

MEMORANDUM

From: ACTING DIRECTOR OF SOCIAL SERVICES

To: JANET BOWYER

Our Ref: ID/JM Ext. **DPA**

Copies: A.L. BUCKLEY

Your Ref:

Date: 24th April 1991

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Confidential

KNOWL VIEW SCHOOL

I think it essential that we have a record of all the meetings which have been held where we have been involved as a Department. Can you ensure that we have these through a combined effort with Education by the end of next week (3rd May).

I think the record of the most recent meeting should be very specific about the action recommended and refer to the Procedures we are following in pursuing the investigation. We should also have a record of consultation with the Police and their responses.

I suggest you open a file for retention of of all relevant documents. I would expect to be kept informed of developments and to be consulted as appropriate.

**DPA**