## **Appendix 5 Halton Borough Council Service Closure Policy**

## **Service Activity Log**

Completed By ( Registered Manager )	
Name of Service	

Date	Activity undertaken, relating to closure	By whom	Comments
	ie communication with service users and staff, risk assessments and individual assessments completed, meetings, contractual arrangements, transfer arrangements etc		

## **Appendix 5 Halton Borough Council Service Closure Policy**

Date	Activity undertaken, relating to closure	By whom	Comments
	ie communication with service users and staff, risk assessments and individual assessments completed, meetings, contractual arrangements, transfer arrangements		

## **Appendix 5 Halton Borough Council Service Closure Policy**

Date	Activity undertaken, relating to closure ie communication with service users and staff, risk assessments and individual assessments completed, meetings, contractual arrangements, transfer arrangements	By whom	Comments