



# Petitions Policy



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| <b>DOCUMENT MANAGEMENT</b>   |  |
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| To be read in conjunction with:<br>1. NPH Complaints Policy              | Contact Officer:<br>Santina Chambers<br>Data Management Officer.                                 |

# How to submit a petition to Northampton Partnership Homes

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## 1.0 Introduction

Getting tenants and local people involved in our decision making is something that is really important to us. Petitions are quite often used by people to demonstrate the strength of feeling about a particular issue. It can raise the awareness of a particular campaign and put issues on our agenda which we might not have picked up before.

**NPH define a petition as** a document with signatures of petitioners that number over 20 in Northampton.

An NPH tenant or leaseholder can submit a petition.

## 2.0 How do I submit a petition?

Petitions can be presented to Northampton Partnership Homes either via email or post. If you would like to present your petition to us via email, you should send it to:

[information@NPH.org.uk](mailto:information@NPH.org.uk)

To submit a paper petition, you need to send details of the petition by post to:

Data Management Officer, Northampton Partnership Homes, Guildhall, St. Giles Square, Northampton, NN1 1DE

## 3.0 What should a petition to NPH contain?

The petition organiser should send petitions to us once they have been closed to signatories and provide NPH with their name, address, telephone number and email address. All petitions should clearly be supported by a statement outlining what the petition is about and the outcomes petitioners would like to see.

Petitions to NPH should be about issues within the organisations control and influence. Issues that are not within NPH control may be exempt from the process. If you wish to seek further support or advice, please contact the Data Management Officer, tel: 01604 8378794 or by e-mail to [information@NPH.org.uk](mailto:information@NPH.org.uk)

## 4.0 What is excluded from the petition process?

Once a petition is received, NPH will review it and take action. In some circumstances, a petition may be excluded from the process. Where this happens, NPH will write to the petition organiser clearly stating the reason for the exemption.

NPH excludes the following from the petitions process:

- **Petitions in response to consultation on a specific matter.** Such petitions should be returned to the consultation organiser as part of the consultation feedback process.
- **Petitions relating to vexatious, abusive or otherwise inappropriate matters.** Inappropriate matters may include those which are subject to ongoing legal proceedings or those that target individual members of a community.
- **A petition that raises issues of NPH Officer competence or misconduct.** This will be referred to the Chief Executive (or to the Head of Human Resources in respect of the Chief Executive) and will be considered under NPH disciplinary procedures.
- **Duplicate petitions:**
  - Where more than one petition is received, NPH will only consider the first to arrive.
  - If more than one petition arrives in time for a particular meeting, each petition organiser will be treated as an independent petition organiser, but only the petition organiser of the first petition to be received will be invited to address the relevant meeting.
- **Repeat petitions.** A petition will not normally be considered if it is received within six months of another petition being considered by NPH on the same matter.
- **Petitions that relate to multiple organisations.** Petitions received must relate to issues within NPH influence and control. Where an issue relates to more than one organisation NPH may not be the appropriate lead organisation to respond to the petition. In this instance we will refer it to the most appropriate organisation to deal with it.

## 5. What happens when a petition is received?

An acknowledgement will be sent to the petition organiser within 10 days of receiving the petition. It will let them know what NPH plans to do with the petition and when they can expect to hear from NPH again.

Where relevant to the issues, NPH may call upon the support of our tenant engagement groups, such as the Tenants Panel, Complaints Panel and Scrutiny to review a petition.