

Attendance

Members of the Special Advisory Group

Cllr Rita Potter
Cllr John Reynolds
Cllr Paul Singh
Cllr Tersaim Singh

Employees

Dereck Francis	Democratic Support Officer
Sara Goodwin	Interim Democratic Services Manager
Kevin O'Keefe	Director of Governance
Martyn Sargeant	Group Manager - Corporate Administration

Part 1 – items open to the press and public

Item No. *Title*

- 1 **Chair for the meeting**
Resolved:
That Cllr John Reynolds be elected Chair for the meeting.
- 2 **Apologies for absence**
Apologies for absence were submitted on behalf of Cllrs Andrew Johnson (Chair), Roger Lawrence, Stephen Simkins, Paul Sweet and Wendy Thompson.
- 3 **Declarations of interests**
No declarations of interests were made.
- 4 **Minutes of the previous meeting (10 March 2016)**
Resolved:
That the minutes of the meeting held on 10 March 2016 be approved as a correct record and signed by the Chair.
- 5 **Matters arising**
There were no matters arising from the minutes of the previous meeting.
- 6 **Petitions Committee**
The Group considered proposals to for the future consideration of petitions received by the Council from members of the public, to be effective from the beginning of the new municipal year.

The Group Manager, Corporate Administration explained the rationale for the proposals which had resulted from a review instigated at the request of the Chair of the Petitions Committee.

Resolved:

1. That the proposed arrangements for considering petitions from the public from 19 May 2016 be approved, specifically:
 - a. Petitions with fewer than 50 signatures to be considered and responded to by employees, with a summary reported to Scrutiny Board and the relevant Cabinet Member(s).
 - b. Petitions with 50 – 2,499 signatures to be considered by the relevant scrutiny panel with recommendations made for action by employees or review by the Executive as appropriate.
 - c. Petitions with 2,500+ signatures to be considered by the Council as per the existing arrangements.
2. That the arrangements for considering petitions be reviewed in twelve months' time.
3. That the development of a protocol for the consideration of petitions by scrutiny panels, to ensure consistency in the way they are reviewed and responded to be supported.