



**Lancashire**  
**POLICE AUTHORITY**  
Your County, Your Police, Your Say



# INSPECTION CONFERENCE

27 APRIL 2010

# PRACTICAL ARRANGEMENTS



[www.lancspa.gov.uk](http://www.lancspa.gov.uk)

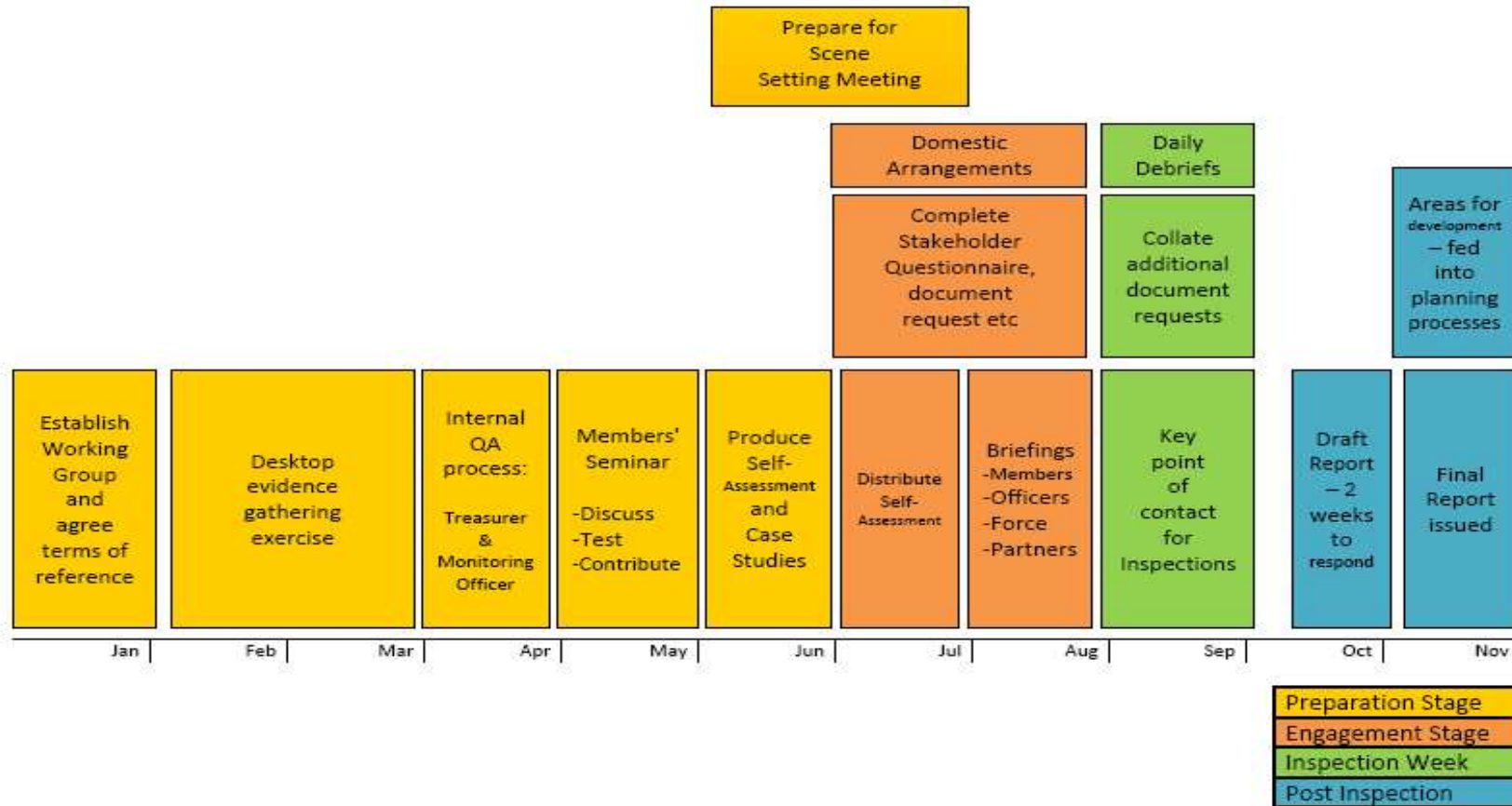
# Objectives

- Share our experience
- Give an insight - how we approached it
- Hopefully be of some assistance to other Authorities

# Project Management

- Working Group meetings held monthly.
- Formally documented with Agenda & Notes.
- Membership: LPA Lead Member, CEO, Deputy CEO, Policy and Performance Officer, Administrative Officer.

# Timeline



# Self Assessment (1)

- Desktop **evidence gathering** exercise undertaken by Authority Officers.
- Detailed **evidence template populated**, including Officer's initial assessment and possible areas for improvement.
- Important to ensure an **open and honest assessment** of the Authority's business
- **Member review of evidence** - provided opportunity to **discuss, test and contribute further evidence.**

# Self Assessment (2)

- **Self Assessment / Case Studies** drafted
- Rudyard Kipling:  
*I keep six honest serving-men  
(They taught me all I knew);  
Their names are What and Why and When  
And How and Where and Who.*
- Focus upon **M.A.D.** and the ‘**So What?**’  
**question**
- **Quality assurance** also provided by  
Treasurer, Monitoring Officer, Constabulary.

# Engagement Phase

- **List of Key Stakeholders** – degree of PA discretion
- **Briefing packs** distributed internally/externally
- **Internal/external briefings** arranged for all Members, PA & Constabulary Officers, key stakeholders

# Pre Inspection

- **Timetable** for Inspection week – clear steer on Inspection Team roles needed
- **PA own the process**
- **Inspection venue** – requirements difficult for smaller PAs?
- **IT requirements**
- **Hotel accommodation/restaurants**
- Is your **website** up to date?

# Onsite Inspection Week

- Roll out the red carpet!
- Refreshments
- Impact on the Office
- Logging requests for information
- Interview De-brief form

# Post Inspection

- Timescale
  - Our Approach
    - Informal Evening Seminar
    - Agreed on key elements to challenge
    - Member/Officer comments sought
    - 3 Responses compiled: whole process, inspection report, typographical and grammatical errors
  - Improvements – fed into planning process
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