

Introductory meeting with social services and corporate management

This meeting is attended by the chief executive, the director of social services, the first tier officer(s) with responsibility for social services functions, the link officer, the joint review team and the review support co-ordinator. The director will usually also invite other senior social services managers, relevant corporate officers and elected members with responsibility for social services.

This meeting will cover:

- a general briefing on the joint review process and the outline timetable;
- confirmation of the joint review team membership;
- an opportunity for the Council to highlight the current position of the authority and the local context within which social services function (political, financial, organisational) – advising the joint review team of any critical issues;
- the roles and expectations of the various key participants and stakeholders;
- a review of the work required for the rest of the review process;
- a discussion of any issues likely to affect the conduct of the review and agreeing milestone dates;
- future meeting and activity dates as required.

The meeting is an important opportunity for the joint review team to learn more about the authority and to plan the detail of further work. A standard agenda is suggested for the set-up meeting.

Model Agenda

1. Introductions
2. Joint reviews: principles, processes and people (Lead reviewer)
3. The local context for social services – current performance and position of authority, Including sensitive and confidential issues (Chief Executive / Director and team)
4. Overview of the programme timetable (Lead reviewer and review support co-ordinator)
5. Update on the management of the project plan for the joint review (Link officer)
6. Agreeing the milestones
7. Involvement of other stakeholders
8. How to promote user and carer involvement in different stages of the review
9. The role of elected members and corporate management
10. Clarifying roles
11. Next steps

Likely duration of meeting 2-3 hours.