

Key council responsibilities

The council should be aware of its responsibilities when requesting a review. These can be summarised as follows:

- identification of a review sponsor and review organiser
- attendance at a set up meeting by the review sponsor and director of children's services (if not the same person)
- assurance that key personnel will be available and participate as required in each element of the review
- organisation of review timetable
- liaison with partners and settings to arrange practice observations
- completion of a self-assessment
- provision of the data and documentation
- attendance at the final feedback presentation
- provision of a base room for the peer review team for the duration of the on-site week
- provision of suitable rooms for all interviews (people's individual offices are fine for these)
- ensure that comments on the draft feedback report are returned within two weeks
- contribute to the feedback and evaluation process
- commitment to ensuring the agreed action plans are followed through and an appropriate monitoring mechanism put in place.

Team base room

The council must ensure that there is a suitable base room for the team throughout the on-site stage. This must be close to where the bulk of the on-site interviews will be held. The team will spend a considerable amount of time in this room and so consideration should be given to ensuring that it is large enough to accommodate comfortably all members of the team.

The room must be for the sole use of the team members, with all interviews and focus groups being held elsewhere. It needs to be private and lockable. It also needs to be accessible to the team after hours. The room will need to be equipped with the flipcharts, marker pens and post its. On day three and four the team will need a projector overhead projector to allow the team to work on the presentation

Catering

Tea, coffee, water, fruit juice, fruit, biscuits and other light snacks should be provided in the room or nearby and be accessible at any time throughout the day and evening. The team will need to be provided with lunch each day.

Transport and Parking

Car parking spaces should be made available for the duration of the review. The council review organiser should liaise with the review manager regarding the number of spaces required on particular days. Arrangements should be made to transport the team to the various settings.