

The review planning meeting

Model Agenda

1. Introductions
2. The joint review process
3. Overview of the programme timetable and the tasks involved
4. Project planning - roles and responsibilities
5. Managing the methodology:
 - Advance information
 - Surveys (service users and carers, staff, partners)
 - Selection of case files
 - Phase 1 fieldwork
 - Introductory meetings for Phase 2
 - Service user and carer reference group
6. Publicising the joint review
7. Support arrangements for the review team when on site
8. Next steps

Likely duration of meeting - 2 hours

The meeting is attended by the:

- lead reviewer
- joint review information officer
- joint review support co-ordinator
- local authority link officer
- social services and corporate performance management officers
- those with responsibility for helping to conduct the surveys.