

Gloucestershire Safeguarding Children Partnership



Multi-Agency Audit Process 2021

This paper sets out a 12 week process for Multi-Agency Audit. Each Audit should be set out with the complexity of scope taken into account and the timescales adjusted accordingly

1. Each Agency to have a lead contact to coordinate agency audit identified and shared with GSCP Business Unit. Business Unit to provide officer support
2. Audit theme identified and agency involvement set, chair nominated. The use of independent can be considered on a case by case basis. (Business Unit to source Independent)
3. One Partner to nominate cases to be reviewed (usually CSC) and communicate names, DOB and identifying data base unique Identification Numbers. GSCP Business Unit to provide Admin support to collate and distribute appropriately the audit pack.
4. Timeframe set out – usually (can be compressed or extended where partners mandate and release resources or audit complexity demands)
 - a. Two weeks' notice of audit to partners
 - i. Identify and set out cases to be audited, identify agencies that need to be involved. Running concurrently with notification period
 - ii. Distribute audit information. Running concurrently with notification period
 - b. Five weeks for agencies to audit, record and submit an agency review report
 - c. Two weeks to review submitted reports and hold a practitioner event
 - d. Two weeks for Chairs analysis report
 - e. One week for GSCP QA process and sign off via QiiP subgroup
5. Communication with nominated Audit leads setting out audit, theme, scope timescales and cases to be reviewed.
6. Agencies submit initial report by target date nominating a practitioner to be involved in the practitioner process – all reports shared with nominated agency practitioners and chair. One week to review before practitioner meeting
7. Practitioner meeting with chair – 1 day (recorded)
 - a. Pt1 - AM – 2.5 hours virtual meeting – Each nominated practitioner to run through their agencies report and take Q&A from the Chair and other agencies present. Start to consider identifiable themes and areas of focus
 - b. Pt2 – after break – 2 hours virtual meeting – Open discussion to identify learning, audit findings and key questions. Setting out the framework of the analysis report and identifying key findings
8. Chair to write the analysis report – ongoing discussion with nominated agency practitioners, additional research and fact finding if required
9. Chair submits report to GSCP Business Unit – QA and sign off process started.
10. Report submitted to the GSCP QiiP for discussion and oversight, actions added to action Tracker mapped against SCR, Rapid Review, LCSPR findings governance through QiiP