



Joint inspections of services for children at risk of harm

Partnership discussions and other meetings

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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, outlined below, will be at set intervals, whilst others may be as and when the need arises. The purpose and representation at each meeting will be dependent upon the phase of the inspection. The number and position of those attending these meetings may vary from inspection to inspection dependent upon whether the meetings are held in-person, virtually or a hybrid of the two. The table below outlines the purpose of each of the set meetings, points within the inspection process when they occur, suggested participants and likely duration.

Phase of the inspection and timing	Name of meeting and intended purpose	Suggested participants	Anticipated duration
Preparation (week 1)	Initial inspection meeting The purpose of this meeting is to: <ul style="list-style-type: none"> begin to plan and co-ordinate the inspection outline the focus and methodology of the joint inspection discuss phase one & phase two activities. 	Inspection team: <ul style="list-style-type: none"> Inspection lead Depute inspection lead Strategic support officer 	90 minutes
		Partnership: <ul style="list-style-type: none"> CPP co-ordinator for the inspection CPP key contacts with responsibility for planning and co-ordinating the inspection 	
Preparation (week 4)	Partnership discussion 1 The purpose of this meeting is to:	Inspection team: <ul style="list-style-type: none"> Inspection lead Depute inspection lead 	120 minutes

Phase of the inspection and timing	Name of meeting and intended purpose	Suggested participants	Anticipated duration
	<ul style="list-style-type: none"> provide an opportunity for the partnership to discuss the context of their work with children at risk of harm present the partnership's challenges and successes during the pandemic highlight areas of good practice within the partnership. <p>It also an opportunity to enter into dialogue with the inspection team and to clarify any questions about the inspection process.</p>	<ul style="list-style-type: none"> Scrutiny partners representing Healthcare Improvement Scotland (HIS), His Majesty's Inspectorate of Constabulary Scotland (HMICS) Strategic support officer (optional) <p>Partnership:</p> <ul style="list-style-type: none"> Chief officers and senior officers with lead responsibility for child protection Chair of the CPC and the strategic group leading on children's service planning CPP co-ordinator for the inspection 	
Preparation (week 6)	<p>Co-ordinator discussion 1</p> <p>The purpose of this meeting is to:</p> <ul style="list-style-type: none"> prepare for records reading. 	<p>Inspection team:</p> <ul style="list-style-type: none"> Inspection lead Depute inspection lead Strategic support officer <p>Partnership:</p> <ul style="list-style-type: none"> CPP co-ordinator for the inspection CPP key contacts with responsibility for planning and co-ordinating the inspection 	90 minutes

Phase of the inspection and timing	Name of meeting and intended purpose	Suggested participants	Anticipated duration
Inspection (week 8)	Local records readers training The purpose of this meeting is to: <ul style="list-style-type: none"> • train local records readers • familiarise them with the Care Inspectorate framework for records reading. • build capacity in the partnership to undertake future records reading / audit and self-evaluation. 	Inspection team: <ul style="list-style-type: none"> • Depute inspection lead • Strategic inspector • Strategic support officer <hr/> Partnership: <ul style="list-style-type: none"> • Six senior managers identified to be involved in records reading • Four other managers identified to participate in the training. 	One day
Inspection (week 10)	Co-ordinator discussion 2 The purpose of this meeting is to: <ul style="list-style-type: none"> • prepare for the engagement activities • develop the timetable consisting of three elements: <ol style="list-style-type: none"> 1. a mix of staff focus groups 2. six networks of support meetings 3. additional meetings with parents and children and young people. 	Inspection team: <ul style="list-style-type: none"> • Inspection lead • Depute inspection lead • Strategic support officer <hr/> Partnership: <ul style="list-style-type: none"> • CPP co-ordinator for the inspection • CPP key contacts with responsibility for planning and co-ordinating the inspection 	90 minutes

Phase of the inspection and timing	Name of meeting and intended purpose	Suggested participants	Anticipated duration
Inspection (week 11)	Partnership discussion 2 The purpose of this meeting is to: <ul style="list-style-type: none"> • provide the partnership with feedback from: <ol style="list-style-type: none"> 1. review of children and young people's records 2. staff survey results. 	Inspection team: <ul style="list-style-type: none"> • Inspection lead • Depute inspection lead • Scrutiny partners representing Healthcare Improvement Scotland (HIS), His Majesty's Inspectorate of Constabulary Scotland (HMICS) • Strategic support officer (optional) 	90 minutes
		Partnership: <ul style="list-style-type: none"> • Chief officers and senior officers with lead responsibility for child protection • Chair of the CPC and the strategic group leading on children's service planning • CPP co-ordinator for the inspection 	
Inspection (week 13)	Co-ordinator discussion 3 The purpose of this meeting is to: <ul style="list-style-type: none"> • agree the final timetable for the engagement week. 	Inspection team: <ul style="list-style-type: none"> • Inspection lead • Depute inspection lead • Strategic support officer 	90 minutes
		Partnership: <ul style="list-style-type: none"> • CPP co-ordinator for the inspection 	

Phase of the inspection and timing	Name of meeting and intended purpose	Suggested participants	Anticipated duration
		<ul style="list-style-type: none"> • CPP key contacts with responsibility for planning and co-ordinating the inspection 	
Reporting (week 17)	<p>Partnership discussion 3</p> <p>The purpose of this meeting is to:</p> <ul style="list-style-type: none"> • provide feedback on strengths and areas for development emerging from the inspection findings. 	<p>Inspection team:</p> <ul style="list-style-type: none"> • Inspection lead • Depute inspection lead • Scrutiny partners representing Healthcare Improvement Scotland (HIS), His Majesty's Inspectorate of Constabulary Scotland (HMICS) and Education Scotland (ES). • Strategic support officer (optional) • Link inspector <p>Partnership:</p> <ul style="list-style-type: none"> • Chief officers and senior officers with lead responsibility for child protection • Chair of the CPC and the strategic group leading on children's service planning • CPP co-ordinator for the inspection 	120 minutes

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