**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:** |  |