

Internal Audit Finance and Customer Services

Audit Investigation into Missing Minutes from Meetings of the Key Players' Group

Internal Audit – Finance and Customer Services

Audit Investigation into Missing Minutes from Meetings of the Key Players' Group

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Audit Investigation into Missing Minutes from Meetings of the Key Players' Group

Executive Summary

1. About this audit

- 1.1 The report resulting from the Independent Inquiry into Child Sexual Exploitation in Rotherham, by Alexis Jay OBE (the Jay Report), stated that

“Neither the Council nor the Police were able to trace minutes of the Key Players meeting. This is particularly troubling because the minutes included records of decision making in individual cases. These minutes, or relevant extracts from them, were not placed in individual children’s social care files. This means that children who want information about their past, in terms of what happened to them and why, would be denied this information”. (Para 7.4 page 58)

The Jay Report stated the Key Players' Group was in place from the late 90s to around 2003/2004.

- 1.2 When the Jay Report was published the former Leader of the Council (Councillor Paul Lakin) and the former Deputy Leader (Councillor Emma Hoddinott) committed to an investigation into the matter, and the former Chief Executive (Martin Kimber) commissioned the investigation. It was to be carried out by Internal Audit, and was to be reviewed externally by an independent investigation bureau. Insight Investigations ^{*1} were commissioned by the Council to carry out the independent review.
- 1.3 The original objective of the audit was to establish why the minutes relating to meetings of the Key Players' Group were missing.
- 1.4 Internal Audit immediately contacted the Interim Strategic Director for Children & Young People's Services (CYPS) to advise of the commencement of the audit. This was via Individual J, who advised Internal Audit she was aware the directorate had very recently received some minutes relating to the Key Players' Group from the Police. Minutes relating to a total of 11 meetings of the group covering the period 12 September 2000 to 7 March 2002 were produced by the Police.
- 1.5 As a result of the discovery of the minutes, the scope of the investigation was widened to cover the following three objectives:

Objective 1

Are there any more minutes of the Key Players' Group held by Rotherham Metropolitan Borough Council?

Objective 2

With regards to the minutes that have been found, did the Council make best endeavours to respond to the request from Professor Jay regarding the Key

¹ See www.investigate.uk Insight Investigations is a private investigation service with over 30 years of experience of private, commercial and corporate investigations,

Players' Group minutes and, linked to this, why were the minutes that have now been found not located and given to Professor Jay?

Objective 3

What records should have been kept by the Key Players' Group, and why have they not been kept?

Objectives 1, 2 & 3 are addressed together within the work undertaken, described below (Section 6), while there is a separate conclusion for each point within the report (Section 3).

- 1.6 The audit followed-up any references to the Key Players' Group / minutes we could find from:
- Reports in the media
 - Published evidence from the Home Affairs Select Committee – Child Sexual Exploitation
 - Any Information provided by individuals who purportedly had knowledge of the Key Players' Group
 - Discovery of tape recordings of Key Players Group meetings.
- 1.7 The report style is detailed and comprehensive in that it itemises the outcome of discussions Internal Audit has had with each person or organisation in carrying out the audit.

2. The Key Players' Group

- 2.1 The audit has been unable to confirm precisely the status of the Key Players' Group and how it was formally administered, if at all. We have been unable to uncover any Terms of Reference for the Group.
- 2.2 Notwithstanding this, the Key Players' Group became important in considering issues relating to and cases of Child Sexual Exploitation. It was an inter-agency network developed by voluntary and statutory agencies. It was linked into and emanated from the Risky Business project.
- 2.3 The minutes handed to Internal Audit by Individual J identified a range of attendees to the meetings. It is clear that attendance varied during the Group's existence, although there were some regular attendees. Some attendees were inaccessible to Internal Audit (eg former members of voluntary groups, ad-hoc attendees and ex-employees). However, we were able to contact sufficient numbers of regular meeting attendees and others subsequently involved with the Group, to obtain a clear view of the administration of the meetings and the likelihood of being able to locate any so far undiscovered minutes. People interviewed during this audit included:
- Former Director Legal and Democratic Services
 - Individual A
 - Individual B
 - Individual C
 - Individual D
 - Individual F

