

**Warwickshire Police Authority - 18<sup>th</sup> December 2009**

**HMIC/Audit Commission Inspection of Warwickshire Police Authority**

**Report of the Chief Executive**

**Summary**

This paper outlines the key dates for the inspection of the Police Authority and outlines the arrangements being put in place to prepare for and support the inspection.

**Recommendation**

Members are recommended to note this report.

**Introduction**

Members will now be aware that the site visit for the Authority's HMIC/AC inspection will be in the week beginning 15<sup>th</sup> March 2010. This paper outlines the arrangements being put in place to prepare for the inspection.

**Key dates**

The following dates for key stages of the inspection are based on the HMIC/AC framework. At the time of writing, most of the actual dates have yet to be confirmed.

<b>Action</b>	<b>Purpose</b>	<b>Week Beginning</b>
First contact with Lead Inspector	<ul style="list-style-type: none"><li>To agree dates for the on-site inspection.</li><li>To issue guidance for the on-site programme</li><li>To discuss any queries on the arrangements.</li></ul>	11 <sup>th</sup> January
Survey forms to external stakeholders	<ul style="list-style-type: none"><li>Inspection team send questionnaires to selected stakeholders and partners to gather information about the role and influence of the Authority.</li></ul>	11 <sup>th</sup> January
Scene-setting meeting	<ul style="list-style-type: none"><li>Inspection team meet with senior members and officers of the Authority. Opportunity for the Authority to give an overview of its context, vision and achievements.</li></ul>	15 <sup>th</sup> February
On-site phase	<ul style="list-style-type: none"><li>Four-day site visit with interviews, focus groups and discussions.</li></ul>	15 <sup>th</sup> March

	<ul style="list-style-type: none"> <li>• Feedback to Chair at end of week.</li> </ul>	
Draft report to Authority	<ul style="list-style-type: none"> <li>• Draft report issued for factual check.</li> <li>• Authority to respond within one week</li> </ul>	12 <sup>th</sup> April
Final report issued	<ul style="list-style-type: none"> <li>• Report published on HMIC and AC websites.</li> <li>• Expectation that Authority will publish report on its own website.</li> <li>• Press releases issued.</li> </ul>	19 <sup>th</sup> May

## Authority Preparations

Preparatory work for the inspection falls into three main categories:

- Production of documentation including, specific evidence requested by the inspection team, a self-assessment and other contextual information the Authority wishes to make available.
- Physical arrangements for the inspection site visit including, accommodation requirements for the inspection team, arranging interviews and focus groups and ensuring ease of access to Members, officers and any other documentation the inspection team is likely to want.
- Ensuring that Members, officers and others who are to be involved in the site visit are sufficiently briefed to be able to assist the inspection team in their task.

In order to ensure that our preparations are thorough and completed to time, the Steering Group are overseeing all inspection preparation work. The organisation chart at Appendix A shows how the inspection activity is to be managed.

## Next Steps

Over the next few weeks, we will be given more details of the actual requirements of the inspection. Work is underway on the outline of the self-assessment document. Contact with individual Members about the content of the self-assessment will be through the Stream Leads and associated Policy Officers.

As more information about the inspection becomes available we will keep Members informed. In the meantime, any questions about the inspection process should be directed to the Chair or to the Chief Executive's office.

## Organisation of inspection activity

