

**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 midday five working days before the day of the meeting.
- Send in by email ([democratic.services@peterborough.gov.uk](mailto:democratic.services@peterborough.gov.uk))

**2. Scope of questions:**

If the monitoring officer considers a question:

- is not about a matter for which the local authority has a responsibility or which affects the City;
- is illegal, improper, defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information

he or she will inform the Mayor who will then decide whether or not to reject the question

**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 6pm start);
- The agenda for the meeting will be available on the Council's website and will contain 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 Council staff to the public seating area where you can continue to observe the remainder of the meeting if you wish;
- If you have mobility difficulties Please make us aware of this requirement in advance of the meeting so we can make appropriate arrangements

## **PETITIONS**

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

- You must notify Democratic Services of your intention to present a petition 10 working days before the meeting. Full details must be received in writing or by email to [petitions@peterborough.gov.uk](mailto:petitions@peterborough.gov.uk) by 12 noon on the working day before the meeting.

Also, please notify the Council of the name(s) of the people who will be attending to present the petition.

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

- The petition must contain at least 20 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 6pm start);
- If delivered a meeting the lead petitioner can present the petition themselves or ask someone else, such as a Councillor, to do so on their behalf. An officer in Democratic Services will be available to talk through the process beforehand.
- 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 Council staff to the public seating area where you can continue to observe the remainder of the meeting if you wish;
- If you have mobility difficulties please make us aware of this requirement in advance of the meeting so we can make appropriate arrangements

The above procedures are taken from Part 4 Section 1 and Part 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 at [democratic.services@peterborough.gov.uk](mailto:democratic.services@peterborough.gov.uk) and we will be happy to help.