material which is commercially sensitive, confidential or which may cause personal distress or loss;
 - 8.5.6. the names of individual officials of public bodies
 - 8.5.7. the names of individuals, or information where they may be easily identified, in relation to criminal accusations
- 8.6. A petition will not be accepted if a petition to the same or substantially similar effect has been made to the Council within the previous 12 months
- 8.7. Please note that once submitted, we will endeavour to approve e-petitions within 10 working days. Petitioners are advised to take this timeframe into account before proceeding.
- 8.8. You should take care not to include any information or signatures that should not be made public.
- 8.9. Petitions that do not follow these guidelines will not be accepted. In these cases, you will be informed in writing of the reasons why a petition cannot be accepted. If you are not satisfied with the reason for your petition being rejected the matter can be further considered by the City Clerk in consultation with the Chairman of the Council and the Leader of the Council.
- 8.10. In the six weeks before an election local authorities cannot publish any material which may support any political party or a point of view which may

be associated with any political party.

9. Promoting the e-petition

9.1. As with paper petitions, the responsibility for publicising the e-petition lies with the petition organiser.

10. What happens once the signatures have been collected?

10.1. The lead petitioner should decide when he or she has collected sufficient names or submit it to the council for consideration following the closing date. The Council requires a minimum of 500 valid signatures for the petition to become valid.

10.2. For e-petitions, the lead petitioner should set a closing date. Once that closing date has been reached, the principal petitioner should then arrange for it to be submitted as appropriate.

11. What is the process for submitting the petition?

11.1. As soon as the closing date is reached the principal petitioner must ensure its final submission to the Council. If you are running a paper petition alongside an e-petition, both parts of the petition must be received by the Council before they can be submitted for consideration.

11.2. Paper petitions should be sent to The City Clerk, The Guildhall, Salisbury, SP1 1JH. Petitions can also be submitted in person to any officer of the Council or by e-mail.

12. How many names should be on a petition?

12.1. The Council requires a minimum of 500 eligible signatures for the petition to become valid.

13. What happens after the petition is submitted?

13.1. Once a valid petition has been submitted to the Council, it will be referred to the next Ordinary meeting of Full Council for acceptance, at which the lead petitioner will be able to speak for 5 minutes in support of the petition. It will if accepted, then be referred to the relevant Committee for debate.

13.2. The Council will respond to the petition in one of the following ways:

13.2.1. To comply with the request in the petition

13.2.2. To commission further research in to the matter

13.2.3. Hold an inquiry

13.2.4. Hold a public meeting to seek further information

13.2.5. Provide a written response, setting out the Council's policy or views

13.3. If an acceptable petition is received with signatures of more than 10% of City Council parishioners this will automatically be debated at the next ordinary meeting of the Full Council following acceptance.

13.4. At their discretion, the Leader of the Council, the Clerk or their nominated representatives may contact petitioners to give the Council's response to the petitioner's proposals.

14. Data Protection Statement

14.1. The Council will hold details of those administering or signing petitions in computer readable form. The name and ward of the petition administrator or petition signatory may appear on the Council's website by way of information relating to the petition. The other details given in a petition, such as full address, are needed by the Council to validate the signatories support.

14.2. Data collected under this policy will only be used by the Council for the purpose of administering petitions and will not be used for any other purposes unless consent has been obtained.