



HSAFC Meeting & Outcome Record Form

Type [please circle]:

Complaint / Grievance:

Date acknowledged:

Follow up date (as a guideline, the committee will acknowledge receipt within 5 days, arrange a meeting within 14 days, and provide a written outcome within 7 days of the meeting):

Meeting Date:

Meeting Location:

Attendees: Name | Role

Summary of Issue Raised:

Key Points Discussed:

Findings:

Outcome Decided:

Actions to be Taken:

Lead Person Responsible for Action:

Deadline date:

Follow-Up Date:

Appeal Procedure explained to complainant/grievant?

Yes / No

Signed:

Chairperson:

Date:

Secretary:

Date: