

## **Appendix 1**

### **Haringey Petition Scheme**

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 10 working days of receipt. We accept both paper and e-petitions. The requirements of the Council's petition scheme apply to both paper and e-petitions. E-Petitions can either use the Council's system which can be found on the Council website, or one of the many national websites available, however please check that these meet the requirements of the Council's petition scheme before using them.

To raise or sign a petition, you should be an interested party who lives, works or studies in Haringey. Including those under the age of 18.

Any individual can sign a petition and may be of any age and should provide an address which shows that they live, work or study in Haringey or lives on a Haringey -owned out borough estate or in temporary accommodation provided by the borough. You can only sign a petition once.

The council reserves the right to make any further checks it considers necessary to ensure the validity of the signatures. A random check will be carried out on very large petitions, such as referred to below, to ensure they are valid.

#### Submission of a petition

There are three options available for submission of a petition. You can submit a petition to the council by:

#### **Option 1 - Sending a paper petition to:**

Democratic Services  
George Meehan House  
294 High Road  
Wood Green N22 8JZ

Or e-mailing an electronic (scanned) copy of the petition to [petitions@haringey.gov.uk](mailto:petitions@haringey.gov.uk)

#### **Option 2 Presenting your petition to a meeting of the council.**

Option 3 Starting an e petition on the Haringey council website.

\*Dates of Council meetings can be found via the meetings calendar on the Council website. If you would like to present your petition to the council, please contact Ayshe Simsek (details below) at least 5 working days before the meeting (e.g., Friday for a meeting on the Monday 10 days later) and the process will be explained to you. Further details of how to present a petition to full Council are outlined later in this scheme.

With regards to Option 1, please submit the original copy of the petition. Please also note that the council reserves the right to validate petition signatures and addresses for options 1,2, and 3.

### **The guidelines for submitting a petition which applies to Option 1, Option 2 and Option 3**

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, address and signature of any person supporting the petition.

Petitions should be accompanied by contact details, including the name, address, email and phone number of 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 and the other petitioners, other than their name, will not be placed on the website. However, the Council may be obliged to disclose the street where petitioners live, in the event of a Freedom of Information Act request or following a requirement under another statutory requirement. If the petition does not identify a petition organiser, we will attempt to contact one of the signatories to the petition to agree who should act as the petition organiser.

### **What will the council do when it receives my petition?**

Where contact details have been supplied, an acknowledgement will be sent to the petition organiser within 10 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. If this is an e -petition it will also be published on our website.

If we are in a position to carry out the action in your petition, then our acknowledgement may confirm the actions we have undertaken, and the petition will be closed. If the petition has enough signatures to trigger a council debate, 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.

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 sensitive personal details will be removed from any related correspondence.

### **Are there any circumstances in which my petition will not be accepted?**

Petitions which are considered to be vexatious, abusive, defamatory, offensive, frivolous or otherwise inappropriate will not be accepted and no action will be taken.

- In order to avoid contempt of court or prejudice to the Council's position, and duplicating procedures where established processes already exist.
- Petitions which are considered to be vexatious, abusive defamatory, offensive, frivolous or otherwise inappropriate will not be accepted and no action will be taken.

- Any matter that does not engage the council's responsibilities including, matters which relate to the proceedings of a political party, and matters that are the subject of electoral law.
- Petitions which relate to any matter that is, or is likely to be, the subject of legal proceedings. This includes petitions which the Monitoring Officer considers would put the Council at risk of constituting a contempt of court, or any petition which is asking the Council to do anything unlawful.
- Names or clearly identifies an employee of the authority or any matter relating to an individual.
- Involves the disclosure of confidential or exempt information as defined under Schedule 12A to the Local Government Act 1972 (as amended by the Local Authorities (Access to information))
- Does not relate to an issue upon which the council has powers or duties or on
- which it has shared delivery responsibilities.

Additionally:

Raising similar issues as a petition submitted and response received in writing within the last 6 months.

A paper petition or e- petition considered at an Overview and Scrutiny Committee or Full Council raising similar issues heard at these meetings in the last 6 months. This is to allow as many voices in the community to be heard as possible.

Once a petition has been heard at a Full Council or Overview and Scrutiny Meeting, a petition on the same topic cannot be submitted until a further 6 months has elapsed from the meeting date.

We will explain the reasons for this in our acknowledgement of the petition. The Monitoring Officer will make the final ruling on this.

In the period immediately before an election or referendum we may need to deal with your petition differently – if this is the case, we will explain the reasons and discuss the revised timescale which will apply. 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.

