

THE PROTOCOL FOR THE COORDINATION OF EXTERNAL INSPECTION REPORTS

Application

1. This Protocol applies to formal inspections of Leeds City Council. The main bodies currently inspecting local government are:
 - The Care Quality Commission (CQC); and
 - OFSTED.
2. This list is not exhaustive and the Authority may be inspected by other bodies from time to time. These inspections will be considered individually by the relevant Director¹ and be subject to the processes outlined below if appropriate.

The Inspection Process

3. As soon as the relevant Director is aware that an inspection is due they will inform the Chief Executive and relevant Executive Member that an inspection is to take place and the relevant timescales.
4. The relevant Director will ensure that the Chief Executive is kept informed as necessary of the progress of the inspection, including:
 - Preparation arrangements;
 - Requirements for any corporate involvement in either the preparation or actual inspection;
 - Any significant emerging issues.
5. Where a **self assessment** identifies significant weaknesses the Director must inform the Chief Executive, so that additional support can be given to the Director if required.

Draft Reports

6. Upon receipt of the **draft** inspection report, the relevant Director will consider how to respond to the draft report.
7. Where appropriate the relevant Director shall make arrangements to share the draft report with:-
 - the Corporate Leadership Team;
 - the relevant Executive Board Member;
 - the Directorate Management Team; and
 - relevant partner organisations.
8. The relevant Director will liaise with the inspecting body and agree a final report and any action plan that may be necessary.

¹ Throughout this protocol, "Director" includes all those officers listed in Article 12

Final Reports

9. All Inspection reports are **confidential** prior to the official publication date. They will be issued on the understanding that the reports' contents will not be communicated by any person prior to the publication date.
10. Upon receipt of the **final** report the relevant Director will ensure that the report is clearly marked with the date on which it can be made public² and shall provide a copy to:
 - a. the relevant Executive Board Member;
 - b. Any opposition Members of Executive Board;
 - c. All Group Leaders;
 - d. the Chief Executive; and
 - e. the Head of Democratic Services.
11. Where appropriate the copy report shall be accompanied by a confidential briefing.
12. The Head of Democratic Services will ensure that the relevant Scrutiny Board Chair is made aware of the expected publication date of the report³.
13. On the date of publication the Director will publish the report on the Council's internet site⁴ and will notify all Members, by e-mail.
14. Where appropriate the relevant Director will arrange for consideration of the report by Executive Board and/or any relevant partnership body⁵.

Review and Monitoring

15. The implementation of any action plan set out in a final inspection report will be monitored by the relevant Director.
16. Scrutiny Boards may review any Inspection report or monitor any action plan which falls within their terms of reference.
17. Corporate Governance and Audit Committee may consider the governance and audit aspects of any inspection report, in line with their terms of reference.

² As stipulated or agreed by the inspecting body

³ The need to know rights of the Scrutiny Board Chair and members of the Scrutiny Board do not extend to those members having access to the report prior to publication.

⁴ Publication will be via the Modern.Gov system (or any successor system)

⁵ For example Health and Wellbeing Board, Safer Leeds Board, Children and Families Trust Board