Glasgow City Integration Joint Board
Guidance on Submitting a Public Petition

1.0 Introduction

1.1 Glasgow City Integration Joint Board aims to provide you with good quality services which are easy to access and meet the health and social care needs of the people of Glasgow.

1.2 The public petitions process plays a key part in these aims by encouraging you to participate fully in the decision making process, either by yourself or as part of a group.

1.3 If you would like to send the Integration Joint Board a petition, please read the following guidance and instructions carefully before preparing and submitting a petition.

2.0 Issues which we will consider

2.1 Your petition should refer only to functions within the remit of the Integration Joint Board. You should clearly explain the purpose of the petition and what result you expect to achieve.

3.0 Issues we will not consider

- Complaints submitted in the form of a petition. Complaints should be raised through the complaints process of the Integration Joint Board, the Council or the Health Board. Details on how to make a complaint are provided at:
    - http://www.glasgow.gov.uk/en/ContactUs/ - for complaints relating to services provided by Glasgow City Council
    - http://www.nhsggc.org.uk/get-in-touch-get-involved/complaints/ - for complaints relating to services provided by NHS Greater Glasgow and Clyde
    - To make a complaint specifically relating to the Integration Joint Board contact Business Administration at Commonwealth House on 0141 314 0394

- Petitions on any matter not within the remit of the Glasgow City Integration Joint Board, for example petitions relating to functions of Glasgow City Council or NHS Greater Glasgow and Clyde which are not delegated to the Glasgow City Integration Joint Board, or petitions which relate to matters of national policy

- Petitions relating to any current court, legislative or regulatory proceedings, or which relate to a policy or process which is in place by virtue of Statutory Order or Regulation passed by the Scottish Parliament

- Petitions that are the same as or very similar to petitions the Integration Joint Board has already considered within the previous twelve months

- Petitions that relate to any decision the Integration Joint Board, a committee or officer has made in the last six months

- Petitions submitted by members of the Glasgow City Integration Joint Board.

- Petitions that relate to a current or recent proposal which is subject to a specific Integration Joint Board consultation or engagement exercise, or where it is known that a consultation or engagement exercise is to be carried out

- Petitions that relate to individual or personal issues

- Petitions created and submitted via any other process or in any other format than the one outlined in this document, for example petitions created and hosted on external websites

4.0 Action you should take before you send us a petition

4.1 Before submitting a petition, you should have:

- Raised the issue with the Council, Health Board or Integration Joint Board, in the first instance, for example in writing to the Chief Officer or relevant Head of Service

- Checked whether the Integration Joint Board is running a current related consultation exercise or engagement process and, if it is, raise your issues directly through that process first

4.2 Please ensure copies of any correspondence on the above are attached with your petition.

5.0 Submitting a Petition

5.1 You can submit a petition by email, by post or by hand.

5.2 For all petitions, whether submitted by email, post or by hand, there are some basic requirements.

5.3 The petition should be titled and include a statement of no more than 250 words which covers the purpose of the petition and details of the results you would expect to achieve by presenting the petition to the committee.

5.4 The petition **must** include the following.

- Your name or the name of the principal petitioner, who must live within the Glasgow City Council area; we may check your eligibility.

- Your or the principal petitioner's address to which all communications will be sent.

- The name, address and signature of any person(s) supporting the petition.

5.5 Names and addresses can be gathered both electronically and by paper. If you are going to use both a paper and electronic version of your petition, we ask that you remove any repeat names before submitting it to the Integration Joint Board.

5.6 For paper petitions, it would be helpful if your petition is typewritten or completed using a black pen. If you have any difficulty in filling in the form please contact us using the details provided later in this document.

5.7 The Integration Joint Board will validate (or check) each petition and they must include a certain amount of support before it can begin consideration of your petition. Your petition must have a minimum of 25 signatures from people living in Glasgow

5.8 A form for petitions is included within these Guidance Notes. You can also download the form from the Integration Joint Board's website at https://www.glasgow.gov.uk/index.aspx?articleid=18973

You can also request a paper copy by phoning 0141 276 6659, or in writing or in person to:

Senior Officer (Governance Support)
Glasgow City Health and Social Care Partnership
Commonwealth House,
32 Albion Street
Glasgow
G1 1LH

6.0 Privacy and Content of petitions

6.1 Information about any individual will not be used for any other purpose other than in relation to the petition.

6.2 For your part, you must make sure the information you send does not include:

- untrue or deliberately misleading statements,
- information that is protected by an interdict or court order,
- information that is commercially sensitive, confidential or that may cause personal distress or loss,
- the names of individual employees of the Council or Health Board,
- the names of any other individual, or information by which they may be easily identified,
- duplicate signatures
- offensive language, for example swear words, insults, racism, sexism or any other term which could reasonably be considered as offensive; and,
- any other content which could reasonably be considered inappropriate

6.3 Petitions which do not comply with all of the above requirements will be returned to the petitioner to be amended as necessary. If the petitioner refuses to amend the petition, it will be rejected.

