

## **Collaborative Improvement Checklist**

1. Early discussion to consider the broad theme
2. Setting of provisional dates
3. Early discussion ADES/ES/LA to discuss the process and consider detail re the theme question
4. Identification of personnel ES, ADES, Authority core plus focus groups
5. Consideration of sub headings to identify number of focus sessions and timings
6. Identification and collation of minimum required documentation
7. Communication/briefing with Core Team in advance
8. Communication with home focus groups in advance re process and purpose
9. Identification of Lead for focus group sessions (and questions)
10. Note taking arrangements for focus sessions
11. Collation/grouping of issues from notes
12. Discussion to agree broad views and issues emerging
13. Report writing
14. Sign off