

Joint inspections of services for children and young people subject to compulsory supervision orders living at home with their parents

Partnership briefing

Selecting the inspection coordinator and participation lead

Publication date: August 2025

Publication code 04

The purpose of this briefing document is to provide clarity for partnerships on the role of the partnership's inspection coordinator and participation lead and to assist partnerships to select the best people to undertake these roles.

The role of the partnership inspection co-ordinator is integral to the smooth running of the joint inspections. In order to support the partnership to identify the best person to undertake this role, the following profile outlines the experience, skills and knowledge required. The inspection co-ordinator will work closely with the locally appointed partnership participation lead. Together they will help the inspection team to maximise and elevate the voice of children, young people and families with a living experience of the services we are inspecting. We want to listen to how this will work best in your area.

The inspection coordinator

- **Authority and seniority:** The inspection co-ordinator should be at a sufficiently senior level within the local authority or partnership and can be from any of the agencies within the partnership. They should be able to delegate work relating to the inspection to people within all relevant agencies and be given authority to hold others undertaking this work to account. This will likely include people at a more senior level than themselves.
- **Time required:** The co-ordinator will need to be afforded the relevant time and resources required to undertake the role for the duration of the joint inspection (up to 4 months, dependent on specific inspection types). Local authorities and partnerships should expect a significant amount of the inspection co-ordinator's time to be focussed on the joint inspection over this period. Certain aspects of the joint inspections require more focussed input than others and more concentration of the co-ordinator's time. The lead inspector and strategic support officer will discuss this with both the co-ordinator and the partnership participation lead at the beginning of each individual inspection. The time required will also be influenced by the level of business support given to the inspection co-ordinator (see later).
- **Communication during the joint inspection:** The co-ordinator will need to communicate and disseminate information about the joint inspection regularly, appropriately and effectively across all relevant agencies and to relevant individuals. They will be required to participate in regular meetings with the inspection lead, and the local participation lead, co-ordinating the completion of any tasks arising from these meetings within agreed timescales.

Support for the co-ordinator

The partnership should identify appropriate business support for the co-ordinator. Co-ordinating the joint inspection will require access to relevant IT systems, the co-ordination of data and management of people and their diaries. It would also be helpful to identify people who can take over the role of co-ordinator and partnership participation lead, should they become unavailable to continue in the role. For the

record reading phase in particular, it would also be helpful to identify an IT support officer.

Skills, knowledge and experience required

- Co-ordination: the ability to co-ordinate people, diaries, data and information effectively and timeously.
- Project management: the ability to plan, delegate, manage, oversee and remain accountable for the completion of tasks and actions arising to support the joint inspection.
- Time management: the ability to dedicate time to support the joint inspection, including an appreciation that input will be required for the full duration of the joint inspection but will be more concentrated for specific tasks.
- Communication and engagement: the ability to disseminate information to relevant individuals and across all agencies involved in the joint inspection and communicate regularly and routinely across the partnership and with the inspection lead; the co-ordinator will also need to oversee communication with adults and children who use services and their families and unpaid carers.
- Constructive challenge: the authority and ability to hold people – of all levels of seniority – to account to ensure agreed tasks are completed and to ensure the smooth running of the joint inspection.
- Knowledge: a good knowledge of the services being inspected, including knowledge and understanding of processes, procedures and practice across different agencies; it would be helpful if the co-ordinator was familiar with the quality framework for the relevant inspection type.

Partnership Participation Lead

The partnership should also identify a member of the children's service to act as their participation lead. The aim of this role is to maximise the inclusion of children and young people and to hear their views about the services they receive. By having a local lead to support this, children and young people's participation will be tailored to what you know works in your area. The partnership participation lead will work closely with both the co-ordinator, the inspection participation lead and include children and young people where appropriate.

As well as requiring similar skills to those listed above, the partnership participation lead should have experience of leading on and coordinating engagement and involvement activity in the partnership area. Ideally, the participation lead will have already established professional relationships locally that will assist them in their tasks. As with the co-ordinator, there will be times during the inspection which are busier than others, primarily in supporting the children and young people's survey and in preparation for the engagement week. A key aim of this role is to use as many ways as possible to hear the views of children and young people and while the focus of this will be engagement week, we welcome creative thinking based on local experience.

More information on our approach to participation can be found in our partnership briefing- approach to participation.

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