

SFJYA1

Develop a strategy for inspections or reviews



Overview

This unit is about the strategic planning of inspections or reviews. This includes establishing priorities and methodologies for inspection or review activities, balanced with factors such as the available resources and the requirements of external bodies or stakeholders (e.g. the expectations established by the ten principles outlined by the Governments Policy on Inspection of Public Services).

There is one element:

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Target Group

The unit is recommended for those who develop the strategic framework for programmes of inspection or reviews.

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Performance criteria

You must be able to:

- P1 define the scope of inspections to be carried out, including the types of organisations to be involved
- P2 establish the expectations and requirements of key stakeholders (e.g. government, funding bodies, public opinion, organisations being inspected etc)
- P3 design a strategy which prioritises the need for inspections according to factors such as:
 - P3.1 identification and significance of risk
 - P3.2 reports of other organisations (including regulatory agencies)
 - P3.3 history of previous inspections
 - P3.4 legislative requirements
 - P3.5 significant changes affecting the sector and/or organisations
- P4 develop or define inspection methods which are appropriate to organisations being inspected (taking account of their nature, size, performance and category of risk)
- P5 secure the staffing and other resources required
- P6 establish schedules of inspection activity
- P7 ensure inspection activities are reviewed in order to assess their impact and inform the development of future strategic planning

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Knowledge and understanding

You need to know and understand:

- K1 the principles of strategic planning and what a strategic plan should cover
- K2 the expectations and requirements of key stakeholders in your sector
- K3 the ten principles outlined by the Government's Policy on Inspection of Public Services
- K4 how and why to identify and assess the significance of potential risks
- K5 how and why to share plans for inspections and inspection methods with other inspection bodies
- K6 legal, regulatory or organisational requirements regarding the sharing of data
- K7 the range of inspection methods available and how they can be used in your sector
- K8 how to establish schedules of inspection activities
- K9 how to review inspection activities in order to assess their impact and inform the development of future strategic planning
- K10 how to secure staffing and other resources
- K11 equal opportunities legislation and how to promote and monitor equal opportunities and diversity in the workplace
- K12 the legal, regulatory and ethical requirements in your sector

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Additional Information

Behaviours

1. show an awareness of stakeholders needs and interests and manage these effectively
2. liaise with other inspection/review bodies to share information and assist the development of co-ordinated programmes of work
3. recognise changes in circumstances promptly and adjust strategic plans accordingly
4. communicate the inspection strategy clearly
5. seek support for the inspection strategy by those involved
6. promote and monitor equal opportunities and diversity in your organisation

Skills

Listed below are the main generic 'skills' which need to be applied in developing a strategy for inspections or reviews. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

1. Analysing
2. Balancing competing interests
3. Communicating
4. Consulting
5. Decision making
6. Delegating
7. Influencing and persuading
8. Innovating
9. Leadership
10. Negotiating
11. Planning
12. Prioritising
13. Setting goals
14. Thinking strategically

Glossary

Frequently used terms and how they should be interpreted in the context of the Inspection of Public Services NOS

Organisation

Any public, private or voluntary sector body (including part of a larger body which is acting autonomously).

Risk

Types of risk will depend on the sector and/or organisation subject to inspection, and may include the risk of harm to individuals and/or organisations.

Stakeholders

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External stakeholders have a legitimate interest in and involvement with organisations, but are not part of the line management or governance structure. Each organisation will have its own set of external stakeholders including:

1. Funders
2. Commissioners
3. Members of the public
4. Partner organisations
5. Organisations being inspected
6. Local and national government.

Internal stakeholders are those within the management and governance structure of the organisation, and those who work in formal relationships with the organisation including:

7. Other departments/colleagues
8. Management teams
9. Trustees
10. Volunteers.

Links to other NOS

This unit is linked to Skills for Justice units:

SfJ AD2. Develop, sustain and evaluate joint work between agencies

SfJ HB2. Map the environment in which your organisation operates (ML B2),

SfJ HB3. Develop a strategic business plan for your organisation (ML B3)

SfJ HB7. Provide leadership for your organisation (ML B7)

SfJ HB10. Manage risk (ML B10)

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