If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as council tax banding and non-domestic rates, alternative procedures to this scheme will apply.

### **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
- referring the petition for consideration by the council's overview and scrutiny committee\*
- Responding in writing and setting out the actions to be taken

\*The Overview and Scrutiny Committee is a committee of councillors who are responsible for scrutinising the work of the council – in other words, the overview and scrutiny committee has the power to hold the council's decision makers to account.

In addition to these steps, the council will consider all specific actions it can potentially take on issues highlighted in a petition.

If your petition is about something over which the council has no direct control (for example the local railway station or hospital) we will consider making 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 the petition calls for conflicts with council policy), then we will set out the reasons for this to you.

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. This might consist of simply forwarding the petition to the other council but could involve other steps. In any event we will always notify you of the action we have taken.

### **Presenting a Petition to a meeting of the Council Option 2**

Democratic Services and Scrutiny Manager should be notified of any Petitions by 10 a.m. five clear days in advance of the Council meeting e.g., Friday for a meeting on the Monday 10 days later. The petition will be handed to the Mayor or Chair and recorded as received by the Democratic Services and Scrutiny Manager without any further debate. If this is presented at a full Council meeting or Cabinet meeting, the relevant Cabinet member should report the Council's response to the petition at the next ordinary meeting of the Council. If a petition is presented at a committee meeting, the Chair should report a response to the petition at the next ordinary meeting. A copy of this response will be sent to the Petitioner.

If a petition contains more than 2643, it will trigger a debate by the full Council. This applies to options 1, 2 and 3 for submitting a petition and means that the issue raised in the petition will be discussed at a meeting which all councillors can attend. The council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible, and consideration will then take place at the next available meeting. The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes. 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. Where the issue is one on which the Cabinet are required to make the final decision, the council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website, in the minutes of the meeting.

### **Option 3 – Submitting an e – petition.**

Our e-petition system allows you to easily collect signatures via the internet, in addition to paper petitions and instead of paper petitions.

Democratic Services facilitate the e- petition system and will support addition of petition to the council website and adherence to the requirements for submission of petitions as set out above.

To submit an e-petition you will need to register on the Council's petition page. Registration is simple and requires a few details in case we need to contact you.

On the e-petition page, select 'submit a new petition' and follow the prompts from there. Your online form will be submitted to the Democratic services and Scrutiny Team.

You must let us know when you would like your e-Petition to go live on the website,

All approved e-petitions will be hosted on the council's website for a maximum of three months.

Please note that it is possible to have the same petition in paper form and e-petition form at the same time, although signatories should only sign one copy of the petition. The paper version will be checked against the e-petition version and any duplicate names will be removed.

The Council accepts no liability for the petitions on these web pages. The views expressed in the petitions do not necessarily reflect those of the Council.

The Council will acknowledge receipt of a petition within ten working days. In all cases the relevant Cabinet member and senior officer (at Assistant Director level) will be informed, if the petition relates to a particular part of the Borough, then we will also notify the local ward councillors.

Once an e petition with over 2643 signatures has been debated and heard at a Full Council meeting a paper or e petition on the same topic cannot be submitted until a further 6 months has elapsed from the meeting date.

### **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 a review of the steps that the Council has taken in response to your petition.

If your petition was considered and a response given by Officers, then please send your concerns to the Council via the Council's Corporate Feedback Team which can be accessed via the Council's website. If you remain dis-satisfied you can submit a complaint to the Local Government and Social Care Ombudsman.

If your petition was considered and debated at either an Overview & Scrutiny meeting, or Full Council, then please request a referral to the Chair of OSC who will consider how best to respond, depending on the nature of the concerns, please email [makingyourvoiceheard@haringey.gov.uk](mailto:makingyourvoiceheard@haringey.gov.uk).

The details you give us are needed to validate your support .The Council may contact you in relation to any petitions you have signed, unless you have requested not to be contacted when signing the Petition.

London Borough of Haringey is the data controller for personal information collected in respect of both the Council's E-petition facility and for paper petitions.

For our privacy notice please click [here](#) or ask for an accessible copy

Personal details will automatically be removed 4 years after the closing date of the petition. However, should you wish your name to be removed before this time please contact the Democratic services and Scrutiny Team via [makingyourvoiceheard@haringey.gov.uk](mailto:makingyourvoiceheard@haringey.gov.uk).

You have rights in respect of your data including the right to access; the right to object to our use of your data; the right to have inaccurate personal data erased, blocked or destroyed. For more details, please see our privacy notice.