

ACTIVITY RECORDING FORM

Hammersmith and Fulham

Kensington and Chelsea

Westminster

Your name:	
Name of activity/meeting:	
Date of meeting:	

Background:

Main points of discussion at meeting: (new information, changes to policy, structures, agreed actions etc.)	
What you raised at the meeting: (questions asked, points or recommendations made)	
The response to what you raised or expected response date:	

Outcome(s):

Healthwatch needs to know: (key changes to services, poor performance of a service, support required from us etc)