

## Part 3F

### Petition Scheme

#### 1. Petitions

- 1.1 Petitions must have a minimum of 25 signatures and be relevant to the functions of the authority. The petition will be presented to the Governance Service who will forthwith present it to the relevant Director and/or the relevant Committee Chair for information.
- 1.2 Petitions can either be submitted in hard copy to the Head of Governance or by using the authority's e-petitions facility ([e-petitions](#)). It is acceptable to combine paper petitions and e-petitions, providing the action the Council is being requested to take in the petitions are the same.
- 1.3 The address of the Head of Governance is as follows:  
Head of Governance  
London Borough of Barnet  
2 Bristol Avenue  
Colindale  
London  
NW9 4EW
- 1.4 The authority's e-petition facility can be found here: [e-petitions](#)
- 1.5 E-petitions submitted on external websites can be accepted by the council. However, petitions hosted on external websites will need to be submitted by the lead petitioner to the Head of Governance in order for the petition to be accepted.
- 1.6 Petition signatures must be from Barnet citizens otherwise they will not count towards the overall signature total. Petitions signatories must provide road and postcode to enable them to be verified.
- 1.7 A petition will not be accepted if:
  - it is vexatious or abusive;
  - it relates to any enactment or statutory provision;
  - it relates to a safeguarding matter;
  - it does not contain the road and postcode of signatories;
  - it relates to a named individual or could reveal the identity of a person;
  - it does not relate to the functions of the council;
  - it is not clear what it is asking the council to do;
  - it deals with an issue that has previously been resolved
  - it is repetitive, vexatious, or requires action which is unlawful or for which another council procedure is available
- 1.8 The Head of Governance will make a ruling on whether or not to accept a petition, taking into consideration grounds for rejection as laid out above.

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- 1.9 On such an occasion where a petition is rejected, the Head of Governance (or his/her representative) will write to the lead petitioner and explain the reasons for rejection.
- 1.10 Petitions relating to planning or licensing applications, appeals or reviews will be treated as letters of representation and will be dealt with by the relevant service area and will be taken into consideration in dealing with the relevant application, appeal or review. For petitions falling within these categories, the reporting procedures below will not apply.
- 1.11 Petitions which have been submitted in response to a consultation process initiated by a specific committee should be reported back to that committee.
- 1.12 Petitions will be acknowledged within 10 working days. The acknowledgement will include information on how the petition will be progressed.

## 2 Petitions will be reported as follows:

Signatories	Authority
1 – 24	Joint statement of representation. Passed to the appropriate department.
25 – 500	Written response from the relevant Cabinet Member
501 – 3,000	Reported to Cabinet or relevant committee: Cabinet; or Area Committee; or Other Committee The Lead Petitioner will be given 3 minutes to present the petition to Cabinet or committee. Following the presentation, the Leader and Cabinet Members, or Chair and Committee Members will have an opportunity to ask the Lead Petitioner questions. After the debate Cabinet or the committee will decide to: <ul style="list-style-type: none"> <li>• Take no action</li> <li>• Refer the matter to the relevant Cabinet Member or Committee Chair to provide a written respond to Lead Petitioner within 20 working days; or</li> <li>• Instruct an officer to prepare a report for a future meeting of Cabinet or the Committee on the issue(s) raised with a recommended course of action</li> </ul>
3,001 or more	Reported to Full Council (excluding Annual Council) The petition will be considered by Full Council and the following process will be followed: <ul style="list-style-type: none"> <li>• Lead Petitioner is given five minutes to present the petition;</li> <li>• Council Members have an opportunity to ask questions of the Lead Petitioner then debate the item;</li> <li>• The relevant Cabinet Member or Committee Chair will respond to the issues raised in the petition and outline the decision route (if any) he/she proposes to take which may include: <ul style="list-style-type: none"> <li>○ Take no action</li> <li>○ Provide a written respond to Lead Petitioner within 20 working days; or</li> </ul> </li> <li>• Instruct an officer to prepare a report for a future meeting of Cabinet or a Committee on the issue(s) raised with a recommended course of action</li> </ul>

- 2.1 Petitions are required to be received seven working days before Full Council, Cabinet or the relevant Committee.

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- 2.2 Any hard copy petition received will be published on the Council's website via the Council's e-petition facility and processed by the Council as documented in this section. Updates or responses to petitions will be published on the e-petitions section of the website once an officer or Cabinet Members has responded or a Committee or Full Council has received a petition.