



**PROCESS SHEET FOR ALL
REPORTS TO MEMBERS**

REPORT SUBJECT	Children, Adults & Housing – Learning & Achievement - Complaints Annual Report 2012-13
MEETING AND DATE	19 November 2013
DEPARTMENT	Children, Adults & Housing
CHECKED FOR ACCURACY: (content checked by person preparing the report)	Coral Hayden - Complaints, Information & Communication Team Manager
CHECKED FOR LEGAL ASPECTS: (give details, including name of Legal Services staff member)	Stephen Doye
CHECKED FOR FINANCIAL ASPECTS: (give details, including name of Finance staff member. In all instances Corporate Finance must be made aware of the report but otherwise deal in accordance with the Financial Framework)	Caroline May
CHECKED FOR HUMAN RESOURCES IMPLICATIONS AND RISKS: (give details, including name of HR staff member. In all instances Corporate HR must be made aware of the report)	Eve Anderson
CHECKED FOR EQUALITIES IMPLICATIONS AND RISKS: (give details, including name of Equality & Diversity staff member. In all instances Equality & Diversity must be made aware of the report)	Claire Thompson
CHECKED FOR ICT IMPLICATIONS (if appropriate) (give details including name of ICT staff member)	N/A

SIGNED

Author of Report or Head of Service(if author):

Date: October 2013

READ AND APPROVED BY

Group Director for Children, Adults & Housing

Date: October 2013

Date and time received by Democratic Services