

Councillor Call for Action

Initial Response Form

You are advised to attach your own covering letter/email when responding to a resident. **NB** highlighted text is guidance and should be deleted before you respond to a resident with the form.

Name of Resident	
Address	
Ward	
Ward Representatives list which ward representative(s) the matter was raised with	
Date Matter Raised	
Summary of Matter	
Does the matter relate to crime and disorder?	YES NO
Proposed Action	a) I am taking no action list reasons b) I will champion the matter, for the following reason(s):- list reasons and, should it meet the criteria set out in the Councillor Call for Action Protocol , it will be placed on the agenda for the relevant Scrutiny Board.