

29. Timetable for performance inspections

This provides a guide to the timetable but changes can be made to accommodate holidays or other situations.

SWIA Performance Inspection Team tasks	Time Line	Local Authority (LA) tasks
Send timetable, guide for LA Inspection Co-ordinator, Self Evaluation Questionnaire, (SEQ); request advance information; request case file readers; request data for case file reading and surveys; send leaflets and posters to LA	Before start of Phase 1	Appoint LA Inspection Co-ordinator. Start collating information requested by SWIA, for return in weeks 3 & 6 (see below)
Phase 1 - Pre-inspection		
Introductory meeting between SWIA and Director of Social Work Services and LA social work managers	Week 1	Introductory meeting between SWIA and Director of Social Work Services and LA social work managers
First monthly planning meeting between Lead Inspector, SWIA Inspection Support Manager and LA Inspection Co-ordinator and agree outline inspection programme, including the outline fieldwork programme	Week 1 (usually on same day as meeting above)	First monthly planning meeting between Lead Inspector, SWIA Inspection Support Manager and LA Inspection Co-ordinator and agree outline inspection programme, including the outline fieldwork programme
Receive advance information and lists for surveys and case file reading and select samples for surveys	Week 3	Send advance information and lists for surveys and case file reading to SWIA
Send details of people to whom questionnaires should be sent and send questionnaires to LA for distribution	Week 4	Send out questionnaires as required by SWIA

SWIA Performance Inspection Team tasks	Time Line	Local Authority (LA) tasks
Select case files for reading and notify the LA of the case file sample	Week 6	Collate files for reading by SWIA and local file readers Complete and return SEQ and supporting information
Training for case file readers Undertake case file reading in central location	Week 9*	Training for case file readers Undertake case file reading in central location
Complete SWIA's internal analysis of SEQ, advance information, surveys and file reading. Undertake Interim Assessment and decide key areas for field work	Weeks 6 - 11	
Interim Assessment Meeting	Week 12	Interim Assessment Meeting
Finalise customised fieldwork programme between Lead Inspector, SWIA Inspection Support Manager and LA Inspection Co-ordinator	Week 12	Finalise customised fieldwork programme between Lead Inspector, SWIA Inspection Support Manager and LA Inspection Co-ordinator
	Weeks 13 - 14	Organise the customised fieldwork programme. The programme must be sent to SWIA one full week before the start of the fieldwork. Organise Interim Headline Feedback meeting
Introductory presentations by SWIA in the LA	Week 5 - 14	Introductory presentations by SWIA in the LA

SWIA Performance Inspection Team tasks	Time Line	Local Authority (LA) tasks
Phase 2 - Fieldwork		
Fieldwork Programme	Weeks 15 - 16*	Fieldwork Programme
Complete Interim Headline Analysis.	Week 17	
Headline Feedback meeting for verbal feedback	Week 18	Headline Feedback meeting for verbal feedback
	Week 19	Final week for LA to submit evidence

SWIA Performance Inspection Team tasks	Time Line	Local Authority (LA) tasks
Phase 3 - Analysis, Report Completion and Follow-up		
Write draft report	Weeks 19 - 23	
Send draft report to LA	Week 24	Receive draft report from SWIA
	Weeks 24 - 28	Comment on draft report
Consider LA's comments and amend	Weeks 29 - 30	
	Week 31	LA to check accuracy of final draft
Printing of report	Weeks 32 - 35	
Publish the report and send out national press release	Week 36	Report publication and local publicity
Meeting with elected members, social work services and corporate managers	Weeks 36 - 40	Meeting with elected members, social work services and corporate managers
Agree action plan	Weeks 36 - 47	Prepare action plan and agree with SWIA
Handover to SWIA link inspector	Week 48	Handover to SWIA link inspector
Follow up, including progress report, if required	One year after publication of report	Follow up, including progress report, if required

*File reading and fieldwork dates may have to be moved due to public holidays, etc.