

## Appendix 2 - Scrutiny Panel - Petitions meeting protocol

Timescale	Activity	Notes
5 Minutes	The lead petitioner presents the Petition	The petitioner may nominate someone (including a Councillor) to speak on their behalf
5 minutes	Cabinet Member and Head of Service (HOS) respond to the petition	The Cabinet Member and HOS will offer a response to the Petition and may ask questions of clarification of the Petitioners.
10 minutes	Scrutiny Councillors participate in debate or ask questions of the Cabinet Member	
3 minutes	Petitioner able to ask up to three questions of the Cabinet Member	All questions to be raised at the same time.
5 minutes	Cabinet Member to respond to any questions	
2 minutes	The Chair asks Scrutiny Panel to agree the recommendations on the Petition and explains the outcome of the debate to the petitioners	
This will normally be sent within 10 working days of the meeting	The lead and second Petitioner receive a copy of the minutes and decision of the Scrutiny Panel.	