



PETITION SCHEME

(including e-petitions)

Council of the Isles of Scilly

... a strong, sustainable and dynamic island community

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Petitions

The Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the Council will receive an acknowledgement from the Council within 14 working days of receipt. This acknowledgement will set out what we plan to do with the petition.

Paper petitions can be sent to:

The Chief Executive
Council of the Isles of Scilly
Town Hall
St Mary's
Isles of Scilly
TR21 0LW

Or be created, signed and submitted online by following this link [Link to Petitions page](#)

What are the guidelines for submitting a petition?

Petitions submitted to the Council must include a clear and concise statement covering the subject of the petition.

It should state

- what action the petitioners wish the Council to take
- the name and 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 we will contact to explain how we will respond to the petition.
- The contact details of the petition organiser will not be placed on the 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.
- Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. If a petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In that case, we will write to you to explain the reasons.

NOTE: Petition signatories will only be counted by the Council if they are from permanent Island residents who provide a valid address within the Islands. The addresses will not be displayed and will not be used for any other purpose.

What will the Council do when it receives my petition?

An acknowledgement will be sent to the petition organiser within 14 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. The proposition contained in the petition will also be published on our website. If we can do what your petition asks for, the acknowledgement may confirm that we have taken the action requested and the petition will be closed. If the petition has enough signatures to trigger a Council debate, or a senior officer giving evidence, then the acknowledgment will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, we will tell you the steps we plan to take.

If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum), or on a matter where there is already an existing right of appeal, such as Council tax banding and non-domestic rates, other procedures apply. Further information on all these procedures are available on the Council's website, on pages linked to those services.

We will not take action on any petition which we consider to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition. To ensure that people know what we are doing in response to the petitions we receive the details of all the petitions submitted to us will be published on our website, except in cases where this would be inappropriate. Whenever possible we will also publish all correspondence relating to the petition (all personal details will be removed). When you sign an e-petition you can elect to receive this information by email. We will not send you anything which is not relevant to the e-petition you have signed, unless you choose to receive other emails from us.

How will the Council respond to petitions?

Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:

- taking the action requested in the petition
- considering the petition at a Council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by the Council's Policy and Resources Committee*
- calling a referendum
- writing to the petition organiser setting out our views about the request in the petition

*The Policy and Resources are a Committee of Councillors who are Chairmen of the various Committees that cover the work of the Council – in other words, they have an overview of the work of each Committee. In addition to these steps, the Council will consider all the specific actions it can potentially take on the issues highlighted in a petition.

The table below gives some examples.

Petition Subject	Appropriate Steps
Alcohol related crime and disorder	If your petition is about crime or disorder linked to alcohol consumption, the Council will work with the Police, the Pubwatch group, and with local residents to try and pinpoint a problem, be it a general issue or problem establishment, or person(s). It may be that there are concerns over noise caused inside or outside a licensed premises, or people may be concerned about intimidation, violence and harassment caused by persons under the influence of alcohol. The Council and Police have many tools that can help communities to overcome

	issues surrounding alcohol misuse, ranging from Designated Public Place Orders, to ASBO's, Alcohol Disorder Zones, and Drinking Banning Orders.
Anti-social behaviour (ASB)	As the elected representatives of your local area, as social landlord and licensing authority, the Council plays a significant role to play in tackling anti-social behaviour. The Council, in conjunction with our partners in the local crime and disorder partnership have set out minimum service standards for responding to issues of anti-social behaviour. When responding to petitions on ASB, we will consider in consultation with our local partners, all the options available to us including the wide range of powers and mechanisms we have to intervene as part of our role as social landlord and licensing authority. For example, we will work with the neighbourhood policing team in the affected area to identify what action might be taken, consider identifying a dedicated contact within the Council to liaise with the community and neighbourhood partners on issues of ASB in the area in question and, where appropriate, we will alert the crime and disorder reduction partnership and crime and disorder overview and scrutiny Committee to the issues highlighted in the petition.
Under-performing health services	We will work with local health partners to consider the matter raised in the petition including, where appropriate, exploring what role the Local Involvement Network (LINK) might have in reviewing and feeding back on the issue (the LINK is run by local individuals and community groups and independently supported – their role to find out what people want in terms of local health services, monitor those services and to use their powers to hold them to account). If relevant the Council's Health Overview and Scrutiny Committee will also consider the issue(s) raised in the petition and provide an appropriate response.

