



Gail E Tolley  
Director of Children and Young People's Services

Michael Bracey  
Assistant Director Partnerships, Commissioning  
and Performance

Our Ref:

Your Ref: 110213

Reply to: Amanda Farr

Direct Line: 01908 253247

E-mail: chantelle.skeete@milton-keynes.gov.uk

25 November 2010

Dear Ms Segretti,

I write in response to your complaint received 1 November 2010 regarding your FOI request.

I have now completed my investigation as to why your FOI request has not been completed to this date and I can only apologise for the delay. This was due to a breakdown in communication between council departments. I would like to offer my unreserved apologies for the amount of time it has taken to complete this FOI request.

You requested the Child Services policies, procedures, guidelines and practices, you will find this information on website:

**[www.reconstruct.co.uk/procedures/miltonkeynes/WebHelp\\_Pro/Milton\\_Keynes.htm](http://www.reconstruct.co.uk/procedures/miltonkeynes/WebHelp_Pro/Milton_Keynes.htm)**.

You requested job descriptions, qualification requirements, and training and experience requirements for each level of employee in Child Services. Please see attached the job descriptions and person specifications for Social Worker, Social Work Assistant, Group Manager and Team Manager. These two documents for each role will provide you with that information.

You requested a document explaining the definition of lifestyle choices as used by Child Service Officer in assessment reports, unfortunately we have no such document.

You requested the Diversity Policy and Guidelines for Internal Council purposes and the Policy and Guidelines for Diversity as applied to the general community. Please find this information on website: **[www.milton-keynes.gov.uk/equalities/home.asp](http://www.milton-keynes.gov.uk/equalities/home.asp)**.

I do hope this is suffice to resolve your query, should you require any more information please do get back to me and I will ensure that all future FOI requests are completed within designated timescales.

Should you require a hard copy of this information I would be more than happy to post it to you if you supply an address.

If you are dissatisfied with this decision you may request the Information Commissioner to investigate. The contact details are:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 01625 545 700

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Amanda Farr', with a stylized, cursive script.

Amanda Farr  
Head of Strategy, Quality and Partnerships

**Cc Alastair Gibbons, Assistant Director Specialist Services**  
**Cc Gavin Sandmann, Head of Performance and Business Transformation**