

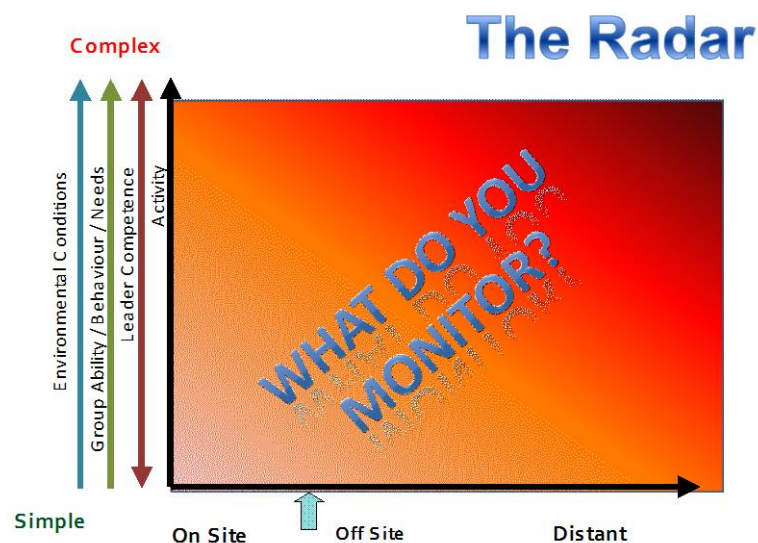
OEAP EG: Monitoring

It is a statutory requirement that an employer monitors the implementation of the guidance they issue and that such procedures are robust and include sample monitoring. This document sets out reasonable expectations of what is required.

Monitoring under direct control of the Employer

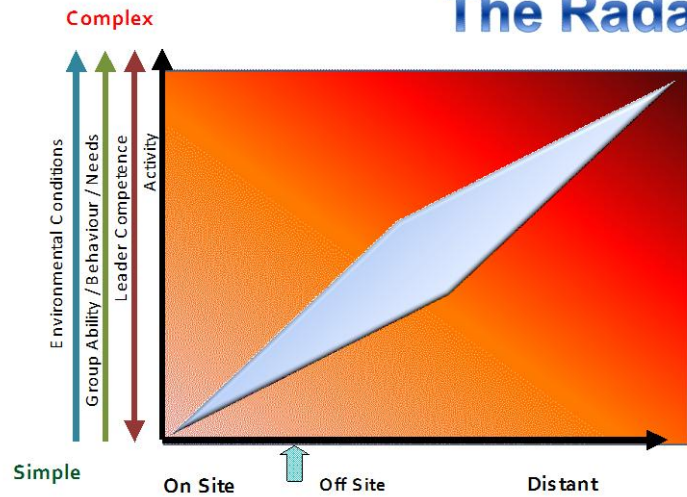
Employer-led monitoring should ensure that:

- Employer guidance is reviewed and updated to remain current and in line with good practice;
- Establishments have easy access to employer guidance;
- Establishments have on-going access to the training regimes that support the implementation of employer guidance e.g. EVC training, Visit Leader training;
- Establishments have access to advice and further information to clarify the guidance issued;
- Establishments appoint EVCs in accordance with employer guidance;
- Establishments train EVCs in accordance with employer guidance;
- Establishment EVCs have access to the updating or revalidation process put in place by the employer;
- Establishment practice reflects employer guidance and establishment policy;
- EVCs keep proper records;
- Notification and approval procedures reflect employer requirements;
- Establishment activities are sample monitored by field observation. The “Radar Graphs” set out below will help employers make decisions about where field monitoring can be most effective.



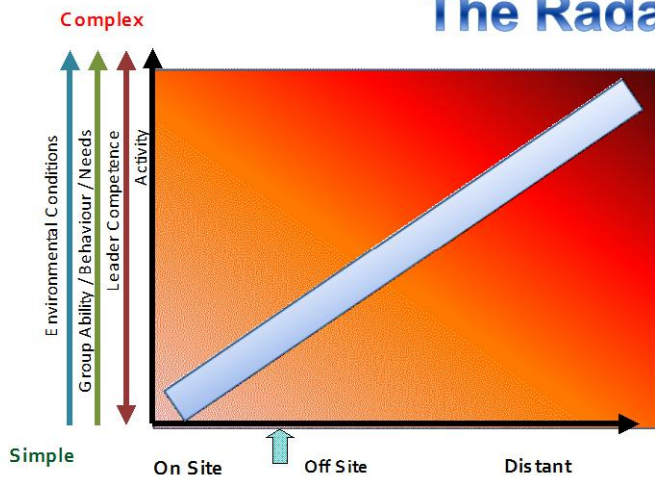
The Radar

Sample monitoring focussed on activities which are moderate risk and away from base support