- Individual G
- Individual H
- Individual L

3. Summary of Findings and Conclusions

3.1 Objective 1 - Are there any more minutes of the Key Players' Group held by Rotherham Metropolitan Borough Council?

3.1.1 The main findings arising from Internal Audit's work into this objective are:

- i. Interviews with current and former Council employees have not led to the discovery of any further copies of minutes from the Key Players' Group meetings.
- ii. An extensive search conducted by Internal Audit of the archived files from the Risky Business project has not produced any further copies of minutes from the Key Players' Group.
- iii. A search of the Records Management archive database has revealed no references to 'Key Players' Group minutes'. The search provided only limited confidence in this regard because we could not confirm the database was complete or accurate (see bullet iv below).
- iv. Overall, we found the Council's records management system could not be completely relied upon to hold sufficient details of the contents of all documents sent for archiving. This is due to the following reasons:
 - Responsibility for recording the details of records included within archive boxes lies with each Council service. A key document is a 'Transfer List' (**see Appendix 1**), which describes the contents of boxes submitted for records management for storage. We found varying amounts of details contained on transfer lists and could not gain a reasonable understanding of the records held in the boxes from the transfer lists in over 20% of over 1,000 lists we looked at.
 - Furthermore, the 'Title / Description of Records' data contained on service 'Transfer Lists' was not held within the Records Management System for a substantial volume of the records held. A search of the database revealed 13,153 boxes without any Title / Description of Records recorded. Of these 2,246 belong to Children & Young People Services. **It should be noted that all of this information has now been input into the system.**
 - The search and retrieval of files from the Records Management System is reliant upon the records of files/documents sent for archiving by individual departments of the Council which, as indicated above, could be improved.

3.1.2 Based on the findings from this investigation, it is concluded that **it is possible there are as yet undiscovered meeting minutes of the Key Players' Group within Rotherham Metropolitan Borough Council archives**. However, it would not be possible to state conclusively

whether or not the Key Players' Group meeting minutes are held by the Council without manually searching through archived boxes held by Records Management.

3.1.3 The weaknesses found were a reflection of the lack of applied adequate standards for recording archived records. A range of actions are now being taken by the Council to improve its arrangements, including implementation of new recording procedures, staff training and a refresh of records retention and disposal policies. These will increasingly place the Council in a better to position to respond more effectively to requests for information received.

3.1.4 The minutes found of the meeting of the Key Players' Group held on 12 September 2000 state that this was the first meeting of the group. If these minutes are correct, **it would appear there were no formal meetings of the Key Players' Group, and therefore no missing minutes, prior to September 2000** (this varies slightly from the Jay Report, which indicated there may have been meetings in the "late 90s").

3.2 Objective 2 - With regards to the minutes that have been found, did the Council make best endeavours to respond to the request from Professor Jay regarding the Key Players' Group minutes and, linked to this, why were the minutes that have now been found not located and given to Professor Jay?

3.2.1 The main findings arising from Internal Audit's work into this objective are:

- i. The reason the minutes that have now been found were not given to Professor Jay was that the existence of the minutes within the Council's archives was unknown to the Council staff asked to locate them and to the Police. They were discovered by chance, by a Detective Constable working on the South Yorkshire Police's Operation Clover.
- ii. Professor Jay's request for the minutes was passed on by the Chief Executive's Personal Assistant to apparently relevant officers who made unsuccessful attempts to find minutes. The Council did not have a central team or officer or a system in place to manage and process information requests received from Professor Jay; instead the Council's response relied heavily on the knowledge of one person.
- iii. It was the weak arrangements for archiving records within the Council, compounded by a lack of a more structured and corporate response to Professor Jay's requests, rather than a lack of interest by the Council which led to minutes remaining undiscovered.

3.2.2 Based on the findings from this investigation, it is concluded that the Council's records management arrangements were insufficient to record the contents of files sent for archiving and future retrieval. Primarily for this reason, and the lack of a broader resource for co-ordinating a response to Professor Jay, **it is concluded the Council did not have adequate arrangements in place to manage the information requests received from Professor Jay.**

3.3 Objective 3 - What records should have been kept by the Key Players' Group, and why have they not been kept?

3.3.1 The main findings arising from Internal Audit's work into this objective are:

- i. Interviews with Rotherham Council and ex Rotherham Council staff involved with the Key Players' Group confirmed that meetings were minuted.
- ii. There is evidence that minutes from the meetings of the Group were recorded.
- iii. Interviews with Rotherham Council and ex- Rotherham Council staff have confirmed that minutes were distributed to the attendees of the meetings.

