



## **PETITION SCHEME**

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### **1. Introduction**

Hull Culture and Leisure Limited welcomes petitions as it feels that petitions are an important way people can express their views and concerns about something for which the Company is responsible.

### **2. Petition**

A petition can be defined as a formal collective request to take action. The Company will treat something as a petition if it is identified as being a petition, or if it appears that it is intended to be a petition. If a petition is in the format that the signatories are against some action the Company can influence, it will be taken to be an underlying request that the Company reconsiders the action they are against and will seek to confirm this with the petition organiser (lead petitioner).

### **3. Guidelines for Petitions**

Petitions submitted to the Company must include the following:

- a) Details of what action the petitioners wish the Company to take or not to take. Please be aware that some petition subjects may be excluded (see 5 below for details).
- b) A clear and concise statement covering the subject and background context of the petition this must include details of the history and any previous actions relating to the petition issue. A petition may not be able to continue through the petitions process if not accompanied by sufficient background information.
- c) The name and contact details of the lead petitioner who is the person to be contacted to regarding the petition. If a petition does not identify a lead petitioner, the Company will contact the first available signatory to the petition to agree who should act in this role.
- d) Confirmation that the lead petitioner lives, works or studies at an address that lies within the City of Hull or East Riding of Yorkshire boundaries. Contact details for the lead petitioner may be either a full postal address or an email address.
- e) Address details that show that individuals who have signed the petition live, work or study within the City of Hull or East Riding of Yorkshire boundaries must be provided for a signature to be accepted as valid.

- f) Paper petitions must contain actual signatures from each petitioner who has signed to support the petition not just a name (petitions that have originated solely from an on-line petition are not subject to this provision.) A template pro-forma for paper petitions is available on the Company's website or from the Company's Service Support Team (see 6 below for details).

#### **4. E-petitions**

Petitions can be accepted from external websites, which will be considered providing the petition format allows for easy ability for validation that the people who have signed the petition have shown that they live, work or study within the City of Hull or East Riding of Yorkshire boundaries (such as postcodes).

E-petitions must follow the same guidelines as for other petitions. The lead petitioner must provide their name, email address and their postal contact address showing that they live, work or study within the City of Hull or East Riding of Yorkshire boundaries.

When an individual registers and signs a petition, they should where possible provide a valid Hull or East Riding of Yorkshire postcode as this is used to help validate the signature.

#### **5. Invalid Petition**

The following are reasons for exclusion from the Petition Scheme:

- a) The petition matter relates to a decision about a planning or licensing application or any matter where an individual or organisation has a statutory or established recourse to a review or right of appeal (from the Local Authorities (Petitions) Order 2010).
- b) Refers to a decision for which there is an existing right of appeal, for example the courts, a tribunal or a minister of Government, industrial dispute.
- c) Refers to a dispute or matter where there is a clear, established and more suitable alternative process for determination of the issue which the Petition Scheme cannot duplicate or replace.
- d) The petition is considered to be vexatious, abusive or an abuse of process or otherwise inappropriate.
- e) The petition contains language that is offensive, intemperate or provocative or contains potentially libellous, false or defamatory statements.
- f) The petition appears to be a commercial endorsement or promotion of a product, service or publication.
- g) The petition contains material which is potentially confidential or reveals the identity of someone who may be protected by an injunction or court order.

- h) The petition is in furtherance of or pertains to an identifiable individual's or group's particular circumstances or personal interests, for example the Petition Scheme is inappropriate for use by employees of the Company or their representatives to further their own employment or contractual interests where suitable alternative processes have been established and made available for bringing internal issues or disputes to the Company's attention.
- i) The petition is concerning or relating to the terms and conditions of service under which any person is employed or appointed by the Company or any dispute related thereto.
- j) The petition is concerning or relates to a tender process undertaken or being undertaken by the Company.
- k) The business with which the petition is concerned has been the subject of a matter raised by a similar petition received or submitted within the last six months.

## **6. Submitting a Petition**

Petitions may be submitted to Hull Culture and Leisure Limited in one of the following ways:

- By post to the Service Support Team at the following address:

Hull Culture and Leisure Limited  
Dock Office Chambers  
New Cross Street  
Hull  
HU1 3AR

- By hand to the address detailed above.
- Electronically by email to [business.support@hcandl.co.uk](mailto:business.support@hcandl.co.uk)

In the case of electronic submission each sheet of signatures must include names and addresses in full and should be scanned and attached to an email.

## **7. Qualifying Administration and Validation**

The minimum number of valid signatures must be at least 50 (which can include the lead petitioner) for a petition to be accepted as valid under the Petition Scheme.

Once a petition is received by the Company will treat the petition as closed to any further signatures being added. The number of signatures it contains will be counted and validated against the signatures criteria. This will be confirmed with the lead petitioner who will then be informed of the number of valid signatures their closed petition contains.

