

# Guide on Petitions Process

## Submitting a Petition

Thank you for your interest in submitting a petition to Monmouthshire County Council. Petitions can be submitted through the E-petition scheme (on the Monmouthshire Website), via e-mail or in hard copy format. They should be sent to Democratic Services at Monmouthshire County Council who determine if it is a valid petition, in line with the Council's constitution. If your petition is invalid, you will be notified, and reasons will be given for why it has been rejected.

Before submitting your petition, please check with your local Councillor whether work is in progress on the matter, requesting them to sponsor your petition. If your local Councillor does not wish to sponsor your petition, you can seek an alternative Councillor who would be willing to sponsor it. If there isn't a petition sponsor, the petition cannot be tabled to a Scrutiny Committee, but you can use other methods to bring the matter to the attention of the Council, such as writing to your local Councillor or the responsible Cabinet Member, raising a topic under the Public Open Forum of a Scrutiny Committee, or submitting a question to the Council.

Valid petitions will be tabled to the relevant Scrutiny Committee. The Scrutiny Team will notify you of the date and time of the scrutiny meeting to which your petition will be tabled, advising you of the process, in line with the constitution.

### **Petitions considered by Scrutiny Committees:**

- Petitions will feature under a scrutiny agenda item named "Receipt of Petitions ~ to agree a course of action" which follows scheduled scrutiny business on the agenda.
- A short report will be published to detail the subject of the petition, the course of action being requested by the Council and the number of signatories received. The names of petitioners will not feature in the report.
- The Councillor who has agreed to be your petition sponsor, will be asked to outline the request within 3 minutes. Their role is to present it to the Scrutiny Committee for them to decide a course of action. If you wish to speak on your petition, you can do so under the Public Open Forum at the start of the agenda. Please see further information on the Public Open Forum via:

[Scrutiny-Committee-Public-Open-Forum-Guidance-English-.pdf \(monmouthshire.gov.uk\)](#)

- Scrutiny Committees do not have decision-making powers; however, they will then discuss the issue and determine what steps to take as a result, which could include referral to:

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- a) Full Council for a debate on the matter
  - b) The relevant Cabinet Member with a request to respond in writing to the Scrutiny Committee and the Lead Petitioner within 6 weeks.
  - c) A relevant working group, committee, or joint committee with an appropriate term of reference to address the matter or incorporate the views into their work
  - d) A relevant senior officer for inclusion in an ongoing piece of work, consultation, or project.
- The Scrutiny Committee may decide to enhance the petition in their referral, by adding recommendations. They may also decide to scrutinise the topic in the future, by including it in their forward work programme. The Scrutiny Committee may also decide to take no further action.
  - The Cabinet Member will not respond to the petition at the Scrutiny Meeting. The outcome of the committee's consideration will be formally conveyed to the Cabinet Member, relevant Officers and to you if you are the Lead Petitioner following the meeting.
  - If option (b), 'Referral to the Cabinet Member' is agreed by the Scrutiny Committee, the Cabinet Member is required to prepare a response for the Scrutiny Committee within 6 weeks. The Cabinet Member is responsible for responding in writing to the you (Lead Petitioner) on the actions, if any, they will be taking in response to your petition.