3.3.2 Based on the findings from this investigation, it is concluded that **Meetings of the group were minuted and distributed to those attending and these should have been retained. However, no group or person attending the meetings took responsibility for administering the group and, consequently, a master copy of minutes was not kept.**

4. Way Forward

4.1 South Yorkshire Police and the National Crime Agency are already aware of the discovery of the Key Players' Minutes and will be taking these into account in their respective investigations into Child Sexual Exploitation in Rotherham.

4.2 Recommendations to improve the Council's records management arrangements were made during and following the audit to the Council's Interim Strategic Director of Finance and Customer Services, who was also the Council's Senior Information Risk Officer, the Assistant Director Legal Services and Individual E. These recommendations have been implemented to clarify and improve records management standards and compliance with the ICO Records Management Code.

5. External Opinion by Insight Investigations

5.1 Insight Investigations were commissioned by Rotherham Council to conduct a critical and independent review of Internal Audit's work. Insight Investigations reviewed Internal Audit's report following its work, examined Internal Audit's working papers and questioned Internal Audit about its work. Insight Investigations have confirmed that:

- Internal Audit has carried out all reasonable tests available to it in relation to this matter and its work completed on these tests was comprehensive, and that
- The conclusions reached by Internal Audit are accurate and reasonable, based on the work completed.

5.2 The full opinion of Insight Investigations follows.

Please reply to our Head Office

Our Ref: TS/NS/42548

24th December 2015



**STRICTLY PRIVATE AND CONFIDENTIAL
TO BE OPENED BY ADDRESSEE ONLY**

██████████
Finance & Corporate Services
Main Street
Rotherham
S60 1AE

Dear ██████████

Review of Internal Audit Work – Key Players’ Group Missing Minutes (contract reference TTS77183)

I am writing to you in relation to Insight Investigations’ review of Internal Audit’s work into Key Players’ Group Missing Minutes. Internal Audit was instructed by Rotherham Council to establish:

- Whether Key Players’ Group minutes for the period 1999 and 2003 were held by the Council or, if they were not held, investigate why they had not been retained.

The terms of reference agreed between Rotherham Council and Insight Investigations required Insight Investigations to conduct an independent review of Internal Audit’s work:

- To determine whether the work carried out by Internal Audit was comprehensive taking into account any limitations in the authority and powers of the Internal Audit Service, or whether there was any further work that should be carried out.
- To determine whether (or not) the conclusions drawn from the work carried out were reasonable conclusions to reach (i.e. would we agree with those conclusions).

Insight Investigations have reviewed Internal Audit’s report following its work, examined Internal Audit’s working papers and questioned Internal Audit about its work. On the basis of this review, I am able to confirm Insight Investigations’ opinion, which is:

- Internal Audit has carried out all reasonable tests available to it in relation to this matter and its work completed on these tests was comprehensive, and that
- The conclusions reached by Internal Audit are accurate and reasonable, based on the work completed.

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Insight Investigations is a private investigation service with over 30 years of experience of private, commercial and corporate investigations. The company was commissioned by Rotherham Council to conduct an independent, objective review of the work of its Internal Audit Service.

Assuring you of our utmost attention at all times.

Yours sincerely



INSIGHT INVESTIGATIONS

Audit Investigation into Missing Minutes from Meetings of the Key Players' Group

Detailed Work Undertaken and Findings

6. Work Undertaken and Findings

6.1 Follow-up of the discovery of Minutes from Meetings of the Key Players' Group

- 6.1.1 The minutes of the meeting of the Key Players' Group held on 7 March 2002 state that further meetings of the group were scheduled for 24 April 2002 and 12 June 2002, confirming that there would be some missing minutes from meetings held after March 2002.
- 6.1.2 From the minutes found we could identify attendees of the Key Players' Group meetings. We were able to interview three current employees who were involved in the Key Players' Group meetings (Individual G – see 6.10, Individual L – see 6.12, and Individual B – see 6.5), sufficient to enable us to obtain a reasonable view about the administration of the meetings and the production and retention of minutes. We were also able to interview Individual H and a small number of other people who were involved in the Key Players' Group, and whose names arose from our enquiries – see 6.4, 6.6 to 6.9 and 6.11.
- 6.1.3 The minutes from the eleven meetings of the Key Players' Group that were given to the Council by South Yorkshire Police, were provided by Individual K of the South Yorkshire Police Major Investigation Team. Individual K confirmed that he had located the minutes whilst looking through a number of boxes of files that had originated from the Risky Business Project – a Rotherham Council led multi-agency outreach project offering support to Children at risk of sexual exploitation.
- 6.1.4 The boxes of files had been appropriated by South Yorkshire Police during an ongoing investigation called 'Operation Clover'. Individual K indicated that although he had examined many of the files within the boxes, he was not specifically looking for minutes relating to meetings of the Key Players' Group. Consequently, Individual K was unable to confirm that he had found all copies of minutes relating to the Key Players' Group from the boxes of files that had been taken as part of Operation Clover.

6.2 The Search for Minutes within Riverside House

- 6.2.1 As Individual K could not confirm whether the Operation Clover files originally obtained from the Council contained any minutes of further Key Players' Group meetings, we determined we should examine the Operation Clover files to look for any further minutes. The Police granted Internal Audit access to the Operation Clover files and arranged for the

files to be moved to the Council's Riverside House building for review. Access to the files was strictly controlled by the Police.

6.2.2 In total, the contents of all 175 boxes/files provided by the Police were examined during January 2015. **We did not find any additional meeting minutes from the Key Players' Group within the boxes/files.**

6.2.3 During our search of the minutes stored at Riverside House, we were informed that there were other Council files which had been given to South Yorkshire Police to assist with Operation Clover that were now held elsewhere:

- A number of files, originally requested from Rotherham Council Records Management by the Police as part of Operation Clover, and deemed not to be relevant to Operation Clover, were now stored in locked cabinets within the Council's Safeguarding Team (Riverside House).
- There were a number of boxes/files that had been taken by the National Crime Agency.
- The Government's Corporate Governance Inspection Team who were carrying out an inspection of the Council at the time, had possession of 22 boxes/files.

6.2.4 This new information was addressed with the following actions:

- The filing cabinets located within the Council's Safeguarding Team were examined. These contained 191 files, within which **no minutes from the Key Players' group were located.**
- The National Crime Agency's local office was visited by two members of the Internal Audit Team. Information revealed that the National Crime Agency had taken 1,100 files; the vast majority of which were classified as either perpetrator or victim files. Because minutes from meetings were more likely to be filed amongst administration files, only files not classed as either perpetrator or victim files were examined (22 boxes of files in total). It was from these files that the minutes of the meetings that had been found, were located. The files **did not contain any additional meeting minutes from the Key Players' Group.**
- Files held by the Government's Corporate Governance Inspection Team were searched and **did not reveal any additional meeting minutes from the Key Players' Group.**

6.3 The Search for Minutes within Rotherham Council's Records Management Database

6.3.1 The Records Management Database currently holds more than 27,000 boxes of records.

6.3.2 In order to manage the archived records, the Records Management Team uses a database system which contains certain limited details, for

example: where the box has originated from, who has archived the box, a brief description of the box's contents and the length of time the box needs to be retained for. These are taken from transfer lists provided with the boxes submitted for archiving by services – see template at Appendix 1. There are some aspects of the Council's arrangements that mean any search for specific records using the system is limited:

- The Records Management System is designed to manage the records boxes sent to the Records Management Team from the various Council departments, rather than act as a database of the details of all records held within the archive. Each department is responsible for maintaining their own record of documents they have archived. We found there was no consistency across the Council over the level of details that were kept and the format in which they are kept.
- The responsibility for recording the contents of each box on the Transfer List form rests with the member of staff within the originating department and not the Records Management Team; this information is recorded on a standard 'Transfer List' form. We found varying amounts of details contained on transfer lists, for example 'Orange Wallet Finance', 'Plastic Wallet [JS]'. We could not gain a reasonable understanding of the records held in the boxes from the transfer lists in over 20% of over 1,000 lists we looked at.
- The transfer list form contains a field to record the 'Title / Description of Records' information for each box. However, the 'Title / Description of Records' data contained on service 'Transfer Lists' were not held within the Records Management System for a substantial volume of the records held. A search of the database revealed 13,153 boxes without any Title / Description of Records details. Of these 2,246 belong to Children & Young People Services.

6.3.3 The Information Governance Team had no direct involvement in dealing with any requests for information from Professor Jay. This was an oversight on the Council's part as, notwithstanding the inherent limitations with the system outlined above, the Information Governance Team could have helped with the search for and retrieval of any information requested by Professor Jay that could have been held in the records management system.

6.3.4 In response to our audit request to determine whether the records management database contained any record of minutes from meetings of the Key Players' Group, the Information Governance Team performed a search of the Records Management database. As the records management database was designed primarily to record the location of boxes within the archiving store rather than as a tool to search for individual records/files within boxes, only a basic search was able to be made for any reference to the words 'Key', 'Player(s)' and 'minutes'. This restricted the value of the search. Nonetheless, no references were found in the database from this search. Internal Audit independently

replicated the search of the archive system conducted by the Information Governance Team and confirmed the search findings.

- 6.3.5 The Information Governance Team identified the Council officer who submitted the box that held the copies of the minutes of the eleven Key Players' Group meetings that had been located: It had been submitted by Individual F (see 6.9). Copies of all transfer lists completed by this same member of staff were retrieved by the Information Governance Team, and this revealed 33 transfer lists in total relating to 15 archived boxes. Internal Audit has examined these transfer lists and found no references to the Key Players' Group.
- 6.3.6 Of the 15 archived boxes referred to above, all but 5 boxes had already been examined during the exercise at 6.2; the 5 boxes not examined had been taken by the National Crime Agency (see 6.2.3).

6.4 Interview with Individual A

- 6.4.1 Individual A was the first point of contact in the Council for Professor Jay, and performed the administrative tasks for Professor Jay whilst she was at Rotherham Council. The Council did not have a central team or any other officers involved in managing and processing information requests received from Professor Jay.
- 6.4.2 Individual A was interviewed on 9 January 2015 by two members of the Internal Audit team in relation to the **Objective 2** of our investigation.
- 6.4.3 Individual A directed any requests from Professor Jay (for meeting minutes from the Key Players' Group) to council officers who in her opinion were the appropriate people in the organisation to answer the requests.

6.5 Interview with Individual B

- 6.5.1 Individual B was interviewed because she was identified by Individual A as a person who might be able to assist in responding to the initial enquiry to locate the minutes from Professor Jay. Individual B attended two meetings of the Key Players' Group and took minutes for one of these.
- 6.5.2 Individual B was interviewed on 18 February 2015 by two members of the Internal Audit team in relation to **Objectives 1, 2 & 3** of our investigation.
- 6.5.3 Individual B stated she recalled that minutes of the Key Players' Group meetings were taken. However, she confirmed she did not personally have any copies of any minutes. She stated that paperwork relating to the group was stored in the Council's Crinoline House Building. This building has been demolished and records kept in it transferred to the records management store, which has been searched as outlined in this report. Individual B advised us she made extensive efforts to locate meeting minutes of the Key Players' Group when requested by Professor Jay, including:

- Personally looking for the minutes in hard copy files located within the Safeguarding Team's office
- Searching through electronic records held within the Safeguarding Team
- Checking with colleagues whom she thought might be able to help.

6.5.4 She found no minutes from these searches.

6.6 Interview with Individual C

6.6.1 Individual C was interviewed because she was identified by Individual A as a person who might be able to assist in responding to the initial enquiry to locate the minutes from Professor Jay.

6.6.2 Individual C was interviewed on 12 January 2015 by two members of the Internal Audit team in relation to **Objective 2** of our investigation.

6.6.3 Individual C confirmed that she searched for any reference to the Key Players' Group on the Team's electronic network storage, however no reference to the Group was found.

6.7 Interview with Individual D

6.7.1 Individual D was interviewed because he was identified by Individual A as a person who might be able to assist in responding to the initial enquiry to locate the minutes from Professor Jay.

6.7.2 Individual D was interviewed on 12 January 2015 by two members of the Internal Audit team in relation to **Objective 2** of our investigation.

6.7.3 Individual D confirmed that:

- At the time the Key Players' Group was in existence this was when the Area Child Protection Committee was constituted and prior to the Local Safeguarding Children Board arrangements
- He searched for any reference to the Key Players' Group within the archived hard copy and electronic network storage for the Area Child Protection Committee, however no reference to the Group was found.

6.8 Interview with former Director of Legal & Democratic Services

6.8.1 The Council's Director of Legal and Democratic Services was interviewed because she was identified by Individual A as a person who might be able to assist in responding to the initial enquiry to locate the minutes from Professor Jay.

6.8.2 The former Director was interviewed on 13 January 2015 by two members of the Internal Audit team in relation to **Objective 2** of our investigation.

6.8.3 In response to Professor Jay's request to locate meeting minutes from the Key Players' Group, the former Director checked with the Council's Democratic Services Team responsible for servicing Committee

meetings. She also checked with South Yorkshire Police. Both replied that no meeting minutes from the Key Players' Group were located.

6.9 Interview with Individual F

6.9.1 Individual F was interviewed because she was the person who archived the Records Management box that contained the 11 copies of meeting minutes from the Key Players' Group.

6.9.2 Individual F was interviewed on Monday 12 January 2015 by two members of the Internal Audit team in relation to **Objective 1** of our investigation.

6.9.3 Individual F could not provide any additional information as to where meeting minutes of the Key Players' Group may be located.

6.10 Interview with Individual G

6.10.1 Individual G was interviewed because an analysis of meeting minutes found for the Key Players' Group showed that Individual G attended the first seven meetings of the Group.

6.10.2 Individual G was interviewed on 19 January 2015 by two members of the Internal Audit team in relation to **Objective 3** of our investigation.

6.10.3 Individual G confirmed that meeting minutes from the group were taken and distributed to all members of the group. Individual G recalled taking some minutes herself, but could not recollect who took the minutes for all meetings. She felt minutes would have been typed up by the "Admin"; (i.e. Business Support) Team. In response to Professor Jay's original request for copies of minutes from the Key Players' Group, Individual G confirmed that she asked the Children & Young People's Business Support whether they had a record to show the archiving of any minutes. Business Support replied that they did not.

6.11 Interview with Individual H

6.11.1 Individual H was interviewed because an analysis of meeting minutes found for the Key Players' Group showed that Individual H attended 9 meetings of the group.

6.11.2 Individual H was interviewed on 15 January 2015 by two members of the Internal Audit team in relation to **Objective 3** of our investigation.

6.11.3 Individual H stated that she felt minutes were always taken when meetings of the Key Players' Group were held, but could not recall by whom. Individual H stated she had only one part of one set of minutes (which Internal Audit already has).

6.12 Interview with Individual L

6.12.1 Individual L was interviewed because an analysis of meeting minutes found for the Key Players' Group showed that Individual L attended 9 meetings of the group.

6.12.2 Individual L was interviewed via telephone on Monday 29 January 2015 by a member of the Internal Audit team in relation to **Objective 3** of our investigation.

6.12.3 Individual L stated that when she was working at Rotherham Council, minutes from the group were held on file and kept on the same shelf as the schedule 1 offenders' files and safeguarding information (within the Council's Crinoline House building).

6.13 Follow up of the discovery of Dictaphone tapes

6.13.1 On 25 October 2016 Internal Audit were contacted by Individual H to inform us that she had been given a number of dictaphone tapes. These were from the person who took the minutes at the group. She used to tape record meetings where she took minutes, including meetings of the Key Players Group. She had uncovered the tapes from her loft, following an interview with the National Crime Agency.

6.13.2 She handed over the tapes to an investigator from the NCA who then attempted to have them transcribed. The tapes were copied to discs, which then needed to be forensically cleaned.

6.13.3 The NCA provided Internal Audit with copies of the forensically cleaned recordings on 20 February 2017. There were originally 4 tapes of two sides giving 8 recordings, each a maximum of 16 minutes in length. On initial playing of the recordings the following points were noted:-


- None of the recordings actually identifies what the meeting(s) refer to i.e. a Key Players meeting or just a group discussion.
- None of the recordings state the date of the meeting or who is in attendance.
- Some of the recordings could be continuations of the same meetings.
- it would not be possible from the recordings to reproduce a full set of minutes of the meeting(s) due to the above.
- One of the recordings was blank.

6.13.4 The recordings were played back to the person who had discovered them, with the following results:-

- It was apparent that the recordings were from two meetings, although it was unclear whether they were Key Players or from Sexual Exploitation Forum, set up later.
- Although no dates of the meetings were given, in both meetings the date or year of birth and the age of one of the girls being discussed were stated. It was therefore apparent that the meetings took place in late 2003 or early 2004.

6.13.5 The recordings did not relate to any of the meetings for which minutes had been found. However, they are held by the NCA for them to investigate as necessary.

RECORDS MANAGEMENT TRANSFER LIST TEMPLATE

Temporary Consignment No.	Records Management Centre Transfer List			 Environment & Development Services	
DIRECTORATE / SECTION					
Managers Name		TEL	JOB TITLE		
FILE REF	TITLE / DESCRIPTION OF RECORDS (Please give details of each file / bundle) Please remove records from Lever Arch files to maximise space where appropriate	COVERING DATES		RETENTION PERIOD (R / D / P)	ACTION DATE
		FROM	TO		
LISTED / PACKED BY:		DATE	Record Centre use: Checked by: Date:		RM BOX No.
JOB TITLE		TEL			