If your petition is about something over which the Council has no direct control (for example the Air services or hospital) we will aim to make representations on behalf of the community to the relevant body. The Council works with a large number of local partners and where possible will work with these partners to respond to your petition. If we 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. You can find more information on the services for which the Council is responsible <http://www.scilly.gov.uk/services/>here

If your petition is about something that a different Council is responsible for we will give consideration to what the best method is for responding to it. It might consist of simply forwarding the petition to the other Council, but could involve other steps. In any event will always notify you of the action we have taken.

Full Council debates

If a petition contains more than 200 signatures it will be debated by the Full Council unless it is a petition asking for a senior Council officer to give evidence at a public meeting when a minimum of 100 signatures will be required.

This means that the issue raised in the petition will be discussed at the next scheduled meeting of Full Council which all Councillors can attend. The petition will then be discussed by Councillors for a maximum of 15 minutes – further time for debate will be at the discretion of the Chairman. Councillors will be provided with written legal advice on how to proceed with the petition five working days before the meeting.

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. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website.

Officer evidence

Your petition may ask for a senior Council officer to give evidence at a public meeting about something for which the officer is responsible as part of their job. For example, your petition may ask a senior Council officer to explain progress on an issue, or to explain the advice given to elected members to enable them to make a particular decision.

If your petition contains at least 100 signatures, the relevant senior officer will give evidence at a public meeting of the Council's Policy and Resources Committee. A list of the senior staff that can be called to give evidence are:

The Chief Executive, The Director of Finance and Resources, The Chief Technical Officer, The Chief Planning and Development Officer, The Director of Adult, Children's and Community Services and the Chief Fire Officer.

You should be aware that the Policy and Resources Committee may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition – for instance if the named officer has changed jobs.

Committee members will ask the questions at this meeting, but you will be able to suggest questions to the Chairman of the Committee by contacting The Administration Officer up to three working days before the meeting.

E-petitions

The Council welcomes e-petitions which are created and submitted through our website [Link to Petitions page](#) . E-petitions must follow the same guidelines as paper petitions

The petition organiser will need to provide us with their name, postal address and email address. You will also need to decide how long you would like your petition to

be open for signatures. Most petitions run for six months, but you can choose a shorter or longer timeframe, up to a maximum of 12 months.

When you create an e-petition, it may take five working days before it is published online. This is because we have to check that the content of your petition is suitable before it is made available for signature. If we feel we cannot publish your petition for some reason, we will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within 14 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.

When an e-petition has closed for signature, it will automatically be submitted. In the same way as a paper petition, you will receive an acknowledgement within 14 working days.

A petition acknowledgement and response will be emailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgment and response will also be published on this website.

How do I 'sign' an e-petition?

You can see all the e-petitions currently available for signature here [Link to Petitions page](#).

When you sign an e-petition you will be asked to provide your name, your address and postcode and a valid email address. When you have submitted this information you will be sent an email to the email address you have provided. This email will include a link which you must click on in order to confirm the email address is valid. Once this step is complete your 'signature' will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed it but your contact details will not be visible.

Because of the natural interest in the Islands from around the world, due to its unique situation both as a visitor destination and a place of origin for many who still feel close to the Islands, the Council will only consider e-petitions from permanent island residents who provide a valid address within the Isles of Scilly. This is to ensure that the interests of local people are reflected in the actions the Council takes and that those actions are based on the local population's interests.

What can I do if I feel my petition has not been dealt with properly?

If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that the Council's Policy and Resources Committee review the steps that the Council has taken in response to your petition.

The Committee will consider your request within 40 working days of receiving it. Should the Committee determine we have not dealt with your petition adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the Council and arranging for the matter to be considered at a meeting of the Full Council.

Once the appeal has been considered the petition organiser will be informed of the results within seven working days. The results of the review will also be published on our website.

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