London Borough of Enfield - E-Petitions Guidance

Introduction

This guide provides some brief information for people wishing to use the epetitions system on the Council website.

Who can sign an e-Petition?
An e-Petition can be signed by a person of any age who lives, works, does business or studies in Enfield. You do not have to be a registered user to sign all e-Petitions but you will need to provide a few basic details, including a valid email address, for verification purposes.

You can only sign an e-Petition once. The list of signatories will be checked by officers and any duplicate signatures or frivolous responses removed.

How to create a new e-petition
An e-Petition can be created by a person of any age who lives, works, does business or studies in Enfield. To submit an e-Petition you will need to be a registered user.

Registration is a simple process that just requires you to provide us with a few details in case we need to contact you about the e-Petition.

On the e-Petitions page, select the ‘Submit a new e-Petition’ option and follow the prompted steps from there. Your online form will be submitted to the Corporate Scrutiny & Community Outreach Team who may contact you to discuss your e-Petition before it goes live.

What information should my e-Petition contain?
Your e-Petition must include:

• A title of the e-Petition.
• A statement explicitly setting out what action you would like the Council to take (a “call for action”).
• Any information which you feel is relevant to the e-Petition and reasons why you consider the action requested to be necessary. You may include links to other relevant websites.
• A date for when your e-Petition will go live on the website. It may take the Corporate Scrutiny & Community Outreach Team a couple of days to check your e-Petition request and discuss any issues with you so please ensure that you submit the request a few days before you want the e-Petition to go live.
• A date for when your e-Petition will stop collecting signatures. In order to achieve the maximum impact, you may want to set this date so that the e-Petition will be submitted prior to a date on which a debate is to be held or a decision taken on the issue. We will host your e-Petition for up to 12 months but would expect most to be significantly shorter in length to this.
The Council accepts no liability for the petitions on these web pages. The views expressed in the petitions do not necessarily reflect those of the Council.

Promoting your e-Petition
Whilst the Council will host e-Petitions on its website, it will not generally promote individual e-Petitions. Raising awareness of your e-petition could be done in a number of ways such as promoting it on local community websites, discussion forums or newsletters.

What happens when the e-Petition is complete?
When the e-Petition reaches its closing date, you will no longer be able to sign it online. An officer from the Corporate Scrutiny & Community Outreach Team will submit the final petition to the relevant Council department for action. Full details are in the Petition Scheme.

Can I still submit a paper petition?
Yes, you can still submit paper petitions the Petition Scheme has more details. A petition may also gather names and addresses in both forms - you can have a paper version and an online version, although repeat names will be discounted. Both forms of the petition should run for the same period of time and must be submitted together. When submitting an e-Petition request, please let us know you are running a paper petition as well and this will be highlighted on the website.

Privacy policy
The details you give us are needed to validate your support and your details will not be published on the website. This is generally the same information required for a paper petition. The Council may contact you in relation to any petitions you have signed, unless you have requested not to be contacted when signing the e-Petition.

London Borough of Enfield is the data controller for personal information collected in respect of both the Council’s E-petition facility and for paper petitions. Personal details will automatically be removed 4 years after the closing date of the petition. However, should you wish your name to be removed before this time please contact Corporate Scrutiny & Community Outreach via scrutiny@enfield.gov.uk.

Contact Details
For more information and advice, or to discuss a potential e-Petition, please contact:

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