A Petition Background Information Pro-forma (PBIP) will be issued to the lead petitioner for immediate completion. In order to ensure standardisation and timeliness of the petition process this is best completed at the time of the petition submission and a copy can be found on the Company's website or obtained from the Company's Service Support Team.

The Company may ask for more information regarding the person creating the petition to establish who the lead petitioner is and whether this person has any personal interest/gains in putting the petition forward.

The petition will be checked to establish if it is to be accepted into the Company's Petitions Scheme.

To ensure the Company understands the context and the level of local support for a petition it reserves the right to seek to verify the details contained within a petition. This can be significant when establishing whether a petition has obtained the minimum number of valid signatures required.

All petitions submitted to the Company will be acknowledged to the lead petitioner at the contact address they have provided within 10 working days of the petition being received. The acknowledgment may inform them what the Company plans to do with the petition and when they can expect to receive a response. In respect of e-petitions the acknowledgement and notification of response will also be published on the Company's website.

In respect of paper petitions the outline summary details may also be published on the Company's website.

## **8. Considering a Petition**

Consideration of a petition will be dependent on the nature of the petition subject as follows:

- a) All valid petitions relating to matters delegated to Officers under the Company's Scheme of Delegations will be considered by the Managing Director.
- b) All valid petitions relating to matters delegated to the Board of Directors under the Company's Scheme of Delegations will be reported to the Board of Directors for their consideration.

The Company will respond to a petition received under the Petition Scheme by considering all the specific actions that can potentially be taken on the issues highlighted in a petition including:

- a) Taking action about the request in the petition
- b) Holding a public meeting
- c) Commissioning research
- d) Consulting residents about the matter
- e) Holding a meeting with lead petitioner

## **9. Responding to a Petition**

The Company's response to a qualifying petition will depend on what a petition asks for and if finance allows or if there is a legal power that could influence the response.

If the Company agrees to do what your petition asks for the acknowledgement may confirm that action has been taken and the petition will be closed. If the petition needs more investigation the action required will be explained.

If the qualifying petition triggers consideration at a Company Board meeting the acknowledgement will confirm this and indicate when and where the meeting will take place.

If the petition applies to a matter which is excluded from consideration under the scheme (see 5 above) will be explained.

If a petition is about something over which the Company has no direct control it will not be accepted, however the Company will consider whether it can assist with the matter, depending on what the petition is asking for. This may result for example in the Company contacting government agencies or other partner organisations regarding the issue outlined within the petition.

If a petition relates to something which the Company has no responsibility or influence over at all an explanation will be sent to the lead petitioner and the petition will be returned on request.

## **10. Minimum Number of 50 Signatures Not Reached**

If a petition has less than the minimum required 50 valid signatures the Company will help the lead petitioner consider the alternative of the petition subject being dealt with under the Company's Customer Feedback Scheme. Details of the Customer Feedback Scheme are available on the Company's website. Issues raised under this scheme are normally forwarded to the relevant service managers to arrange a response.

## **11. Company Board Meeting**

Where a qualifying petition triggers consideration at a Company Board meeting the Company will try to deal with the petition at its next available Board meeting, although on some occasions this may not be possible and consideration will then take place at the following Board meeting.

A relevant officer will write to the lead petitioner with a formal response on the outcome of the Board meeting at which the petition was considered and/or debated normally within 10 working days of the meeting.

### Petition Procedure

The Chair of the Board will announce at the relevant agenda item that there is a petition for consideration.

The Chair will then invite the person or persons who will speak on the petition to address the meeting for a time of five minutes in total, provided that any remarks shall relate to the subject matter of the petition and shall not constitute a personal attack upon any person. Board members may ask questions which may be answered without debate.

The Board will decide how to respond to the petition at this meeting. Members may simply note the petition or might wish to take one of the other steps identified under the Petitions Scheme response options.

## **12. Review of Petition Handling**

If a lead petitioner believes that the Company has not dealt with their qualifying petition properly they can request that the Company's Managing Director review the adequacy of the steps that have been taken in response to the petition.

Review requests must be made in writing within 28 days of the date of the formal response to lead petitioner to the Service Support Team Manager (see contact details at 6 above). Requests must contain an explanation of the reasons why the steps that have been taken in the Company's response are not considered to be adequate. Any additional information for consideration must be provided at this stage.

Once the review request has been considered by the Managing Director the lead petitioner will be informed of the outcome within 10 working days of receipt of the review request. Where the Managing Director makes a referral back to the Company's Board the lead petitioner will be advised of the decision of the Board within 10 working days of the meeting.

The results of any reviews of petitions will be published on the Company's website unless the Managing Director or the Board considers that in all the circumstances it would be inappropriate to do so.

There is no further right of appeal through the Company.

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