# SE DCS Peer Challenge 2018 – Practical arrangements

Once the dates have been agreed by the host and visiting authority, this is the proposed timetable for events leading up to the peer challenge

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| **Date** | **Action needed** | **By whom** |
| Two weeks before set-up meeting | Self-assessment and data analysis competed and sent to all three participating DCS’s | Host and SESLIP lead |
| Jan/Feb 2018 | A set-up meeting of host, visitor and observer DCS to go through peer challenge planner. The focus of the visit and dates are set here | Host DCS with SESLIP lead |
| 12 weeks before | Advise Richard Tyndall [richard.tyndall@richardtyndall.co.uk](mailto:richard.tyndall@richardtyndall.co.uk) of dates for peer challenge and contact details for nominated host lead who will be responsible for arrangements for the peer challenge | Host DCS |
| 12 weeks before | Host lead to liaise with Richard Tyndall [richard.tyndall@richardtyndall.co.uk](mailto:richard.tyndall@richardtyndall.co.uk) about claiming the participation fee from SESLIP funds. All accommodation costs and meals during the visit will be met by the host. Travelling to and from the visit will be met by the delegate’s employer. | Host lead and RT |
| 10 weeks before | Book rooms for interviews on Day 1 and for presentations and workshops on Day 2 (see timetable pages 8-11)  Invite participants from host authority (and any partners) to:   1. presentation of results on Day 1 at 12:15 and 2. workshops on Day 1 at 14:00 | Host lead |
| 12- 8 weeks before | Peer challenge team members sought from the region | Richard Tyndall |
| 8 weeks  before | Advise Richard Tyndall [richard.tyndall@richardtyndall.co.uk](mailto:richard.tyndall@richardtyndall.co.uk) of 2 host authority team members if coproduced review is desired | Host lead |
| 6 weeks  before | Advise host and visiting DCS who is in peer challenge team | Richard Tyndall |
| 6 weeks before | Visiting DCS does a teleconference with peer challenge team, introduce team and explain goals of the review | Visiting DCS  ( with peer challenge team) |
| 6 weeks before | Establish who needs overnight accommodation and book it. | Host lead |
| 5 weeks  before | Consult with team (by email or teleconference) and advise host DCS the proposed timetable showing who the team wish to interview on Day 1 | Visiting DCS |
| 3-5 weeks before | Invite managers/ staff/ users/ partners to the relevant interviews | Host lead |
| 4 weeks before | Send agreed documentation to visiting DCS | Host lead  RP |
| 4 weeks before | Advise Anna Wright if leadership of change survey is desired as part of the challenge [annawright@me.com](mailto:annawright@me.com) | Host lead |
| 3 weeks before | Send visiting DCS final timetable for interviews and ensure arrangement in place to do presentation on day 1 | Host lead |
| 2 weeks before | Visiting DCS arranges teleconference with peer challenge team to allocate team members to interviews and ask them to prepare questions on the interview proforma provided | Visiting DCS  Peer challenge team |
| 1 week before | All proposed interview questions to be prepared | Peer challenge team |
| 1 week before | Visiting DCS checks questions in place and checks with host DCS that all is in place for peer challenge | Visiting DCS |
| 1 day before | Peer challenge team meet at hotel for pre briefing and final arrangements | Visiting DCS  With peer challenge team |
|  | Peer challenge takes place |  |
| 4 months afterwards | A meeting of the three DCS leads following the agenda set out on page 22. |  |