



Dear Colleague

TAKE NOTICE-WITH IMMEDIATE EFFECT

The Vale of Glamorgan Council requires all Councillors/officers/employees/workers/consultants/third party providers to suspend any document deletion & destruction processes in relation to information regarding the Covid-19 pandemic for the duration of the UK Covid-19 Inquiry and until further notice from the Vale of Glamorgan Council.

“Document” means anything in which information of any description is recorded, whether in paper or electronic form, and includes, but is not limited to, reports, reviews, board/committee minutes, meeting/attendance notes, manuscript notes, memoranda, circulars, governing/constitutional documents, contract documents, legislation, letters/emails (internal and external), WhatsApp messages, information from websites, guides/codes of conduct, policy documents/statements, articles, photographs, video and audio recordings, physical evidence, witness statements and their exhibits.

This notice is effective immediately and compliance with it is mandatory.

The UK Covid-19 Inquiry chaired by Lady Hallett has been set up to examine the UK's response to and impact of the Covid-19 pandemic and learn lessons for the future. The Inquiry is being conducted under the [Inquiries Act 2005](#) and the [Inquiry Rules 2006](#). Welsh Local Authorities will be required to provide information via the WLGA (Welsh Local Government Association) or direct to the UK Covid-19 Inquiry.

The Chairman of the Covid-19 Inquiry requires all Local Authorities to take steps to ensure the retention of material of potential relevance to the Inquiry. Thus, this notice is issued in line with these requirements and any potentially relevant document is required to be preserved. [2022-10-11-Letter-from-Ben-Connah-to-Darren-Tierney-re-record-retention.pdf \(covid19.public-inquiry.uk\)](#) .

Further information is outlined in the Council's Covid-19 Public Inquiry – Preservation of Data Policy.

Regards

Rob Thomas

Chief Executive

Vale of Glamorgan Council

Cllr Lis Burnett

Leader

Vale of Glamorgan Council

Dated 31st October 2022