

Case analysis for handover template

This form enables case assessors to summarise and raise key points of concern for handover to an investigating officer, including any human rights issues.

Where human rights have been explicitly mentioned by a complainant but are not considered relevant by the case officer, he or she should clearly state the reasons.

Complaint summary form
Case ref: Organisation under complaint: Special information:
Case summary (no more than 200 words)
Suggested principal points of the complaint <i>List the main issues of contention, while allowing the investigator to go where the evidence leads</i>
Analysis of these principal points with reasons why investigation is needed for each
Issues to be dismissed and why
Information and evidence obtained
Information and evidence missing
Human rights and FREDA values relevant to the complaint

Director's comments