



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 
Informed of JAR and CA. Briefing pack received.	28 January 2008	Commence compiling information for case-tracking and a list of voluntary and community partners. A dataset of available indicators will be sent shortly before the set-up meeting.	Receive information about CA.
Information to be returned by council	18 February 2008	The selection of 100 case files and list of voluntary and community sector organisations to be submitted to the lead inspector.	
Set-up meeting	3 March 2008	Brief senior officers and partners about the investigations to be undertaken and organisation of the JAR.	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.

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Area/council to return self-assessment (CA)/ position statement (EYI)	31 March 2008	Return position statement for the Youth Service if applicable.	Return self-assessment.
Analysis stage (up to one week)	17-23 April (JAR) 23 – 25 April (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.
Meetings at end of Analysis stage	23 April (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 April (CA)	Followed by: Meeting with Director of Children's Services to confirm programme for fieldwork.	
Fieldwork week 1	12 – 16 May 2008	The team undertake a range of evidence gathering activities.	CA onsite meetings and other fieldwork activity to gather evidence.

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Fieldwork week 2 and feedback	19 – 23 May 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.
Draft report sent to authority/council	30 June 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.
Draft Report Discussion(s)	4 July 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).
Pre publication report sent to authority / council	6 August 2008	Pre publication report sent to Chief Executive. 10 working days review period.	Pre publication report sent to Chief Executive. 10 working days review period.

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Latest review date	1 September 2008	Final date to request a review of the Joint Area Review report.	Final date to request a review of the Corporate Assessment report
Publication	9 September 2008	Report published on websites	Report published on websites