

Petitions Guidance

Petitions

A petition is a formal written request which is signed by or sent to the Council on behalf of a number of people. This includes both written and electronic petitions ("e-petitions").

Warwick District Council welcomes petitions and recognises that they are one way in which residents can voice their concerns, about the services or policies of the Council.

Petitions relating to current consultations (or ones that are closed and awaiting consideration) and applications due for consideration by the Council will be excluded from this scheme and considered as part of the process for the consultation or application determination.

If your petition is about something over which the Council has no direct control (for example, the local railway, hospital, or the service of another Council) the Council will consider making representations on behalf of the community to the relevant body. The Council works with a large number of local partners and where possible, it will work with these partners to respond to your petition. If the Council are not able to do this for any reason (for example, if what the petition calls for conflicts with Council policy), then we will set out the reasons for this to you.

If two or more petitions on the same subject are received at a similar time, the lead petitioners may be contacted to determine if the petitions may be merged. Otherwise, each petition will be treated separately.

The Council will **not** take action on any petition which it considers to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this to the petitioner.

What are the guidelines for submitting a petition?

Petitions submitted to the Council must include:

- a clear statement covering the subject of the petition. It should state what action the petitioners wish the Council to take; and
- the name, address, and signature of any person supporting the petition.

Petitions should be accompanied by contact details, including an address for the petition organiser. This is the person whom we will contact to explain how we will respond to the petition.

Who can sign a petition?

Anyone who lives, works or studies in the District can create or sign a petition about a local issue and, in considering the level of support for a petition, the Council will weigh

the numerical and geographical spread of the signatories against the subject matter of the petition. As such, signatories from addresses outside the District may be discounted unless the subject matter of the petition is one that affects the wider geographical area or has a significant effect on visitors to the District.

How to submit a petition

Paper petitions can be sent to Committee Services, Warwick District Council, Town Hall, Parade, Royal Leamington Spa CV32 4AT. Petitions can also be created and submitted through any third-party website and sent through email to the Committee Services Team at Committee@warwickdc.gov.uk.

The petition organiser will need to provide their name, postal address and email address.

What will the Council do when it receives a petition?

All petitions sent or presented to the Council will receive an acknowledgement from the Council within 5 working days of receipt.

If your petition has received 1,500 valid signatures or more, it will also be scheduled for a Council debate and if this is the case, we will let you know when it is due to be considered at Council. If the petition needs more investigation, we will tell you the steps we plan to take.

