

## **Information meeting with Joint Review team, the Link Officer and other relevant Council staff**

This meeting is attended by the Link Officer, the WAO and CSSIW joint review operational managers and the information analyst. The link officer may also invite other relevant officers with a remit for information.

This meeting will cover:

- a general briefing on the joint review process and the outline timetable;
- the Advance Information process;
- the survey process,
- format and gathering of the names and addresses for survey and case files;
- case file analysis process; and
- use of the flow charts;

The meeting is an important opportunity for the information analyst to learn more about the authority and how they gather their data. A standard agenda is suggested for the information meeting.

## **Model Agenda**

1. Introductions
2. general briefing
3. Advance Information process
4. the survey process
5. Case file process
6. use of flow charts
7. authority data systems
8. Next steps

Likely duration of meeting 2-3 hours.