



**Specific details of the timeline for the Joint Area Review and Corporate Assessment (CA) and how they are interrelated**

Stage	Date where applicable	Joint area review activity 	Corporate assessment activity 
<p><b>Informed of JAR and CA.</b> <b>Briefing pack received.</b></p>	<p>12 May 2008</p>	<p>Commence compiling information for case-tracking and a list of voluntary and community partners.</p>	<p>Receive information about CA.</p>
		<p>A dataset of available indicators will be sent shortly before the set-up meeting.</p>	
<p><b>Information to be returned by council</b></p>	<p>30 May 2008</p>	<p>The selection of 100 case files and list of voluntary and community sector organisations to be submitted to the lead inspector.</p>	
<p><b>Set-up meeting</b></p>	<p>13 June 2008</p>	<p>Brief senior officers and partners about the investigations to be undertaken and organisation of the JAR.</p>	<p>Agree return documentation for CA to the Team Leader two weeks before Analysis Stage commences. Brief Chief Executive, officers and members of the council about the scope and organisation of the CA.</p>

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Stage	Date where applicable	Joint area review activity	Corporate assessment activity
<b>Area/council to return self-assessment (CA)/ position statement (EYI)</b>	30 June 2008	Return position statement for the Youth Service if applicable.	Return self-assessment.
<b>Analysis stage (up to one week)</b>	23 - 25 July (JAR) 21 – 25 July (CA)	Team attends on site. LA to have ready case files, documents for scrutiny, and key worker and agency profiles.	Team attends on site to review self assessment, performance data and other information provided by the council and stakeholders.
<b>Meetings at end of Analysis stage</b>	25 July 2008 (JAR)	JAR lead inspector attends CA round table meeting with council and its partners to agree the focus of fieldwork.	CA round table meeting with council and its partners to agree the focus of fieldwork.
	25 July 2008 (CA)	Followed by: Meeting with Director of Children's Services to confirm programme for fieldwork.	
<b>Fieldwork week 1</b>	15 – 19 September 2008	The team undertake a range of evidence gathering activities.	CA onsite meetings and other fieldwork activity to gather evidence.

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Stage	Date where applicable	Joint area review activity	Corporate assessment activity
<b>Fieldwork week 2 and feedback</b>	22 - 26 September 2008	The team undertake a range of evidence gathering activities.	CA onsite meetings and other fieldwork activity to gather evidence.
		JAR headline feedback on key issues to the Director of Children's Services and other partners.	CA headline feedback to the Chief Executive.
<b>Draft report sent to authority/council</b>	29 October 2008	Draft report sent to Director of Children's Services and the Chief Executive. 10 working days to make written comments.	Draft report sent to Chief Executive. 10 working days to make written comments.
<b>Draft Report Discussion(s)</b>	5 November 2008	Meetings with Director of Children's Services, senior officers and members of the local partnership to discuss findings. CSA to be invited to attend.	Meeting with the Chief Executive and members (TBC with Corporate assessment team leader).
<b>Pre publication report sent to authority / council</b>	12 December 2008	Pre publication report sent to Chief Executive. Ten working days review period.	Pre publication report sent to Chief Executive. Ten working days review period.

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<b>Latest review date</b>	9 January 2009	Final date to request a review of the Joint Area Review report.	Final date to request a review of the Corporate Assessment report
<b>Publication</b>	13 January 2009	Report published on website.	Report published on website.