

Local Area Forum

Title:	Update on Democratic issues
Date:	May 2011
Author:	Head of Legal and Democratic Services
Contact officer:	Clare Gray (01296 383610) / Steve Taylor (01296 383680)
Electoral divisions affected:	All

Summary

To update Members on democratic issues which may be of interest.

There are various ways that members of Local Area Forums and members of the public can become involved in the democratic process and some of these are set out below in this report. Officers from Democratic Services can be contacted if you require any further information and their contact details are set out at the bottom of the agenda for the Local Area Forums.

Recommendation

Members of the Local Area Forum are asked to note the report.

Supporting information

Subscribe to Email Alerts for Committee Agendas, Minutes and Decisions

You can register for email alerts at the following link, or click "Subscribe to decision updates" from the Buckinghamshire County Council home page :

<http://www.buckscc.gov.uk/moderngov/mgRegisterKeywordInterest.asp?bcr=1>

Click "Register as a new user", fill in the details and click "Register". You will then see a choice of alerts. Make sure you leave at least one of "Newly published documents" or "Consultations" ticked (the latter being only relevant to Cabinet / Cabinet Member decisions). The subscriptions are in 3 categories –

- Keywords (used for Cabinet Member Decisions by portfolio)



INVESTOR IN PEOPLE



- Committees
- Electoral Divisions

Ensure you click "Submit" when you've made your choices.

Once you've registered, it is also possible to sign up to alerts for individual issues (key decisions). Selecting the "Forward plans" link from the menu on the left shows a list of upcoming decisions to be taken. If you click the "Subscribe to Updates for item x" link under a particular item, an email will be generated when decisions are published for that item.

Note that a maximum of one email will be sent per day - if there are multiple matches on a particular day, these will be combined into the one email.

Please contact admin@buckscc.gov.uk if you have any queries.

Petitions and ePetitions

www.buckscc.gov.uk > A-Z > Petitions

What is an ePetition?

An ePetition is one way you can influence local decision making – anyone who lives, works or studies in Buckinghamshire can create an ePetition on our website, or electronically 'sign' an ePetition. For practical purposes, we normally set a minimum requirement of 20 signatures for it to be treated as a petition. A petition can trigger debate and potentially bring about change – full details can be found in our [Petitions Scheme](#).

Viewing details of an ePetition

Click on the title of the active ePetition. Or find a completed ePetition by clicking 'Browse all ePetitions' and using the date range box – paper petitions received are also listed. You can view the list of signatures for an ePetition by clicking 'View online ePetition responses' if the ePetition has been configured to display signatures. Regular updates will be made with information on the progress of ePetitions.

How do I sign an ePetition?

Click the title of the ePetition you wish to sign, assuming that deadline hasn't passed. Click 'Sign ePetition' (or if you've already registered with us, choose the 'Logon and sign ePetition' option). You will be asked to provide some contact information – a name and email address, and to type in a 'captcha' verification code (to prevent automated signing). Your name may be viewable on the website as a signatory, but no other contact details will be shown. You can only sign an ePetition once.

How do I create an ePetition?

Click the 'Submit a new ePetition' link. If you've already registered with us, type your username and password and click 'Log in', otherwise click 'Register as new user'. If you're registering, you will be asked to provide some contact information – a name and email address, and to choose a password. You'll be asked to provide the following information:

- A title
- A statement explaining what action you would wish the council to take

- Any further details about your ePetition. You may include links to other websites. Please be as specific as possible if your ePetition is about a particular location

Your ePetition should be about an issue for which the council has responsibility, or over which the authority has some influence. Your submission will be sent to Democratic Services for verification before it's made live – we will contact you should there be any issues to be discussed, and to set start and end dates for the ePetition. It's up to you to promote your ePetition and encourage people to sign it.

Paper Petitions

Paper petitions may also be submitted, and those received since July 2010 are listed here – see our [Petitions Scheme](#) for more details. You could also have both paper and ePetition versions of a petition, although duplicate names will be removed. Petitions can be presented at Local Area Forums.

Please email admin@buckscc.gov.uk if you have any queries

Submitting an agenda item

If you would like to submit an agenda item for a particular Local Area Forum please send it to Democratic Services via the following email admin@buckscc.gov.uk.

Local Area Forum Guide

A copy of the guide is attached as an appendix and has been provided by the Locality Manager. The guide provides information on question time for members of the public.

Agendas and Minutes

These can be found via the following link <http://www.buckscc.gov.uk/moderngov/mgListCommittees.aspx?bcr=1>. If you wish to be added to a distribution list for a particular LAF please email admin@buckscc.gov.uk. Agendas are sent out via email not hard copy.

Consultations

Members are encouraged to visit the Council's website to find out about current consultations on the following link:

http://www.buckscc.gov.uk/sites/bcc/about_your_council/Have_your_say.page