

## Councillor Call for Action Referral Form

This form is for use by Councillors who wish to refer an issue / problem to an overview and scrutiny committee for consideration. The completed form should be sent to the Local Democracy Team in the Policy and Regeneration Unit. Contact details are at the end of the form.

1. Councillor:

2. Ward:

3. Please provide a brief description of issue / problem and what you think an overview & scrutiny committee could do to help resolve it. This should include details of any deputations made by local residents and consultations that have taken place:

4. Are you sure that this issue / problem is not excluded from referral to overview & scrutiny? Please refer to the CCfA protocol.

Yes / No

Please state why:

5. Please outline the steps you have taken to resolve the issue / problem.  
This should include:

- Work undertaken via Neighbourhood Working.
- Contact with and responses from services / partner agencies.
- Investigation as to whether the issue is currently being or should be investigated under the council's corporate complaints process.
- Any other information / evidence that will help the committee make a decision.

Please return this form to: The Local Democracy Team, Policy & Regeneration Unit, Town Hall.

Email: