

JOINT MEMORANDUM DECEMBER 2009

From:

Birmingham City Council Directorate of Children Young Families and
Birmingham Local Medical Committee

To all Birmingham Council Children & Families Social Workers and all GP Practices

Disclosure of Family Medical Information to Social Workers & Payment of GP Fees

The purpose of this memorandum is to set out procedures for Social Workers and GPs where requests for disclosure of information are made by Social Workers carrying out assessments.

A procedure has been agreed by Birmingham City Council and the Birmingham Local Medical Committee.

In all cases Social Workers must first seek the consent of parents of children or the individuals concerned to the sharing of information. If consent is given this must be recorded on the consent to sharing information form (Doc 49/SC4.01.02), (copy attached).

All requests to GPs for information must be made using the generic letter to agencies (Doc 48/SC4.01.01), (copy attached). This letter must be used in all requests for information whether the assessment is initial, Section 47 or core assessment.

If consent has been given then the consent form must be enclosed with the letter. In some cases it may not be *possible* or *appropriate* to seek consent by a responsible person for the release of information. The local authority may request that the information is shared in any case because given the serious nature of the concerns it is justified in the public interest to protect the child from harm and to promote the welfare of the child and the sharing of the information is a proportionate response due to the clear risk of significant harm to the child.


If completed properly the letter will provide GPs with sufficient information on which to base their decision on disclosure.

In initial assessment cases where enquiries must be undertaken within a maximum of 7 working days it is important to send the letter and to make direct contact with the GP practice to ensure correspondence has been received. The maximum timescale for core assessment is 35 working days and where medical information is required consent should be sought and letters sent at the beginning of the assessment.

A standard medical fee claim form should always be enclosed with any request (Doc 51/SC9.09) (copy attached). The process for completion of the form and payment is contained in the form.

All the documents referred to above can be found in the shared Legal Services, Social Care PLO database on Birmingham City Council's Lotus Notes.

Precedent letters and forms currently in use will be deleted from the system.

Signed  Dated 4 January 2010

Dr Charles Zuckerman, Birmingham Local Medical Committee

Signed Dated 12th January 2010

Yvette Waide, Head of Service for Birmingham City Council Children Young People and Families

Signed  Dated: 4th January 2010

Dr Najma Mirza Named GP safeguarding Children NHS South Birmingham