

Title of Report:	Refresh of the Council's Petitions Protocol
Report to be considered by:	Council
Date of Meeting:	19 September 2013
Forward Plan Ref:	C2563

Purpose of Report: To refresh the Council's Petitions Protocol in accordance with the agreed timescales for doing so.

Recommended Action: To agree some minor amendments to Appendix C to Part 13 Codes and Protocols of the Council's Constitution.

Reason for decision to be taken: It was agreed at the time the Petitions Protocol was adopted that it would be reviewed in September 2013.

Other options considered: None

Key background documentation: None

<p>The proposals will also help achieve the following Council Strategy principles:</p> <p><input checked="" type="checkbox"/> CSP7 - Empowering people and communities</p> <p><input checked="" type="checkbox"/> CSP9 - Doing what's important well</p> <p>The proposals contained in this report will help to achieve the above Council Strategy priorities and principles by: ensuring that the constitution is up to date, accords with the relevant legislation and is in line with best practice.</p>

Member Details	
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Date Member agreed report:	10 September 2013

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Implications

- Policy:** Will Require Appendix C to Part 13 (Codes and Protocols) to be amended.
- Financial:** None – will be undertaken within existing resources
- Personnel:** None
- Legal/Procurement:** Will require changes to the Constitution in accordance with relevant Local Government Acts
- Property:** None
- Risk Management:** None
- Corporate Board's Recommendation:** Corporate Board supported the proposals.

Is this item relevant to equality?	Please tick relevant boxes	Yes	No
Does the policy affect service users, employees or the wider community and:			
• Is it likely to affect people with particular protected characteristics differently?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• Is it a major policy, significantly affecting how functions are delivered?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• Will the policy have a significant impact on how other organisations operate in terms of equality?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• Does the policy relate to an area with known inequalities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at www.westberks.gov.uk/eia		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Not relevant to equality		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is this item subject to call-in?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input checked="" type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

Executive Report

1. Introduction

- 1.1 The Council adopted a procedure for dealing with representations at a full Council meeting on the 23 September 2010 (The protocol is set out in Appendix C to Part 13 Codes and Protocols in the Council's Constitution). At the time of adoption it was agreed that the scheme would be revisited in September 2013. Since the inception of the revised procedure the Council has received 51 petitions.
- 1.2 No major issues have been experienced with the protocol and therefore only a small number of amendments have been proposed to the procedures for dealing with petitions as set out in Appendix A to this report.
- 1.3 The Governance and Audit Committee at its meeting on 2 September 2013 considered and approved the changes identified in Appendix and recommend that Council adopt these.

2. Equalities Impact Assessment Outcomes

- 2.1 This item is not relevant to equality.

3. Conclusion

- 3.1 The amendments to the Petitions Protocol were discussed at the Governance and Audit Committee meeting on the 02 September 2013. The Committee recommended that Council adopt the suggested changes.

Appendices

Appendix A – Procedures for Dealing with Representations

Consultees

Local Stakeholders: Not applicable

Officers Consulted: Andy Day, Governance and Audit Committee, Corporate Board

Trade Union: Not applicable