

Cabinet Member for City Services

17 June 2024

**Name of Cabinet Member:**

Cabinet Member for City Services – Councillor P Hetherton

**Director Approving Submission of the report:**

Director of City Services & Commercial

**Ward(s) affected:**

Holbrook, Sherbourne, Westwood

**Title:**

Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

---

**Is this a key decision?**

No - This 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 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 to the report 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:

- 1) Endorse the actions being taken by officers as set out in Section 2 and Appendix A to the report in response to the petitions received.

**List of Appendices included:**

Appendix A – Summary of 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 report: Amendments to the Constitution – Proposed Amendments to the Petitions Scheme  
A copy of the report is available at: [edemocracy.coventry.gov.uk](http://edemocracy.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 Council on 23 June 2015 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 July 2024.

#### **5. Comments from the Director of Finance and Resources and the Director of Law and Governance**

##### **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 the One Coventry Plan?**

(<https://www.coventry.gov.uk/strategies-plans-policies/one-coventry-plan>)

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) climate change and the environment**

None

##### **6.6 Implications for partner organisations?**

None

**Report author**

**Name and job title:**

Caron Archer  
Principle Officer - Traffic Management

**Service:**

City Services & Commercial

**Tel and email contact:**

Tel: 024 7697 7139  
Email: caron.archer@coventry.gov.uk

Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Service Area</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
David Keaney	Head of Network Management	City Services and Commercial	06/06/2024	06/06/2024
Michelle Salmon/Caroline Taylor	Governance Services Officer	Law and Governance	06/06/2024	07/06/2024

This report is published on the council's website:

<https://www.coventry.gov.uk/council-meetings>

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

<b>Petition No.</b>	<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>
E46/23	Everdon Road - Speeding	16	Cllr Lancaster	Determination	Does not currently meet the criteria for inclusion in the safety scheme programme (review of recorded personal injury collisions shows five collisions on Everdon Road in last three years). Details of Community Speed Watch to be provided. Everdon Road to be added to programme for deployment of temporary vehicle-activated speed limit signs.
38/23	Charter Avenue – Parking Restrictions	23	Cllr Lapsa	Determination	To advertise a limited waiting restriction in the layby outside St Georges Chip Shop on Charter Avenue as part of the next waiting restriction review. Implementation subject to the consideration of any objections received.
E45/23	Hollyfast Road - Pedestrian Crossing	16	Cllr Simpson	Holding	This request is noted, however insufficient information has been provided with the petition to enable a detailed investigation as to the merit and feasibility of the request to be undertaken. As such, it is proposed to seek further detail from the lead petitioner which will enable the request to be assessed.

43/22	Hathaway Road – Request for a Residents Parking Scheme	68	Cllr Lapsa	Determination	To advertise a residents' parking scheme on Hathaway Road as part of the next waiting restriction review. Implementation subject to the consideration of any objections received.
-------	--	----	------------	---------------	---