|  |  |
| --- | --- |
|  | My Ref: CP&QT/XX / |
|  | Tel: 01482  |
|  |
| Email: @hullcc.gov.uk |
| Date:  |

Dear XXXX

Re: Performance & Quality Review.

I would like to confirm that the following Contract Performance & Quality Officer/s will be undertaking a review of your Service in line with the Quality Standards and Contract in place with Hull City Council, on the XX/XX/XX arriving at approximately XX:XX. (*at least 10 days notice)*

XXXXXX XXXXXXXX

XXXXXX XXXXXXXX

Please provide a room and the following documents/records for review;

XXXXXX

XXXXXX

XXXXXX

XXXXXX

We also wish to meet XX staff, individually for approximately XX minutes commencing at approximately XX:XX. (*if staff are not named then the Provider to nominate*)

We aim to undertake the review as efficiently and effectively as possible ensuring that there is the least disruption to your service delivery as possible Upon completion we will provide a verbal update prior to sending the full written report within 10 working days.

If we need to postpone the above review we will contact you as soon as possible and agree a revised date within 10 working days of the original date.

Please do not hesitate to contact me on 01482 XXXXXX you wish to discuss further.

Yours sincerely,

XXX – Contract Performance & Quality Officer

cc XXXX – Contract Performance & Quality Manager