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Your ref:

Our ref:

Date:

Dear (NAME)

Performance Inspection of Social Work Services in (NAME) Council

Thank you for agreeing to meet with us in order to begin the performance inspection of social work functions.

We have arranged a first meeting on (DATE) at (TIME) in (LOCATION).

As the person responsible for the inspection, I will attend this meeting, together with the lead inspector, (NAME), the inspection support manager, (NAME), and some members of the inspection team. We anticipate that you would wish to invite the Chief Executive, senior members of the corporate management team and elected members to separate meetings or briefings, and we would be happy to be involved in these.

I attach a draft agenda for this initial meeting and would be happy to discuss it with you. We have included an opportunity for the council to brief the inspection team on the key issues for your council.

We are asking each local authority to nominate an inspection co-ordinator who would take responsibility for project managing the authority's side of the inspection. It is advisable that that person attends the initial meeting. Further information about the role of the inspection co-ordinator is enclosed.

We have prepared detailed information and guidance for the performance inspection process, and they are also available on the SWIA website: www.swia.gov.uk. However, you may wish to circulate the enclosed introductory leaflet and draft timetable to managers and staff to inform them of the performance inspection.

I look forward to meeting you and your colleagues on (DATE) and hope that this performance inspection will be both a positive learning and rewarding experience for both our organisations.

Yours sincerely

(NAME)
(Chief Inspector or Depute Chief Inspector)

Enclosed

1. Guide for the local authority inspection co-ordinator
2. Introductory leaflet on performance inspections
3. Draft timetable