

LETTER TO CHILDREN'S SERVICES FROM GREATER MANCHESTER POLICE

[name and address] and [date]
[reference]
[telephone direct dial]
[email address]

Dear Sirs

Request for disclosure of material held by Manchester City Council

Greater Manchester Police are conducting a criminal investigation into allegations made against: -

<i>Name:</i>	
<i>Address:</i>	
<i>Date Of Birth:</i>	

who has been arrested for: -

<i>List all of the offences and the date(s) they were committed on which are being investigated:</i>	
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and is: -

<i>Insert bail or remand details (including bail dates etc....):</i>	
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On the (insert date), the alleged offender was charged with

<i>List charges and charging dates:</i>	
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<i>Please specify:</i>	This is the first/second *(delete as necessary) request for information made by Greater Manchester Police.
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The allegations/offences being investigated/prosecuted as set out above is as follows: -

Please attach your MG5 Case Summary or set out an exact summary of what the line of enquiry being investigated is together with the victim/prosecution case and defence response.:	The MG5 Case Summary is attached Or set out the line of enquiry e.g. The victim alleges... The accused/defendant has replied...
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The following child is the alleged victim of the offences / is linked to the alleged offender (*state in what capacity*):

Name of child including all known family surnames:	
Date of Birth:	
Name of Childs Parents and all known surnames:	
All known Addresses:	
Social Worker/office previously involved:	
Relationship to the alleged offender (if any):	
Other children in the family or significant adults (e.g. older siblings, grandparents, etc...):	

In addition, we have obtained evidence from the following child/children:

Name of child including all known family surnames:	
Date of Birth:	
All known Addresses:	
Social worker/office previously involved:	
Relationship to the alleged offender (if any):	

Greater Manchester Police are requesting information concerning: -
****Defendant/Victim(s)/Both/other** _____ (*please specify*)

I attach a form of consent (*please use specimen consent form 2*)
 by _____ who is the _____ to discuss and access relevant information from records held by the local authority.

AND/OR

_____ has refused to give consent for Greater Manchester Police to discuss and access relevant information from records held by the local authority because;

AND/OR

Greater Manchester Police have not sought the consent of _____ because to do so will

Insert the reasons why consent has not been	
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obtained. It will not be sufficient to simply say "it will interfere with the line of enquiry." Please be explicit and detailed in your explanation.

I believe that you hold material that may be relevant to the investigation about the alleged offender or the above-mentioned child/children, namely:

List the documents with as much detail as possible setting out what material it is believed the local authority/third party holds and the issue(s) to which they are likely to relate. Explain why access to the material is sought and the relevance to the investigation/prosecution. What the assumed effect on the case might be if disclosure were made

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- Etc

The reasons why I am seeking access to this material are because I believe that: -
(give your reasons why in detail. It is not sufficient to simply state the reason is there may be may material which might affect the credibility and reliability of a witness, or material which might reasonably be considered capable of undermining the prosecution case or of assisting the case for the accused and the issue(s) in the case to which they are likely to relate).

I would be grateful if you could confirm whether: -

- you hold any such material
- you are prepared to supply it or allow me to inspect it for the purposes of the investigation.
- you consider the material to be sensitive and the reasons for any sensitivity

I confirm that the criminal proceedings are listed for hearing on *(insert date)* for the purposes of

Insert details of the next hearing and then please list all hearing dates and hearing types including Final Hearing/Trial:

and the child(ren) involved are

<i>Insert details</i>	likely to be required / **are not required to give evidence on (<i>insert date(s)</i>)
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Please could you reply by:	Standard request – Non custody case – (<i>insert date....</i>) (you must allow at least 20 working days) Or Custody case – (<i>insert date....</i>) (although as soon as practicably possible is desired in all cases of this nature, please specify a date by which this information is required for this individual case, with reasons if necessary)
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If you wish to discuss this request, or require any further information, please contact me on the above number.

Greater Manchester Police acknowledge the local authority reserve the right at their discretion to levy a charge for time access to files, spent and copying charges. I confirm that the Greater Manchester Police shall be responsible for charges imposed by the local authority.

Greater Manchester Police undertake to: -

1. Provide a written form of consent from the person upon whom information is sought and/or their guardian and/or parental responsibility holder or confirm reasons why such consent has been refused by the person and/or their guardian and/or parental responsibility holder or set out the reasons why the consent of the person and/or their guardian and/or parental responsibility holder has not been obtained.
2. Only use any personal information supplied for the purpose(s) stated above.
3. Ensure appropriate technical and organisational measures are in place to prevent unauthorised or unlawful processing of personal data and accidental loss or destruction of, or damage to, personal data.
4. Comply with the data protection principles contained in the Data Protection Act 1998.
5. If the originating data controller identifies inaccuracies in any data provided, this information will be passed to the Police who will then hold the revised data with the original data first received.
6. Permanently and securely destroy personal information once it is no longer required for the above purpose(s).
7. Not to share/disclose the personal information to any other person or organisation other than the Greater Manchester Police's legal advisor and/or a Crown Prosecution Service lawyer unless by Court Order when the local authority disclosure officer will be informed.
8. Consult the originating data controller on any access related requests relating to the personal information within 7 working days of receipt in any case where disclosure has not been ordered by the Court.

Yours faithfully,
(Officer in charge of the investigation/investigator/disclosure officer)