



Title	Procedure for the Review of LADO Outcome Determinations (Addendum to <i>City of York Local Authority Designated Officer (LADO) Service: Managing Allegations Against Staff and Volunteers Practice Guidance</i> ¹)
Version	1.0
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Update and Approval Process			
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Addendum to *City of York Local Authority Designated Officer (LADO) Service: Managing Allegations Against Staff and Volunteers Practice Guidance.*

¹ <http://www.saferchildrenyork.org.uk/allegations-against-childcare-professionals-and-volunteers.htm>

1. Background

Decisions taken following an evaluation meeting will normally be final and will not routinely be the subject of further review. Exceptionally, fresh information may come to light which gives cause to believe that the original decision was incorrect (and may be having a significant adverse impact on the subject). This procedure is intended to be used in such exceptional circumstances.

2. Trigger for Review Process

The trigger for the review process would be new information coming to light which:

- Was not available to the original evaluation meeting if it had been available to the meeting is likely to have affected the outcome

It is likely that this information will be submitted by the subject or their representative, setting out:

- the information that should have been considered by evaluation meeting, but was not (and reasons why)
- why it is considered likely that the information would have affected the outcome;
- the effect that the decision has had on the subject

The **Assistant Director, Local Authority Children's Services (AD)** will decide in light of the above criteria, whether the threshold is met for re-opening this particular case. If the Assistant Director decides not to proceed, they will notify the subject in writing, giving reasons for the decision.

Note: It is expected that any police investigation would be need to be concluded before this process is invoked.

3. Conduct of Review Meeting

Chair:

- LADO or suitably qualified senior manager (agreed with AD)

Legal Advice:

- The nominated chair will take legal advice and, in consultation with Legal Services, will decide whether a legal adviser on behalf of the local authority

should attend the meeting to assist the chair to ensure that the process is fair to the subject.

Attendance:

- Third parties who were previously involved would need to be advised of decision to review (so any further contribution and attendance at the meeting can be advised). It is accepted that, depending on the time that has elapsed since the decision, the original agency representatives may not be available. In that event, each agency will be asked to send a representative of comparable role and seniority.
- Any other agencies whose involvement has become relevant, especially where the new material indicates that other agencies have relevant information

4. Sharing of information

Each agency contributing will be requested to provide a concise summary of relevant information it holds

The chair will review the information provided and redact any information which would infringe Data Protection Standards. The chair will be able to seek legal advice and if felt necessary advice from data protection information governance team. This also applies to any existing information from previous meetings that are intended to be used, such as:

- Initial LADO referral and basic information supplied
- Existing minutes of meetings
- Source information
- Case Notes

This information should be sent by the LADO to the subject not less than 15 working days before the planned meeting.

- Written representations from the subject to be received no less than 2 working days before the meeting. This will be shared with all attending the meeting.

5. Timing of the meeting

The meeting date will be arranged in line with above timescales for information.

6. Range of outcomes

- No change to the outcome
- New outcome, which can be any of the outcomes that would have been available in relation to the original meeting.

The outcome will be notified to all parties within 10 working days of the meeting.

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