

1. On 8 May 2018, senior managers within the Data Protection Team, Social Care team and Legal Services met to discuss the issue. They decided that the following steps should be taken as a matter of urgency:
 - (a) Children and Young People's Services will ensure that Legal Services have prompt and manageable access to their unredacted files;
 - (b) Legal Services will oversee any redactions of Children and Young People's Services' files in judicial review cases including where subject access requests (under the Data Protection Act 1998) are made;
 - (c) Legal Services will supervise the drafting of witness statement by officers in Children and Young People's Services in judicial review cases after provision of all the social work records;
 - (d) Legal Services will revise the current judicial review protocol between Legal Services and Children and Young People's Services to make specific reference to the obligation to disclose all relevant documents and the duty of candour;
 - (e) Legal Services will have regular meetings with senior managers in Children and Young People's Services regarding current litigation (including judicial review cases) to resolve any issues, such as disclosure, in a timely manner;
 - (f) Legal Services will provide training and advice to frontline staff and social workers in Children and Young People's Services on the obligation to disclose all relevant documents and the duty of candour; and
 - (g) social workers and frontline staff in Children and Young People's Services will have monthly workshops with Legal Services to address any gaps in their legal knowledge.

2. Children and Young People's Services are currently subject to a number of judicial claims in respect of other clients. It is intended that senior managers, including the Head of Children and Young People's Services and the Head of Litigation and Dispute Resolution, will meet during the week beginning 14 May 2018 to review current cases to establish whether there has been any failure to disclose records or other documents and, if so, to take immediate action to rectify such failures.