

## **CLOSING DOWN Q&A**

***What do we do about leases for equipment that expire after we are abolished – how will the remaining amount be paid?***

***What do we do about unexpired leases on offices?***

***What happens with the CHC's office furniture and equipment?  
Can staff/members 'buy' it? Does there have to be a charge? Can we donate anything to local charities?***

***What happens about complaints cases we are involved in – can we offer to hand over the case to the PCT Patients' Forum?***

***What happens with complaints files we hold?***

***What happens with CHC meeting minutes and other CHC files and reports?***

***Do we have to produce an annual report for our last year ?***

***What should happen if we have made a referral to the Secretary of State which there has not been a response to before abolition, or if there is other outstanding correspondence with the DoH?***

***Who should CHC staff or members give as a referee who can verify their contribution to CHC work?***

***What do we do if we no longer have enough members to form a quorum?***