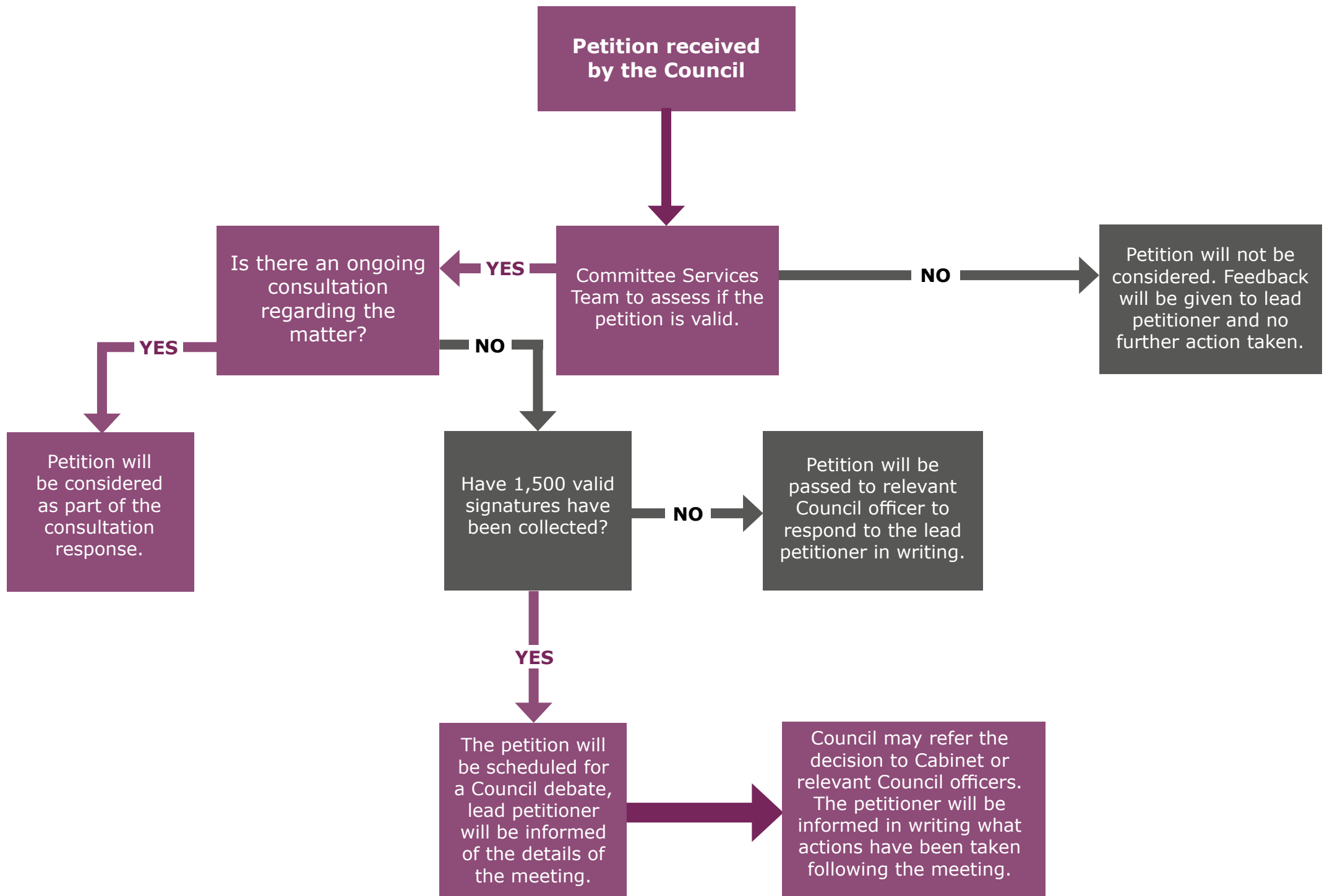
If you would like to present your petition to the Council or would like your Ward Councillor or someone else to present it on your behalf, please contact Committee Services on (01926) 456114 at least 10 working days before the meeting and they will talk you through the process.

If a petition falls within the scheme but does not carry sufficient signatures to require consideration at Council or a relevant Committee, it will be determined by the relevant Head of Service in consultation with the relevant Portfolio Holder. Options will include:

- (i) Responding directly to the petition/petitioner;
- (ii) Referring to Cabinet for consideration;
- (iii) Referring to Council for consideration; or
- (iv) Referring to the relevant Committee for consideration.

When taking this decision, the Head of Service will take into consideration any request by the petitioner and, where applicable, any District Councillor sponsoring the petition. This does not alter the rights of a Councillor to ask for any item to be considered on an agenda as set out in the [Council's procedure rules](#).

In addition to these steps, the Council will consider all the specific actions it can potentially take on the issues highlighted in a petition.



Council debates

If a petition contains more than 1,500 signatures (around 1% of the population of Warwick District), it will be debated at a Council meeting.

This means that the issue raised in the petition will be discussed at a meeting which all Councillors can attend. The Council will endeavour to consider the petition at its next scheduled meeting, although on some occasions this may not be possible, and consideration will then take place at the following meeting. The petition organiser will be given five minutes to present the petition at the meeting (but will not be required to respond to any questions or statements made from Councillors in the subsequent debate) and the petition will then be debated by Councillors.

The Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant Committee. Where the issue is one on which the Council's Cabinet is required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision.

Data Protection

The contact details of the petition organiser will not be placed on the Council's website. If the petition does not identify a petition organiser, we will contact signatories to the petition to agree who should act as the petition organiser.

Whilst the Council receives petitions submitted online via third-party websites, it does not take responsibility about how those third parties manage your personal data, and we advise you to read their privacy statement.

Once the Council receives a petition online via a third party, it will not publish contact details or names of petitioners. Only details of how many signatures achieved will be published.

Please be aware that WDC meetings are broadcast live on YouTube and are also being recorded on the [Council's YouTube Chanel](#). These will include a video recording of you presenting your petition, should you do so at a Council meeting. We recommend that you avoid including any personal data in your speech. The petition title and the name of the lead petitioner presenting the petition will be published in the minutes of the meeting.

For information on how the recordings are stored and the duration of their retention, please visit the [Council's website](#).