## Action Plan Verification Form

Practice Review Toolkit

This quality assurance form has been designed to ensure that multi-agency and single agency Learning Review recommendations and actions have been addressed, the learning has been embedded in practice, and impact has been evaluated. It should be undertaken by the SSCP Independent Scrutineer or nominated SSCP member and any issues arising should be addressed before the action plan is signed off by the Learning and Improvement subgroup.

**Details of Action Plan and Scrutineer**

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| --- | --- | --- | --- | --- |
| **Case ID:** |  |  | **Scrutineer reviewing action plan:** |  |
| **Action Plan:** |  |  | **Contact Details:** |  |
| **Lead Person:** |  |  | **Date of scrutiny and verification:** |  |

**Action Plan**

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| --- | --- | --- | --- | --- |
| **Action ID** | **Finding** | **Action** | **Responsibility** | **Methods used to demonstrate Evaluation of impact and outcome** |
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**Summary of Outcome**

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| 1. o SSCP Independent Scrutineer / nominated SSCP member agreed the action plan is complete **OR** 2. o Some of the actions don’t meet the requirements. Please see detail below and provide further updates/supporting evidence by [insert date two weeks prior to the next Learning and Improvement subgroup]to [SSCP@somerset.gov.uk](mailto:SSCP@somerset.gov.uk) |
| **Feedback:** |