

# Non-Statutory Review process

## Step One

Case for consideration submitted

## Step Two

Statutory partners meet to determine whether a non-statutory review is required

- Relevant agencies identified
- Lead author appointed

## Step Three

Information gathering report template sent to involved agencies –

- For completion, quality assurance and sign off.

## Step Four

Summary of information prepared:

- Identification of key themes.
- Lead author (with statutory partners if required) confirms methodology for review and agrees whether any additional learning activity if required
- If required, additional learning activity completed (please refer to methodology guidance), e.g. Practitioner event.

## Step Five

Lead author completes Learning Review Outcome form and submits to SSCP Business Unit

## Step Six

Learning and Improvement subgroup consider the findings of the report and confirm any subsequent actions.

- Actions are added to SSCP action plan

## Timeline

To be completed three months from date that case for consideration form is submitted.

