| **Activity** | **Complete Yes/No** | **Notes (i.e. rooms booked, location of passes etc.)** |
| --- | --- | --- |
| Clarify the number of inspectors (Ofsted, Local Authority and CQC …expect 4 for County Council and 3 for IoW) |  |  |
| Provide hotel suggestions – used Winchester Royal in centre of town for pilot inspection and worked well |  |  |
| Provide electronic map of hotel location and EII Court within Winchester |  |  |
| Agree with partners the core base for central meetings on Monday and Tuesday:  Hampshire: EII Court, Winchester  IoW: Thompson House, Sandy Lane, Newport |  |  |
| Book 4 rooms for the 4 Inspectors (3 rooms for IoW) for the whole 5 days for their sole use at the core base location – clear out previous bookings and relocate. Used before   * Willow EII North 1st (8 people) * Oak EII West 1st (6 people) * Beech EII West 1st (16 people) * Ash EII West 1st (6 people)   Hampshire: Yvonne Colville has authority to secure room bookings and cancel exist bookings  Kick off strategic overview meeting in Ashburton Hall  IOW: Karen Cole can sort Thompson House room bookings |  |  |
| Ensure building entry custodian has opened all necessary rooms prior to required start time of 9am …pilot experience of Council Chamber for meeting 1 overview meeting |  |  |
| Lunch vouchers to the value of £6 for each day for each inspector |  |  |
| Refreshments daily:   * Water * Cups/glasses * Milk * Tea and Coffee * Sugar * Orange juice? |  |  |
| Building passes for each inspector for each day |  |  |
| Car parking spaces – clarify number each day |  |  |
| Clarify IT access required and sort with IT Services |  |  |
| Clarify requirements for Webinar(s) – may be more than one session and at different times of the day (during day and during evening). Led by Inspectors, set up by Local Authority |  |  |
| Book a room for 8 people for NHS use for the week – could be any Winchester building to use as a base instead of Eastleigh for Inspection week. Needs to have IT capability so they can log on and work. |  |  |
| Agree who will be responsible for filing and recording all documentation – evidence provided, briefing and feedback sheets, reports etc.. One person to be responsible for all documentation |  |  |
| Agree electronic file naming convention and location of filing so they can be easily stored and retrieved before, during and after the inspection |  |  |
| Agree who will produce the summary output from the central and site visits and the inspection overall |  |  |
| Agree admin support to record the verbal feedback from the HMI inspectors on the Friday afternoon feedback session (last day) so this can be typed up and distributed afterwards, and form the basis of the post inspection SEND Area Action Plan |  |  |