

Cabinet Member for City Services

8 August 2017

**Name of Cabinet Member:**

Cabinet Member for City Services – Councillor J Innes

**Director Approving Submission of the report:**

Deputy Chief Executive (Place)

**Ward(s) affected:**

Bablake, Cheylesmore, St Michael's, Wainbody, Woodlands

**Title:**

Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

---

**Is this a key decision?**

No - the report is for monitoring purposes only

---

**Executive Summary:**

In accordance with the City Council's procedure for dealing with petitions, those relating to traffic management, road safety and highway maintenance issues are considered by the Cabinet Member for City Services.

In June 2015, amendments to the Petitions Scheme, which forms part of the Constitution, were approved in order to provide flexibility and streamline current practice. This change has reduced costs and bureaucracy and improved the service to the public.

These amendments allow for a petition to be dealt with or responded to by letter without being formally presented in a report to a Cabinet Member meeting.

In light of this, at the meeting of the Cabinet Member for Public Services on 15 March 2016, it was approved that a summary of those petitions received which were determined by letter, or where decisions are deferred pending further investigations, be reported to subsequent meetings of the Cabinet Member for Public Services (now amended to Cabinet Member for City Services), where appropriate, for monitoring and transparency purposes.

Appendix A sets out petitions received relating to the portfolio of the Cabinet Member for City Services and how officers propose to respond to them.

**Recommendations:**

Cabinet Member for City Services is recommended to endorse the actions being taken by officers as set out in Section 2 and Appendix A of the report in response to the petitions received.

**List of Appendices included:**

Appendix A – Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

**Background Papers**

None

**Other useful documents:**

Cabinet Member for Policing and Equalities Meeting 18 June 2015 – Minute and Report: Amendments to the Constitution – Proposed Amendments to the Petitions Scheme

Copies of the minute and report are available at [modern.gov.coventry.gov.uk](http://modern.gov.coventry.gov.uk)

**Has it been or will it be considered by Scrutiny?**

No

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

No

**Report title:** Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

**1. Context (or background)**

- 1.1 In accordance with the City Council's procedure for dealing with petitions, those relating to traffic management, road safety and highway maintenance issues are considered by the Cabinet Member for City Services.
- 1.2 Amendments to the Petitions Scheme, which forms part of the Constitution, were approved by the Cabinet Member for Policing and Equalities on 18 June 2015 and Full Council on 23 June 2015 in order to provide flexibility and streamline current practice.
- 1.3 These amendments allow a petition to be dealt with or responded to by letter without being formally presented in a report to a Cabinet Member meeting. The advantages of this change are two-fold; firstly it saves taxpayers money by streamlining the process and reducing bureaucracy. Secondly it means that petitions can be dealt with and responded to quicker, improving the responsiveness of the service given to the public.
- 1.4 Each petition is still dealt with on an individual basis. The Cabinet Member considers advice from officers on appropriate action to respond to the petitioners' request, which in some circumstances, may be for the petition to be dealt with or responded to without the need for formal consideration at a Cabinet Member meeting. In such circumstances and with the approval of the Cabinet Member, written agreement is then sought from the relevant Councillor/Petition Organiser to proceed in this manner.

**2. Options considered and recommended proposal**

- 2.1 Officers will respond to the petitions received by determination letter or holding letter as set out in Appendix A to the report.
- 2.2 Where a holding letter is to be sent, this is because further investigation work is required of the matters raised. Details of the actions agreed are also included in Appendix A to the report.
- 2.3 Once the matters have been investigated, a determination letter will be sent to the petition organiser or, if appropriate, a report will be submitted to a future Cabinet Member meeting, detailing the results of the investigations and subsequent recommended action.

**3. Results of consultation undertaken**

- 3.1 In the case of a petition being determined by letter, written agreement is sought from the relevant Petition Organiser and Councillor Sponsor to proceed in this manner. If they do not agree, a report responding to the petition will be prepared for consideration at a future Cabinet Member meeting. The Petition Organiser and Councillor Sponsor will be invited to attend this meeting where they will have the opportunity to speak on behalf of the petitioners.

**4. Timetable for implementing this decision**

- 4.1 Letters referred to in Appendix A to the report will be sent out by September 2017.

**5. Comments from Executive Director of Resources**

**5.1 Financial implications**

There are no specific financial implications arising from the recommendations within this report.

**5.2 Legal implications**

There are no specific legal implications arising from this report.

**6. Other implications**

**6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

Not applicable

**6.2 How is risk being managed?**

Not applicable

**6.3 What is the impact on the organisation?**

Determining petitions by letter enables petitioners' requests to be responded to more quickly and efficiently

**6.4 Equalities / EIA**

There are no public sector equality duties which are of relevance

**6.5 Implications for (or impact on) the environment**

None

**6.6 Implications for partner organisations?**

None

**Report author(s)**

**Name and job title:**

Martin Wilkinson  
Senior Officer - Traffic Management

**Directorate:**

Place

**Tel and email contact:**

Tel: 024 7683 3265  
Email: martin.wilkinson@coventry.gov.uk

Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Karen Seager	Head of Traffic and Network Management	Place	27/07/17	28/07/17
Caron Archer	Principle Officer - Traffic Management	Place	27/07/17	28/07/17

This report is published on the council's website: [moderngov.coventry.gov.uk](http://moderngov.coventry.gov.uk)

**Appendix A – Petitions Determined by Letter and Petitions Deferred Pending Further Investigations**

<b>Petition Title</b>	<b>No. of signatures</b>	<b>Councillor Sponsor</b>	<b>Type of letter to be sent to petition organiser(s) and sponsor</b>	<b>Actions agreed</b>	<b>Target Date for Determination Letter / CM Report</b>
38/16 - Parking Displacement Issues Affecting John Grace Street	23	Councillor Bailey	Holding	Parking surveys being conducted.	September
11/17 – Speeding in Swanswell Street	19	Councillor O’Boyle	Holding	CCTV monitoring of location to be undertaken at start of autumn college term.	October
65/16 - Wallace Road, State of the Grass Verges and Request for Parking Solution for the Shops	8	Councillor Williams	Determination	Location is on verge protection request list.	September
67/16 - Whitley Traffic Matters - Address Worsening Road Safety Problems Especially Around the 3 Schools	555	Councillors Bailey and Brown	Determination	Double yellow lines at junctions highlighted in petition to be advertised as part of next waiting restriction review; vehicle-activated sign (mobile) to be installed near junction with London Rd; maintenance work to be undertaken on school warning signs.	September
68/16 - Continuous Footpath at Junction of Lawley Close and Jobs Lane, Dropped Kerbs at Limbrick Court Junction	36	Councillor Ridley	Holding	Site visit to be arranged with petition organiser and sponsor.	September
2/17 - Request for Residents Parking, Merynton Avenue, Tutbury Avenue and Hilary Road	61	Councillor Blundell	Holding	Parking survey to be conducted in autumn university term.	September
E56 - Make Swan Lane Safer with a zebra crossing near to Frederick Bird Primary School	302	N/A	Holding	Site visit to be arranged in new school term.	October
8/17 - Request for Parking Restrictions at the Entrance to William Bree Road to Enable Weekly Bin Collections to Take Place	10	Councillor Ridley	Determination	Double yellow lines for junction protection to be advertised as part of next waiting restriction review.	September