

Item 2 (ii)

I'm pleased to inform that good progress has been made on the ongoing thematic reviews since my last report in July. Two reviews have been completed, one published in September and the second currently awaiting approval, before formatting for uploading on the Staffordshire Commissioners' website. Of the remaining two, one is in draft stage and the other although a little behind schedule, is making steady progress.

The current status is as below:

Areas of review and lead/support members	Update	Next Action
Temporary Promotions – 17002 <b>Sue Westacott</b> /David Davies	Completed and published on the Staffordshire Commissioners' website in September.	No further action.
Out of Court Disposals – 17003 <b>David Davies</b> /Tony Wilmot/Adrian Bowen	Review completed and accepted by the force subject to some minor changes. These were all accepted, and the revised document passed for publication on the 4 October.	Publish on the Staffordshire Commissioners' website
Commissioning – 180001 <b>Sue Finney</b> /Jane King/Clare Cowley	Delays on making progress are due to a number of factors including work pressure on the commissioning team and the availability of all ETAP members to meet regularly. Also, after initial meetings, it became evident that the whole of commissioning is too ambitious to undertake in one thematic. Consequently, consideration is being given to take on a smaller review of a significant section of the commissioning process. Current review cancelled.	New review to be agreed.
Female Genital Mutilation (FGM) – 18003 <b>Clare Cowley</b> /Adrian Bowen	All research is complete and draft report being compiled. This review has been slightly delayed due to personal commitments of the team, but a concerted effort is being made to have the first draft in October.	First draft to be completed and sent to force for comment.
Hotel & Travel Expenses – 18004 <b>Clare Cowley</b> /Susan Westacott	All research work completed. First draft has been prepared and sent to DC-TR for comment. Some revisions proposed and sent back to the panel on 24 Sept for comment. Final draft to be agreed and passed to the various contributors for accuracy before passing for publication.	Final draft to be agreed and passed for force comment.

Time on Thematic Reviews both claimed and unclaimed per month are as follows:

	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>Review Total</u>
Temporary Promotions	1.0	0	22.0	4.0	6.0	0	33.0
FGM	5.0	0	7.5	7.5	20.0	7.5	47.5
Out of Court Disposal	11.0	6.5	9.0	7.0	8.0	9.5	51.0
Hotel & Travel Expenses	<u>0</u>	<u>2.0</u>	<u>1.0</u>	<u>7.5</u>	<u>23.0</u>	<u>10.5</u>	<u>44.0</u>
Total	17.0	8.5	39.5	26.0	57.0	27.5	175.5

Although two reviews have been completed since the last report, the Out of Court Disposal is the first one having all the hours recorded from start to completion. (Temporary Promotions commenced before hours were collated).

As can be seen, Out of Court Disposals took 51 hours, (claimed and unclaimed) giving an accurate picture of how long it took. Over time, this can be averaged with other completed reviews to budget future requirements.

David Davies  
Deputy Chair – Thematic Reviews