

Report to	Democratic Services Committee
Date of meeting	20 th September 2024
Lead Member / Officer	Julie Mathews Deputy Leader and Lead Member for Corporate Strategy, Policy and Equalities
Report author	Catrin Roberts, Head of Corporate Support Services - People
Title	Petition Scheme

1. What is the report about?

1.1. The report relates to a proposed Petition Scheme for Denbighshire County Council.

2. What is the reason for making this report?

2.1. To discuss the draft Petition Scheme attached in appendix A.

3. What are the Recommendations?

3.1. That the Committee provides comments and suggestions on the draft Petition Scheme

3.2. That the draft Petition Scheme is recommended for adoption for Denbighshire County Council.

4. Report details

4.1. Section 42 of the Local Government and Elections (Wales) Act 2021 (the 2021 Act) requires councils to make and publish a petition scheme setting out how the council intends to handle and respond to petitions including electronic petitions. A copy of the statutory guidance is attached in Appendix B.

4.2. Petitions are one way for individuals, community groups and organisations to participate in the democratic process, by raising matters that are of concern to the

public with the Council and allowing Elected Members to consider the need for change.

4.3. The petition scheme must as a minimum set out:

- how a petition may be submitted to the council
- how and by when the council will acknowledge receipt of a petition
- the steps the council may take in response to a petition received by it
- the circumstances (if any) in which the council may take no further action in response to a petition
- how and by when the council will make available its response to a petition to the person who submitted the petition and to the public

4.4. A draft Petition Scheme is attached in Appendix A and outlines who can raise a Petition with the Council, the process to be followed and how and when the council will respond. Once agreed this scheme will be set up on the Council's website.

5. How does the decision contribute to the Corporate Priorities?

5.1. The scheme does not directly contribute to the Corporate Priorities; however, it does provide the Community with an avenue for quickly highlight the issues which are of the most concern to them to the council, they can add weight to representations made by ward councillors on their behalf and provide a focus for community discussion. In turn, the council can gain valuable insight into the concerns of their communities and can then support communities in addressing these issues.

6. What will it cost and how will it affect other services?

6.1. There will be minimal costs associated with the setting up and maintaining the scheme which will be absorbed by the service budget

7. What are the main conclusions of the Well-being Impact Assessment?

7.1. A Well-being Impact Assessment has not been completed.

8. What consultations have been carried out with Scrutiny and others?

8.1. The draft Petition Scheme has been discussed by SLT on the 19th September 2024.

9. Chief Finance Officer Statement

9.1. Not applicable.

10. What risks are there and is there anything we can do to reduce them?

10.1. There are no risk associated with this Scheme.