



NEWPORT CITY COUNCIL

PETITIONS SCHEME

1.0 INTRODUCTION

- 1.1 The Local Government and Elections (Wales) Act 2021 requires local authorities to publish a scheme detailing how they will receive and respond to petitions.
- 1.2 Under the Act, a petition scheme must, in particular, set out—
 - i) how a petition may be submitted to the council;
 - ii) how and by when the council will acknowledge receipt of a petition;
 - iii) the steps the council may take in response to a petition received by it;
 - iv) the circumstances (if any) in which the council may take no further action in response to a petition;
 - v) 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.
- 1.3 Newport City Council (hereby referred to as the “Council”) recognises petitions as a medium through which the public can voice their concerns and request action. The Council, therefore, welcomes petitions.
- 1.4 The Council accepts paper petitions and petitions that have been compiled via the Council’s online e-Petition form, which can be found on the Council’s website.
- 1.5 This scheme was approved by the Council on 17th May 2022.
- 1.6 The Council commits to reviewing this scheme every 5 years.
- 1.7 Any queries relating to the petition scheme should be addressed to:
Democratic Services

Newport City Council
Civic Centre
Godfrey Road
Newport
NP20 4UR

democratic.services@newport.gov.uk

01633 656656

2.0 PETITION SCHEME

- 2.1 Before submitting a petition, the Council encourages residents to seek a resolution by—
- i) contacting the relevant ward Councillor(s) to determine whether the Council is already acting on their concerns;
 - ii) contacting the relevant ward Councillor(s) to determine and access any assistance they could provide in the matter;
 - iii) contacting the Council to determine whether a service request would rectify the issue
- 2.2 For the purposes of this scheme, a petition must include—
- i) a clear, concise statement detailing the subject of the petition and what actions the petitioners are calling on the Council to take;
 - ii) a summary of any actions already taken to resolve the issue;
 - iii) the name, address, signature, and contact details of the lead petitioner
 - iv) the names, addresses and signatures of any persons supporting the petition;
 - v) a minimum of 20 persons supporting the petition, including the lead petitioner
- 2.3 Signatories of a petition, including the lead petitioner, must live, work, or own a business in the Newport local authority area. The address provided must reflect this and the Council reserves the right to verify signatories as required.
- 2.4 The contact details of the lead petitioner will not be placed on the Council's website.
- 2.5 If a petition is submitted to the Council without a lead petitioner identified, the Council will attempt to contact the first named signatory of the petition to agree who should act as the lead petitioner. If no one can be reached to appoint a lead petitioner, the petition will be invalidated.
- 2.6 The following petitions cannot be dealt with through this scheme:
- i) Any matter relating to a planning decision, including a development plan document or community infrastructure levy;
 - ii) Any matter relating to an alcohol, gambling, taxi licensing or sex establishment licensing decision;
 - iii) Any matter where there is an appeals procedure in place;

- iv) Any matter for which the Council's Standards Committee has powers for determining complaints

2.7 The Council will also not accept a petition if:

- i) the Democratic Services team consider it to be rude, offensive, defamatory or vexatious in nature;
- ii) it concerns a matter over which the Council has no direct control or influence
- iii) it would require the disclosure of confidential or exempt information;
- iv) it repeats another active petition or a petition submitted within the previous six months;
- v) it is discovered that signatories have been added without explicit consent;
- vi) it concerns the personal circumstances or conduct of any Council officer or Member, or the conditions of service of employees;
- vii) it concerns a political party or organisation;
- viii) it concerns a matter which is the subject of legal or enforcement proceedings, an appeal to a court or tribunal, or an investigation by the Public Service Ombudsman for Wales
- ix) it concerns a matter which is subject to a Government Minister or the Welsh Parliament
- x) it would be illegal for the Council to consider

2.8 If a petition submitted does not fall into the scheme as per the guidelines, the Council will reject the petition. The lead petitioner will be informed of this and receive an explanation of the reasons why it has not been accepted.

2.9 If a petition submitted concerns an issue outside of the Council's control, the petition will be rejected. However, the Council may consider making representations to the relevant authority on behalf of the community. If this course of action is taken, the lead petitioner will be informed.

3.0 HOW TO SUBMIT A PETITION

3.1 Appendix A can be used to create a paper petition.

3.2 Paper petitions can be sent the below address for submission:

Democratic Services
Newport City Council
Civic Centre
Godfrey Road
Newport
NP20 4UR

4.0 COUNCIL RESPONSE

- 4.1 All petitions submitted to the Council will receive an acknowledgement within 5 working days of receipt. The Council will detail what it plans to do with the petition and when you will be contacted again in this acknowledgement.
- 4.2 Where possible, the petition and all related correspondence will be published on the Council's website. However, the Council reserves the right not to publish the petition as it may not be appropriate in certain circumstances.
- 4.3 A petition with up to 100 signatories will be referred to the relevant Cabinet member and/or senior council officer who will consider the petition and take action as appropriate.
- 4.4 A petition with over 100 signatories will be presented for debate at the next available Overview and Scrutiny meeting. The lead petitioner, or another nominated person, will be extended an invitation and given 5 minutes to present the petition. The Overview and Scrutiny Committee will debate and decide the response to the petition.
- 4.5 If a petition concerns an issue affecting a particular ward(s), the relevant elected members will also be notified of the petition at the outset.
- 4.6 In all cases, the outcome will be communicated to the lead petitioner and published on the Council's website.
- 4.7 Please note that during the period preceding an election or referendum, the Council may have to treat petitions differently. Under these circumstances, the changes will be communicated and the reasons explained to the lead petitioner.
- 4.8 If you feel that your petition has not been dealt with correctly, please contact the Council's Monitoring Officer who will assess your complaint and advise of the action intended: democratic.services@newport.gov.uk
- 4.9 The decision of the Monitoring Officer will be final. Should an issue remain, a complaint may be made to the Public Service Ombudsman for Wales.

PETITION FORM (APPENDIX A)

Guidance for completion:

- There is a minimum threshold of 20 signatures required for the Council to accept a petition.
- The Lead Petitioner and all signatories must live, work, or own a business in the Newport council area. Addresses provided must verifiably reflect this.
- Any additional pages should also include the petition subject at the top of the sheet.
- For further information, please refer to the petition scheme published on the Council’s website.

Details of the Lead Petitioner (the person who the Council should contact regarding the petition):

Full Name:	
Address:	
Telephone No.:	
Email Address:	
Signature:	
Date:	

Petition Subject:			
We the undersigned petition Newport City Council to:			
Summary of action already taken (if applicable):			
Name	Address (including postcode)	Signature	Email address / Telephone number (if possible)

