



**inspections of services for children and young people  
in need of care and protection**

**Partnership meetings schedule**

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## Introduction

Discussions between community planning partners and members of the joint inspection team will take place throughout the course of the inspection. Some of these will be at set intervals, while others may be as and when the need arises.

The table below outlines the purpose of each of the set meetings, stages of the inspection when they occur, suggested participants and likely duration.

| Stage in the inspection   | Purpose of meeting  | Suggested participants   | Duration   |
|---|---|--|------------|
| <b>1. Preparation</b><br><br><i>Week commencing week 4</i>                | Meeting to plan and co-ordinate the inspection                            | <ul style="list-style-type: none"> <li>• CPP key contact/co-ordinator for the inspection</li> <li>• CPP multi-agency team with responsibility for planning and co-ordinating the inspection</li> <li>• Inspection lead, depute lead and strategic support officer</li> </ul>   | 90 minutes |
| <b>Preparation</b><br><br><i>Week commencing week 4</i>                   | Meeting to plan and co-ordinate activities with children and young people | <ul style="list-style-type: none"> <li>• CPP key contact/co-ordinator for the inspection</li> <li>• CPP officer with lead responsibility for participation and engagement and/or champions</li> <li>• Inspection lead, strategic inspector - participation, strategic support officer, young inspection volunteer</li> </ul>                                     | 60 minutes |
| <b>2. Self- evaluation Dialogue</b><br><br><i>Week commencing week 11</i> | Initial discussion of the CPP joint self-evaluation                       | <ul style="list-style-type: none"> <li>• Chief officers, senior officers with lead responsibility for child protection and corporate parenting, chairs of the CPC and the strategic group leading on corporate parenting</li> <li>• CPP key contact/co-ordinator for the inspection</li> <li>• CPP officer with lead responsibility for participation</li> </ul> | 90 minutes |

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|--|--|---|-------------------|
|  |  | <p>and engagement</p> <ul style="list-style-type: none"> <li>• Inspection lead, depute inspection lead and scrutiny partners representing Healthcare Improvement Scotland (HIS), Her Majesty's Inspectorate of Constabulary Scotland (HMICS), strategic support officer (optional)</li> </ul>   |                   |
| <p><b>3. Scoping and engagement</b></p> <p><i>Week commencing week 14</i></p>      | <p>To discuss:</p> <ul style="list-style-type: none"> <li>• the findings of the of case file reading,</li> <li>• staff survey,</li> <li>• emerging findings from engagement from children, young people and parents</li> <li>• interim findings from the children and young people, parents and carers surveys</li> <li>• best sources of evidence to answer remaining areas of uncertainty</li> </ul> | <ul style="list-style-type: none"> <li>• Chairs and members of the CPC and the strategic group leading on corporate parenting, and senior officers responsible for operational practice</li> <li>• CPP key contact/co-ordinator for the inspection</li> <li>• CPP officer with lead responsibility for participation and engagement</li> <li>• Inspection lead, depute inspection lead, strategic inspector – participation, and strategic support officer</li> </ul> | <p>90 minutes</p> |
| <p><b>4. Sharing inspection findings</b></p> <p><i>Week commencing week 20</i></p> | <p>To discuss key messages, high level findings and priority areas for improvement based on inspection findings.</p>   | <ul style="list-style-type: none"> <li>• Chief officers, senior officers with lead responsibility for child protection and corporate parenting, chairs of the CPC and the strategic group leading on corporate parenting</li> <li>• CPP key contact/co-ordinator for the inspection</li> </ul>  | <p>90 minutes</p> |

| Stage in the inspection  | Purpose of meeting   | Suggested participants  | Duration   |
|--|--|---|------------|
|  |  | <ul style="list-style-type: none"> <li>• CPP officer with lead responsibility for participation and engagement</li> <li>• Inspection lead, depute inspection lead and members of the team representing partner scrutiny bodies, Healthcare Improvement Scotland (HIS), Education Scotland (ES) and Her Majesty's Inspectorate of Constabulary Scotland (HMICS)</li> </ul>   |            |
| <p><b>5. Final report and next steps</b></p> <p><i>Week commencing week 27</i></p> | <p>To discuss:</p> <ul style="list-style-type: none"> <li>• the final report and evaluations, including key strengths and areas for improvement</li> <li>• continuation of the CPP improvement priorities</li> </ul> | <ul style="list-style-type: none"> <li>• Senior officers with lead responsibility for child protection and corporate parenting, chairs of the CPC and the strategic group leading on corporate parenting</li> <li>• CPP key contact/co-ordinator for the inspection</li> <li>• CPP officer with lead responsibility for participation and engagement</li> <li>• Inspection lead, depute inspection lead and link inspector</li> </ul> | 90 minutes |

## Headquarters

Care Inspectorate  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY

web: [www.careinspectorate.com](http://www.careinspectorate.com)

email: [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)

telephone: 0345 600 9527



@careinspect

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