



Appendix 1

South Lanarkshire Council Guidance on Sending a Public Petition

Our Values

One of South Lanarkshire Council's key values is that we are focused on people and their needs. People and communities are at the very heart of this vision, which is to improve the quality of life of everyone in South Lanarkshire.

The Council aims to work with all sections of the community to ensure South Lanarkshire remains a great area for residents to live, and an attractive place for others to visit and in which to invest.

1 Introduction

- 1.1 South Lanarkshire Council aims to provide you with good quality services which are easy to access and meet your needs as a citizen of South Lanarkshire.
- 1.2 The public petitions' process plays a key part in these aims by encouraging you to participate fully in the decision making process, either by yourself or as part of a group.
- 1.3 If you would like to send the Council a petition, please read the following guidance and instructions carefully before preparing and submitting a petition.

2 Issues which we will consider

- 2.1 Your petition should refer to services provided by South Lanarkshire Council or issues that affect your community that the Council is involved in. You should clearly explain the purpose of the petition and what result you expect to achieve.

3 Issues we will not consider

- ◆ If your petition is a comment or a complaint you should send it through the Council's well established complaints process. The link to the comments and complaints form is provided below:-
https://www.southlanarkshire.gov.uk/info/200170/comments_complaints_and_consultations/579/comments_compliments_and_complaints_procedure
- ◆ Petitions that refer to any current court, legislative or regulatory proceedings, for example planning or licensing applications
- ◆ Petitions that are the same or very similar to petitions the Council has already considered within the previous twelve months
- ◆ Petitions submitted by Councillors
- ◆ Petitions that relate to a current or recent proposal that is subject to a specific Council consultation/engagement exercise
- ◆ Petitions that relate to individual or personal issues

4 Action you should take before you send us a petition

- 4.1 Before submitting a petition, you should have:-
 - ◆ raised the issue with the Council, in the first instance, ie as a comment/complaint/email to the relevant Resource/Service
 - ◆ it is desirable that you have raised the issue with one of your local elected members or the relevant Community Council
- 4.2 Please ensure copies of your correspondence on the above are attached with your petition.

5 Submitting a Petition

- 5.1 You can submit a petition by email, by post or by hand
- 5.2 For all petitions submitted by email, post or by hand there are some basic requirements.

- 5.3 The petition should be titled and include a statement of no more than 250 words which covers the purpose of the petition and details the results you would expect to achieve by presenting the petition to the Petitions Committee.
- 5.4 Your Petition must have a minimum of 50 signatories who must live within the South Lanarkshire area or be directly affected by the issue that the petition is raising.

(Note: Fewer signatories may be accepted at the discretion of the Petitions Committee Chair, where the issue concerns a small community which could not be reasonably be expected to raise 50 signatories).

The petition **must** include the following:-

- ◆ Your **name or the name of the principal petitioner** who **must** live within the **South Lanarkshire Council area**; (we may check your eligibility).
- ◆ You or the principal petitioner's **address** to which all communications will be sent
- ◆ The **name, address and signature** of any person(s) supporting the petition

- 5.5 Names and addresses can be gathered both online and by paper. If you are going to use both a paper and online version, we ask that you remove any repeat names before submitting it to the Council.
- 5.6 For paper petitions, it would be helpful if your petition is typewritten or completed using a black pen. If you have any difficulty in filling in the form, please contact the Clerk to the Committee for assistance.
- 5.7 If your petition is endorsed by a Community Council, a Community Council Office Bearer must countersign the petition at part two. Where relevant, you should also attach a copy of the minutes of the Community Council meeting, when the support was approved.
- 5.8 A form for petitions is included within these Guidance Notes. You can also download the form from the Council's website at www.southlanarkshire.gov.uk You can also request a paper copy by contacting the:-

Clerk to the Public Petitions Committee
South Lanarkshire Council
Council Offices
Almada Street
Hamilton
ML3 0AA

6 **Online Petitions**

- 6.1 The Council has a dedicated webpage where you can set up your petition and people can sign up to your petition.
- 6.2 Online petitions can be hosted on the website, once approved, for one month. During this time, people wishing to support the petition can do this online by registering the following details:
- ◆ Name
 - ◆ Address
 - ◆ Email address
- 6.3 Supporting signatories **must** live within the South Lanarkshire Council area or be directly affected by the issue that the petition is raising.
- 6.4 You can also collect paper signatures alongside online signatures. Only the principal Petitioner can submit paper signatures to the Committee Clerk to update the number on the website.

