

Question 2 – To the Leader of the Council from Councillor Gorrie:

Which of the recommendations made in the Roots Report to officers following the Middle Lane files fiasco in February 2008 has the Council formally adopted?

Answer

In addition to oral response provided by Cllr Meehan at full Council on 14 July, Council asked for a list of recommendations and Council action in response to Roots report. The recommendations were:

Recommendation	Council action
1. The Council needs to consider a. The arrangements that exist when buildings are vacated b. Implementing a corporate document management and retention system	Property Services have reviewed the arrangements for vacating buildings. A revised set of working guidelines is agreed for all future office moves. The Asst Director Culture, Libraries & Learning has led a review of the Council's document management and retention systems. Work in four business units has provided a template for the Council wide storage, retention and destruction policies.
2. There is a need to ensure that officers bring such sensitive issues to the attention of the most senior Council officers as soon as they become aware of them.	Officers are now aware of the need to escalate matters quickly to the appropriate senior manager when they arise. The unfortunate subsequent discovery of Housing Association paperwork in a residential unit exemplifies this, which whilst unwelcome, did receive attention from a senior manager quickly.
3. While the speed with which the files were initially collected was commendable the building should have been searched then. This is one of the key reasons why senior officers should be involved from the outset to ensure that the action being taken is appropriate.	This has been noted and officers are aware of the need to both check thoroughly on accommodation moves and escalate issues quickly when they arise.
4. Once the second set of files became apparent the Council took effective action.	Noted

The recommendations of the report have been accepted by the Council.