

**INSTRUCTIONS ON SUBMITTING QUESTIONS AND PETITIONS AT MEETINGS OF  
FULL COUNCIL**

**QUESTIONS**

**1. Sending your question in to the council ahead of the council meeting:**

- You must send your question in by the deadline which is 12pm the Wednesday of the week before the meeting; and
- Send in by letter, fax (08702 388039) or email ([democraticservices@peterborough.gov.uk](mailto:democraticservices@peterborough.gov.uk))

**2. Content of questions:**

- must be about matters affecting Peterborough;
- must be polite;
- must not be the same as one received in the previous six months; and
- cannot request the release of confidential information.

**3. Your question may be edited, after consulting with you, to ensure it is acceptable.**

**4. Your question(s) will be put into a report in a random order with all the other public questions. (A draw takes place prior to the meeting to determine the order of questions)**

**5. Attending the meeting:**

- Arrive in time to find the seat reserved for you in the Council Chamber before the meeting begins (usually 7pm start);
- You will be given a report (on blue paper) containing all the questions to be asked so you will see what order the questions are in.

**6. Asking your question:**

- The Mayor will invite you to speak at the appropriate time in the meeting;
- You need to stand (if able) to read the question as it is in the questions report (a microphone will be provided by the Mayor's Attendant)
  - i. sometimes, if there are lots of questions you may be asked if your question can be taken 'as read' which means that only the response will be read out. Everyone attending the meeting will have a copy of the question report so they will know what your question is.

**7. Asking a supplementary question:**

- After the response is given, you will be able to ask a supplementary question
  - i. You will have one minute to ask this;
  - ii. This question must be relevant to your original question or the response that was given to it;
  - iii. You cannot raise new issues;
  - iv. You should not use this to debate or raise political points of view.

## **8. When you have finished:**

- When all the public questions have been asked, you will be directed by one of the Town Hall Beadles to the public viewing gallery where you can continue to observe the remainder of the meeting if you wish;
- If you have mobility difficulties and are not able to use the stairs to access the public gallery, a more accessible seating area is available. You will need to make us aware of this requirement in advance of the meeting so we can reserve a seat for you.

## **PETITIONS**

### **1. Notifying the Council that you are submitting a petition at the meeting:**

- You must notify the council by 4pm on the day before the meeting and state what the petition is about;
- Send in by letter, fax (08702 388039), email ([democraticservices@peterborough.gov.uk](mailto:democraticservices@peterborough.gov.uk)) or phone 01733 452268;
- Also notify the council of the name(s) of the people who will be attending.

### **2. Content of the petition:**

- The petition must contain at least three signatures; and
- The petition must be about a matter relevant to Peterborough.

### **3. Attending the meeting:**

- Arrive in time to find the seat reserved for you in the Council Chamber before the meeting begins (usually 7pm start);
- A maximum of two people can submit each petition.

### **4. Submitting your petition:**

- The Mayor will ask for any petitions at the appropriate time in the meeting;
- You will need to stand up and wait for a microphone to be brought to you by the Mayor's attendant;
- You will need to state your name and what the petition is about, you will have one minute to outline the aims of the petition;
- Pass the petition to the Mayor's attendant who will give it to the council's officers.

### **5. When you have finished:**

- When all the petitions have been submitted, you will be directed by one of the Town Hall Beadles to the public viewing gallery where you can continue to observe the remainder of the meeting if you wish;
- If you have mobility difficulties and are not able to use the stairs to access the public gallery, a more accessible seating area is available. You will need to make us aware of this requirement in advance of the meeting so we can reserve a seat for you.

The above procedures are taken from Part 4 section 1 of Peterborough City Council's constitution, [www.peterborough.gov.uk/constitution](http://www.peterborough.gov.uk/constitution).

For further information or clarification on any of the points above, please contact the Democratic Services Team on 01733 452268 or [democraticservices@peterborough.gov.uk](mailto:democraticservices@peterborough.gov.uk) and we will be happy to help.