

## **Meetings with stakeholders in the first phase - guidance for the local authority**

During the week on site for the broad review fieldwork, there is an opportunity for a maximum of six group meetings with stakeholders.

This is likely to include:

- senior elected members and managers;
- the social services management team;
- partner organisations;
- the service user and carer scrutiny group.

The purpose of the meetings is to enable these groups to outline in broad terms what they regard as the key issues for social services at an early stage in the review process. It is usual for two reviewers to attend each meeting. The lay assessor will decide with the lead reviewer the extent of their involvement, although they will usually take part in the meeting with the service user and carer scrutiny group.

It is important that all those taking part in the meetings have been given the relevant guides and leaflets:

- *Summary guide for elected members;*
- *Information about joint reviews* (for members of the public, including service users and carers);
- *Information about joint reviews for staff in social services;*
- *Information about joint reviews for partners and stakeholders;*
- *Guide for the service user and carer scrutiny group (handbook document 0.4).*

If there is an opportunity to brief members of the different groups in advance of the meeting, the sections in the handbook that deal with

judgements in reviews, the joint review process and the description of the broad review phase are especially relevant.

If requested to do so, the lead reviewer can provide a list of potential agenda items for the meetings with partner organisations and the service user and carer reference group. The reviewers will have some prepared questions and they may want to check out information already received. Any of the stakeholder groups may supply in advance a brief outline of the issues they wish to raise.

It would be helpful if you could provide a list of people you expect to attend each meeting. Please keep the meetings to a reasonable size - eight to twelve is helpful - but we recognise that meetings with pre-existing groups may be larger. The meetings will normally last between 1 and 2 hours.