7.0 Support and help with a petition

7.1 We will accept petitions in community languages and other formats. We will also arrange for interpretation and translation services, including British Sign Language if you need it. We will take account of your needs when making arrangements to hear petitions. If you need any support, you or your representative should discuss these with the Senior Officer (Governance Support).

8.0. How to send in your petition

8.1 When you are satisfied your petition meets the conditions outlined in this guidance, you should submit the petition to:

Senior Officer (Governance Support)
Glasgow City Health and Social Care Partnership
Commonwealth House,
32 Albion Street
Glasgow
G1 1LH

8.2 You can also email your petition to glasgowcityijb@glasgow.gov.uk. You will receive confirmation, within 5 working days, that your petition has been received.

9.0 What Happens next

9.1 You should expect a response within 10 working days on the outcome of your petition.

9.2 If your petition cannot be considered by the Public Engagement Committee, for one or more of the reasons outlined in section 3 of this document, this will be confirmed to you in writing along with information about what other options are available to you to attempt to resolve your issue.

9.3 If your petition is not excluded for any of the reasons outlined in section 3, but has not been completed correctly (for example it does not have a sufficient number of signatures from people living in Glasgow) or it does not comply with the requirements outlined in section 6.2, it will be returned to you with information on what you need to do in order to allow your petition to be considered by the Public Engagement Committee.

9.4 Once your petition has been checked (validated) that it meets all of the criteria set out in this document as being valid, it will be added to the agenda for a meeting of the Glasgow City Integration Joint Board's Public Engagement Committee. The date allocated will depend both on the workload of the committee and also the time taken to complete the validation process.

9.5 The Chair of the Committee may invite petitioners to appear before the committee to speak in support of their petition to help the committee reach a decision. As a petitioner you should indicate on the form if you want to make a statement to the committee. Due to time limitations on committee meetings, no guarantee can be given that petitioners will automatically be invited to address the committee.

9.6 Subject to the discretion of the Chair of the Committee, you as a petitioner can speak for up to 10 minutes. You may bring up to two supporters to the Committee who may speak on your behalf.

9.7 Members of the Public Engagement Committee may ask you questions relating to the issue or issues that have been raised in the petition.

9.8 If you as a petitioner need any help making a statement to the committee - for example translation or interpretation - please contact the Senior Officer (Governance Support).

9.9 Following the consideration of a petition, the Public Engagement Committee will take a decision on action to be taken as follows.

(a) Agree the issue(s) raised deserves further action and agree to refer the petition, with any recommendations the committee deems appropriate, to the Integration Joint Board, an officer or another organisation; or

(b) Agree the issue(s) raised does not merit further action

9.10 You, as the petitioner, will be advised of the committee's decision in writing.

10.0 Further information

10.1 All letters and enquiries should be sent to:

Senior Officer (Governance Support)
Glasgow City Health and Social Care Partnership
Commonwealth House,
32 Albion Street
Glasgow
G1 1LH

Phone 0141 276 6659
Email: glasgowcityijb@glasgow.gov.uk

Glasgow City Integration Joint Board Petitions form

Please refer to the Guidance on Submission of Public Petitions before filling in this form. If you need more information or advice, please contact the Senior Officer (Governance Support), whose contact details are provided in the guidance document.

Details of Principal Petitioner Please enter the name of the person raising the petition. You must include a name and contact address, and it is also helpful if you include a telephone number and email address.
Name: **Address:**   **Telephone:** **Email:**
Title of Petition ----------
Please write in no more than 250 words: ○ The purpose of your petition; and, ○ The result you wish to achieve from your petition

Action taken, if any, to resolve issues before submitting the petition Please enter below details of any individuals or organisations approached. You should attach copies of correspondence, including any responses. This information will be made available to the Public Engagement Committee before it considers the petition.

Appearance before Committee The Chair of the Public Engagement Committee may invite petitioners to appear before the committee to speak in support of their petition. Please indicate whether you would like to make a brief statement (no more than 10 minutes) to the committee when it is considering your petition *I **do** wish to make a statement to the committee *I **do not** wish to make a statement to the committee *delete as appropriate

Signature of Principal Petitioner

When you are satisfied the petition meets all the conditions outlined in the Guidance on Submission of Petitions, the principal petitioner must sign and date the form in the box below. For petitions submitted by email, a digital signature will be accepted.

Signature…….. **Date**…….

Print name in BLOCK CAPITALS……..

Petition Signatories

A petition must be supported by a minimum of 25 signatures from people living in the Glasgow City Council area (please use additional sheets to add further signatures)		
Name	**Full Address including postcode**	**Signature**
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