

## Peer Inspector Programme 2024-2025

### Frequently Asked Questions

#### **1. Who can submit an expression of interest to become a CIW peer inspector?**

Practitioners employed by a local authority at team manager level (or equivalent) or above who are registered with Social Care Wales. The individual **must** hold a satisfactory Disclosure and Barring Service (DBS) Enhanced Certificate before they perform the role of peer inspector.

#### **2. Does my head of service need to endorse my expression of interest to become a CIW peer inspector?**

Yes, the relevant head of service must endorse an expression of interest.

#### **3. How are peer inspectors' employers recompensed for the work peer inspectors undertake?**

The peer inspector will remain on their employer's (the relevant local authority) terms and conditions and be paid via their employer. The employer will invoice CIW / Welsh Government a set daily cost plus any travel and subsistence (based on the employer's terms and condition rates).

There is a Collaboration agreement which sets out all relevant details and will be signed by the individual peer inspector, their employer, and CIW.

#### **4. Do peer inspectors contribute fully to the inspection activity?**

Yes, peer inspectors are full members of the inspection team. The CIW lead inspector will provide direction for the inspection team and will match the inspection team members skills and experience with inspection tasks.

#### **5. Will peer inspectors receive training?**

Yes, peer inspectors will be provided with introductory training to support them in their role. Whilst you are undertaking inspection activity you will be allocated a mentor who will also be one of the inspection team members.

## **6. Are peer inspectors provided with laptops/devices and mobile phones?**

CIW kindly requests that peer inspectors use their work mobile phone, if needed. Peer inspectors are required to use their own work laptops to undertake the peer inspector role.

Access will be arranged for peer inspectors to read allocated files as part of the inspection. Access will either be via the peer inspector's work laptop, or a laptop provided by the local authority being inspected.

CIW will provide peer inspectors with information regarding access to Objective Connect which is used for secure information sharing. Peer inspectors must have Microsoft 365 downloaded to their work laptop to access Objective Connect. In the event of technical issues, peer inspectors will be asked to make paper notes on the day of inspection and hand these over to their mentor at the end of the day. The peer inspector is not permitted to make any digital notes outside of Objective Connect.

## **7. How much time will a peer inspector be involved in inspection activity?**

CIW uses a hybrid approach to undertake inspection activity, with some activity undertaken remotely and some activity undertaken at an inspection base/other location.

A peer inspector could be asked to be involved in an assurance check or a performance evaluation inspection. The exact amount of time that a peer inspector would be undertaking inspection activity will vary depending on the scheduling of the activity for the peer inspector but would not exceed the timeframes set out below. Peer inspectors may be involved in the review of social care records and or interviews/focus groups.

Assurance checks are usually undertaken over three consecutive days, usually between 08:30 – 17:00 each day.

Performance evaluation inspections are usually undertaken over five consecutive days, usually between 08:30 – 17:00 each day.

Time will be allocated for pre inspection preparation and post inspection activity including completion of inspection tools.

The maximum amount of inspection time, including post and pre inspection activity time is 6 days for an assurance check and 8 days for a performance evaluation inspection.

**8. How much notice will peer inspectors be given prior to inspection activity?**

Once peer inspectors have been matched to an inspection, contact will be made with the peer inspector regarding the date and region of the inspection. You will be informed of the name of the local authority being inspected approximately four weeks prior to the inspection commencement date.

**9. How many inspections will peer inspectors be involved in?**

Phase two of the peer inspector programme pilot runs from 01 November 2024 to 31 May 2025. During this timeframe and where possible we would like individual peer inspectors to be involved in at least two inspections.