**Complaint Recording Form**

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| **Complaint Record** | | | |
| **Name of complainant:** | |  | |
| **Group name and number** | |  | |
| **Complaint received on:** | |  | |
| **Brief details of complaint:**  (this box is expandable)  **Complaint letter/email attached? Yes/No** | | | |
| **Investigation undertaken by?** | |  | |
| **Brief details of investigation:**  (this box is expandable) | | | |
| **Date of complaint resolution meeting:** | |  | |
| **Meeting chaired by:** | |  | |
| **Names of panel members:** | | **1.**  **2.**  **3.** | |
| **Was the complainant accompanied? Yes/No** | | **Name of friend:** | |
| **Outcome: (Mark below as appropriate)** | | | |
| **Upheld** | **Partly upheld** | | **Not upheld** |
| **Brief details of outcome:**  (this box is expandable) | | | |
| **Complainant informed of outcome on:** | |  | |
| **Action taken as a result of complaint:**  (this box is expandable) | | | |

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| **Form submitted by:** |  |
| **Date:** |  |