

Community Trigger Procedure Chart

		<i>Internal use only</i>
2 working day from receipt of request	Complainant makes a request for a Community Trigger via Hillingdon Council Website. Email sent to complainant to confirm receipt and outline process	CT1
8 working days to confirm whether trigger met or not met	Community Safety Team requests information from relevant bodies to gather information to assess if the threshold for a trigger has been met	
	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #90ee90; padding: 5px; border: 1px solid black;">If YES - Trigger met and resident informed</div> <div style="background-color: #f08080; padding: 5px; border: 1px solid black;">If NO - Trigger not met. Resident informed and advised of escalation process</div> </div>	CT2 - threshold met CT3 - threshold not met
10 working days from date of Community Trigger Panel meeting	Community Trigger Panel convened, meeting held to assess actions/response to date	
	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #90ee90; padding: 5px; border: 1px solid black;">Review identifies further possible interventions and makes recommendation in action plan.</div> <div style="background-color: #f08080; padding: 5px; border: 1px solid black;">Review panel agree no further action can be taken. Complainant informed of outcome and advised of escalation process</div> </div> <div style="background-color: #90ee90; padding: 5px; border: 1px solid black; margin-top: 5px;">Complainant informed of outcome of panel meeting and advised of recommendations</div>	CT4 - Recommendations CT5 - No recommendations
	Panel review completion of actions periodically and complainant updated.	CT6
	Once all recommendations are completed, the Community Trigger is closed. Complainant informed.	CT7