

Part 4

Section 4.10 - Petitions Scheme¹

1. Petitions with Fewer than 2,000 Signatures

- 1.1 Subject to paragraph 3 below, any petition with fewer than 2,000 signatures of persons resident or working in the Combined Authority's Area² shall be referred to an officer for response.

2. Petitions with 2,000 or More Signatures

- 2.1 Subject to paragraph 3 below, the Chief Executive, in consultation with the Mayor, will refer any petition with at least 2,000 signatures of persons resident or working in the Combined Authority's Area to a meeting of the Combined Authority, a committee or sub-committee.
- 2.2 No person or organisation may present more than one petition for consideration at any meeting.
- 2.3 The petition will be read at that meeting; there will be no opportunity for the organiser of the petition to address the meeting.
- 2.4 The Chair of the meeting will determine whether the petition is debated by the meeting.
- 2.5 The Chair/meeting will decide how to respond to the petition. Such response may include:
- taking the **action** the petition requests,
 - taking **no further action**,
 - referred for **further investigation** into the matter to an overview and scrutiny committee, a working group, or an officer,
 - requesting an officer to take **any other step** in relation to the matter.
- 2.6 The response will be recorded in the minutes of the meeting. The Deputy Director Legal, Governance & Compliance will notify the petition organiser in writing of the response, which will be published on the Combined Authority's website.
- 2.7 Where a Chair/meeting has referred the matter for further investigation or requested any other step to be taken, they will identify a relevant officer to notify the petition organiser in writing of the outcome, which will be published on the Combined Authority's website.

¹ This Petition Scheme does not extend to any petition in relation to Police and Crime Commissioner (PCC) Functions, in respect of which alternative arrangements apply.

² That is, West Yorkshire.

3. Miscellaneous

- 3.1 Where a petition addresses an issue which only directly affects one Constituent Council, the Chief Executive may, in consultation with the Chief Executive of that Constituent Council, refer the petition to that Council.
- 3.2 The Chief Executive may, in consultation with the Deputy Director Legal, Governance & Compliance, reject a petition if:
- it is vexatious, abusive or otherwise inappropriate,
 - it qualifies as a statutory petition³,
 - it is excluded by order,
 - it is substantially the same as another petition presented to the Combined Authority in the previous 12 months, or
 - it does not relate to any function of the Combined Authority.

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³ That is, a petition relating to a change in Local Governance Structure.