

Clerk of the County Council
and Chief Executive

Assistant Director (Personnel)

STRICTLY CONFIDENTIAL

Mr. Gorman

DPA

20th Oct. 1986

DPA

NO-F138 Inquiry

You asked me to highlight some of the procedural changes that could/should be implemented as a result of this Inquiry.

1. Area offices should not undertake investigations into their own staff if they are involved in abusing their own children (Mr. Culham has already issued a directive to this effect).
2. Area Directors should inform Mr. Culham, Mr. Newell and myself of any such case. (Again Mr. Culham has already issued a directive to this effect.)
3. The Department should question the role and supervision of students in the approval of foster parents.
4. When investigating any allegation officers should ensure that they have access to and read all relevant files.
5. Staff should be reminded of the need to record all discussions when included in such cases.
6. Case conference minutes should be read and retained at County Hall. (This is now the practice with the appointment of Mr. Hanson as Principal Assistant, Child Abuse.)
7. In all cases where employees might be disciplined information should be passed to the Personnel Division before any action is taken.

As far as items 3-7 are concerned Mr. Culham is in the process of giving instructions with regard to improved practice.

DPA

Assistant Director