6.5 Online Petitions will display:

- ◆ Title/subject of the Petition
- ◆ Principal Petitioner's name
- ◆ Start and closing date

6.6 The Clerk to the committee will notify the person who registered the petition (the principal petitioner) once a petition has reached the required number of signatures.

6.7 Once submitted, South Lanarkshire Council will endeavour to validate online petitions within **10 working days**. This time will be used to ensure that petitions are valid and meet the eligibility criteria. Principal Petitioners are advised to take this into account before proceeding.

6.8 Once the petition has been accepted, it will become a public document available to view on the Council's website.

7 **Privacy Policy and Content of Petitions**

7.1 Information about any individual will not be used for any other purpose other than in relation to the petition. Our Privacy Statement sets out how we collect information and what we do with it.

7.2 For your part, you must make sure the information you send does not include:

- ◆ false or insulting statements
- ◆ information that is protected by an interdict or court order
- ◆ information that is commercially sensitive, confidential or that may cause personal distress or loss
- ◆ the names of individual officers of public bodies
- ◆ the names of other individuals or information whereby they may be easily identified
- ◆ offensive language, for example swear words, insulting, sarcastic or provocative language or other terms that could reasonably be considered as offensive by the reader
- ◆ duplicate signatures

8 **Support and help with a petition**

8.1 We will accept petitions in community languages and other formats. We will also arrange for interpretation and translation services, including British Sign Language if you need it. We will take account of your needs when making arrangements to hear petitions. If you need any support, you or your representative, should discuss these with the Clerk to the Committee.

9 **How to send in your petition**

9.1 If you complete your petition using our online petition system, we will confirm your petition is submitted once you reach the required level of signatures or support.

Email, post or hand-delivery

9.2 When you are satisfied your petition meets the conditions outlined in this guidance, you should submit the petition to:-

Clerk to the Public Petitions Committee
South Lanarkshire Council
Council Offices
Almada Street
Hamilton
ML3 0AA

9.3 You can also email your petition to a generic Petitions inbox which will be set up for this purpose. The Clerk will let you know your petition has been received.

10 **What happens next**

- 10.1 Once your petition has been checked (validated) that it meets the criteria set out at section 2 to 5 as being completed correctly, a committee date will be allocated. This will depend both on the workload of the Committee and also the time taken to complete the validation process.
- 10.2 The Chair of the Committee may invite petitioners to appear before the committee to speak in support of their petition to help the committee reach a decision. As a petitioner, you should indicate on the form if you want to make a statement to the committee.
- 10.3 Subject to the discretion of the Chair of the Committee, you as a petitioner can speak for up to 10 minutes. You may bring up to two supporters to the Committee who may speak on your behalf.
- 10.4 Councillors on the Committee may ask you questions relating to the issue or issues that have been raised in the petition.
- 10.5 If you as a petitioner need any help making a statement to the Committee – for example translation and or interpretation – please contact the Clerk to the Committee in advance.
- 10.6 Following the consideration of a petition, the Public Petitions Committee will take a decision on action to be taken as follows:-
 - (a) Agree the issue(s) raised deserves further action and agree to refer the petition to another Council Committee, officer or other organisation
 - (b) Agree the issue(s) raised does not merit further action; or
 - (c) Refer, with recommendations, for further action
- 10.7 You, as the petitioner, will be advised of the committee's decision in writing within 10 working days of the Petition Committee meeting.

11 **Further Information**

- 11.1 All letters and enquiries should be sent to:-

Clerk to the Public Petitions Committee
South Lanarkshire Council
Council Offices
Almada Street
Hamilton
ML3 0AA



Please refer to the Guidance on Submission of Public Petitions before filling in this form. If you need more information or advice, please contact the Clerk to the Committee at the address provided in Paragraph 11 of the guidance or on 01698 454719 or email gordon.bow@southlanarkshire.gov.uk

Details of principal petitioner

Please enter the name of person and organisation (if this applies) raising the petition. Please include a contact address where correspondence will be sent, a phone number and email address if available

Name:

Address:

Phone No:

Email:

Petition Statement

Title of Petition

Please write in no more than 250 words

- ◆ the purpose of your petition; and
- ◆ the result you are looking to achieve from your petition

Action taken, if any, to resolve issues of concern before submitting the petition

Please enter below details of any individuals or organisations approached. You should attach copies of correspondence, including any responses. This information will be made available to the Public Petitions Committee before it considers the petition.

Appearance before Committee

The Chair of the Public Petitions Committee may invite petitioners to appear before the committee to speak in support of their petition

Please indicate below whether you would like to make a brief statement to the committee when it is considering your petition

*I **do** wish the opportunity to make a statement to the committee

I **do not wish to make a statement to the committee

Please tick as appropriate

