

Will I be invited to the meeting the petition is considered at?

Yes. We will give you five working days' notice of the date of the meeting. We will invite you, together with one supporter, to the meeting.

What happens when I arrive?

We will try to give an approximate time for when we are likely to consider your petition. Someone will meet you when you arrive. However, you will have to wait until the Board is ready to hear the petition, in the room where the meeting is taking place, unless we are discussing private matters. In this case you will wait in a waiting area. There will be members of the audit, scrutiny and petitions board and council staff in the meeting room. Someone will show you where to sit and help you if you have any difficulties. We will give you an agenda for the meeting. Everyone at the meeting will have a name plate so you will know who they are.

Will I be asked to speak?

Yes. We will ask you to make a statement that lasts no longer than ten minutes to support the petition. Your supporter can speak on your behalf if necessary. We may ask you questions.

Are the meetings open to the public?

Yes. However, if we think any item should be private we will ask members of the press and public to leave.

What will happen to my petition?

We will listen to your comments and ask you questions. At the meeting we will make a decision on your petition and will do one of the following.

- Take no action and give you the reason for this.
- Refer the petition to a director of the council or a policy board.
- Refer the petition to another organisation (if the petition relates to that organisation).

Where can I see other petitions that have been put forward?

Petitions will be available, with the agenda for the board meeting, at least three days before the meeting. We will put details of petitions we have received on our website. We will prepare an annual report relating to petitions we have considered, and their results.

Can we help?

This procedure is available in Braille, in large print, on computer disk, on audio tape or in other languages. If you need the procedure in one of these formats or if you need help filling in the form, please contact:

Lilian Belshaw
Democratic Services Manager
Renfrewshire House
Cotton Street
Paisley, PA1 1TR

Phone: 0141 618 7112
Email: lilian.belshaw@renfrewshire.gcsx.gov.uk

Renfrewshire Council Information for putting forward petitions to the petitions board

Scrutiny Matters



This leaflet gives guidance to anyone providing information to or going to a meeting of our petitions board

What is the petitions board?

We, petitions board, are made up of councillors. As part of our role we consider petitions relating to the council.

What could a petition be about?

We will consider petitions which are concerned with the council's role or if they are about issues that affect you. Recent petitions have covered a range of subjects from the location of bus stops to the development of wind farms.

Can I put forward a petition about another organisation?

Yes, if the petition is about issues which affect some or all Renfrewshire residents. So we may consider petitions which relate to services provided by other organisations, for example, the police and health authorities. However, we don't have much influence over these organisations.

How do I put a petition forward?

You can put a petition forward by filling in the appropriate form. You can get this from the committee services address on the back of this leaflet, or from our website at:

www.renfrewshire.gov.uk.

Your petition must be from a person or on behalf of an organisation, must be signed by one person, and should provide the information listed below.

- Your name, address, phone number and e-mail address (if you have one).
- The issue you are concerned about and what you want us to do.
- Any extra information you have to support the petition (this can be up to four sides of A4 paper).
- What you have already done to try and settle the issue.
- The names of any other people involved in getting the petition.

You must not put offensive or inappropriate language in your petition.



Are there any petitions you won't accept?

Yes. We will not accept petitions about:

- planning, licensing or other matters where there are already procedures in place to consider objections and appeal against decisions;
- personal or business interests;
- individual councillors or members of council staff;
- employees' terms and conditions of employment;
- people or organisations breaking the law or codes of practice; or
- a decision we or any board, committee or joint committee has made in the past six months.

We will also not accept petitions that are:

- made only to cause trouble;
- the same or very similar to petitions we have considered in the past 12 months;
- designed to influence support for one or more political parties; or
- could damage a person's reputation or discriminate against them.

Who decides if you can accept a petition?

If we receive a petition about one of the issues listed above, the Director of Finance & Resources will prepare a report and then submit it to the board. The board will then decide whether to accept the petition.