

Councillor Call for Action

Referral Form

NB highlighted text is guidance and should be deleted before you submit this form .

Councillor name	
Ward	
Title of the Call for Action	
Date Submitted	

Brief summary of the main areas of concern	
Geographical area and/or community affected by the issue	This could be an estate, neighbourhood or one of Sandwell's communities.
If the issue relates to non-Council bodies please list them	e.g. the Police, an NHS body or other partner organisation
Details of steps you have already taken to try to resolve this issue	nb Calls for Action should be initiated only once all other avenues for resolution have been explored.
Any further evidence or information you feel is relevant	

Please send the completed form to the Statutory Scrutiny Officer at democratic_services@sandwell.gov.uk

For completion by the relevant Director/Partner Organisation

Confirm that the steps to resolve set out above are correct	
Have all potential steps to resolve the issue been explored/exhausted?	

Where further steps to try to resolve the issue are available, these should now be taken. Please provide an overview of this additional activity taken to resolve the matter:

Please send the completed form within 5 working days of receipt to the Statutory Scrutiny Officer at democratic_services@sandwell.gov.uk – where additional activity to resolve is possible, please provide the details of this within 15 working days.

For completion by the Statutory Scrutiny Officer where the Call for Action is referred to Scrutiny

Relevant Scrutiny Board	
Date of meeting the Call for Action will be considered at	

Outcome at Scrutiny Board	
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