



## SUB-COMMITTEE REQUEST TO THE LEAD TABLE OF SAFE COMMUNITIES NORTHUMBERLAND COUNTY

### ***Information Sheet***

The Lead Table of Safe Communities Northumberland County will review requests and take action regarding issues brought forward by each sub-committee namely, falls prevention, on road/off road safety and self-harm and interpersonal violence sub-committees. Such requests will be submitted in writing.

Sub-committees will use the template provided (Appendix A).

In completing the template the following will be included:

1. Recommendations – the key actions that the Lead Table is being requested to take i.e. \* financial requests, recommendation or policy statement; communicate support through the sending of a letter; and/or put forward a resolution.
2. Key Points – succinct statements that summarize key factors and/or points that make the issue one of Safe Communities Northumberland County importance.
3. The Issue – a concise summary providing background information to the issue. This may include a brief historical perspective, political and/or legislative influences, research evidence, surveillance data and other information as applicable.
4. Conclusion and Next Steps (including timelines) – a summary paragraph and identification of subsequent steps to be taken. Also include timelines for activities/benchmarks.

If the Lead Table is being requested to send a letter and/or put forward a resolution, a draft of the letter/resolution is to be attached to the request.

Requests to the Lead Table may be submitted up until 2 weeks prior to a Lead Table meeting.

Once reviewed, the Lead Table will communicate its decision in writing, within 30 days, to the subcommittee making the submission (Appendix C).

\* All financial requests **must** be accompanied by a completed *Financial Request Form* - Appendix B