

21. Report publication, presentation and distribution

Press and publication issues

The lead inspector in SWIA is responsible for arranging for the date of publication of the inspection report. The lead inspector should also agree with the local authority for the report to be presented to the local authority, which should be done at a meeting with elected members (see below).

The lead inspector is responsible for dealing with issues about the publication of the report on behalf of SWIA. This includes briefing the media on behalf of the performance inspection team and responding to press enquiries through the SE Press Office.

Reports are embargoed until the day of publication.

All published reports will be accompanied by a SWIA press release, drafted by the lead inspector in advance of the publication date.

The lead inspector from SWIA will provide Scottish Executive Ministers with a briefing in advance of publication and liaise with the press office in the Scottish Executive about any media statement that may be produced.

SWIA will contact the local authority press office about one week before the date of publication to discuss detailed arrangements for communicating with the media. A copy of the performance inspection press release will be provided and a copy of the local authority's own proposed press release should be shared with SWIA.

In some circumstances a press conference may be held to publicise the report's findings.

Please note that, prior to publication, the report remains the property of SWIA. In view of this the local authority is not able to circulate the report widely in advance of publication.

The report will be made available for members of the public by SWIA and will also appear on the SWIA web-site.

Presentation to elected members

The presentation of the performance inspection report to elected members is a key stage in the inspection process. This must be a meeting to which the public has access and, therefore, must take place on or after the report

publication date. It is helpful to invite partners and stakeholders to this meeting. The most appropriate type of meeting will depend upon the particular governance arrangements within the local authority. The local authority may wish to use a regular committee meeting or convene a meeting with elected members. A date for the presentation should be set as early as possible in discussion between the local authority and the lead inspector, preferably during the meeting to feed back the headline findings, after the Fieldwork Phase.

At the time of the presentation of the performance inspection report to elected members, the local authority may also present its draft action plan, or an outline of it, as a response to the publication of the report, if it wishes to do so. Performance inspection team members attending the meeting will be willing to enter into discussion about the inspection, the report and the draft action plan.

The usual format for the presentation is for the SWIA lead inspector to make a powerpoint presentation of findings and conclusions.

The Director of Social Work Services or the appropriate elected member may then give an initial response or introduce the draft action plan, or outline proposals, followed by discussion and debate. The form of the powerpoint presentation is entirely a matter for the performance inspection team but the slides will be shared with the Director of Social Work Services prior to the presentation and any proposals for amendments, fine-tuning or clarification will be considered.

The meeting should be asked formally to accept the report and to consider the proposals for development of the action plan – including consultation with key stakeholders, such as representatives of partner agencies and people who use services and their carers, if the local authority wishes this.

Distribution of the report

The performance inspection team will provide enough copies of the report and the report summary leaflet so that local authorities can:

- distribute them to those who participated in the inspection, including stakeholders; and
- inform the general public of the outcome of the inspection.

Each local authority will receive 100 printed reports and 200 printed summary leaflets. More copies may be made available depending on the size of the local authority and this should be negotiated in advance with SWIA.

SWIA will circulate the report to its own key stakeholders, such as all other local authorities in Scotland. The report will also be placed on the SWIA website from which local authorities can download additional electronic copies.

Local authorities may wish to provide the report or summary leaflet in other versions (such as Braille, large print, other local community languages or on tape).