



9 March 2006

**Social
Services**

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To whom it may concern

**Request for reference to support application for emigration to Canada for:
Mrs Gina Dennis of 61 Noredown Way, Wootton Bassett, Wilts. SN4 8BL**

I can confirm that Gina Dennis has been employed by Swindon Borough Council/
Swindon Local Safeguarding Children Board (LSCB), formerly Swindon Area
Child Protection Committee (ACPC) since 22 September 2004.

Mrs Dennis is employed to manage the business of the LSCB. Responsibilities
include:

- Administration of serious case reviews
- Co-ordination and organisation of meetings of the LSCB and its sub-groups
- Administration of the Child Protection Procedures
- Overseeing the LSCB budget
- Co-ordinating, developing and disseminating LSCB information, including key documents such as the constitution and business plan
- Development and maintenance of the LSCB web site
- Liaison between and with the LSCB's multi-agency membership

Mrs Dennis annual salary is currently £23,952 (pro-rate for 23.5 hrs p/w,
increasing to 30 hrs p/w 1 April 2006) plus pension.

Mrs Dennis has taken to a new area of work, to which she has adapted well. Her
workload has been considerable but, despite this, she has achieved all her
objectives. She has prioritised work and sought the support of her manager
where appropriate.

Mrs Dennis has communicated extremely well with all ACPC/LSCB members and
they have provided positive feedback on Mrs Dennis' work. Mrs Dennis has
developed good systems to manage her work and is fully competent in the use of
IT. She has developed a website that has been recognised by the ACPC/LSCB
agencies as well structured, easily accessed and informative.

Mrs Dennis has had many and varied responsibilities in her present role. She is
flexible and enthusiastic and enjoys new challenges.

I have no hesitation in recommending her for similar development roles in the
future and am happy to be contacted in relation to future employment.

Yours faithfully

Steph McQuade
Child Protection & Quality Assurance Manager