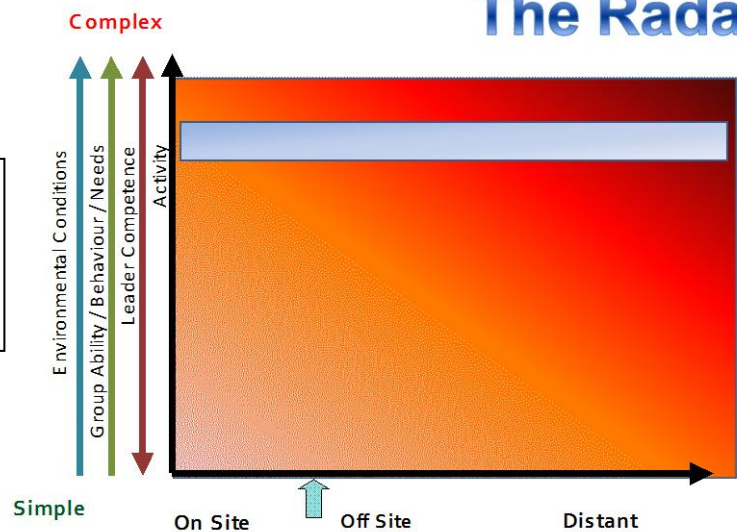
The Radar

Sample monitoring across the full range of provision

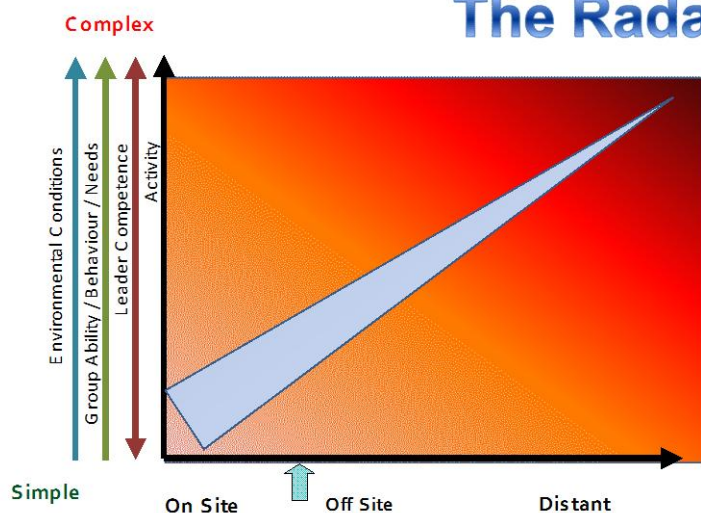


The Radar

Sample monitoring focussed on higher risk provision



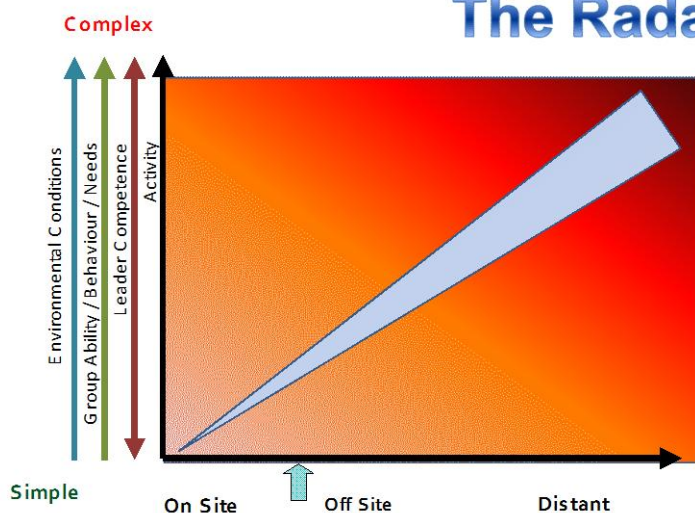
The Radar



Monitoring focussed on low risk, closest to base and greatest volume

The Radar

Monitoring focussed on high risk and greatest distance activities



Monitoring under Establishment Control

Where the scale of activity taking place within the responsibilities of any given employer extends to several establishments, the employer should clarify the extent to which there are expectations that most monitoring will need to be establishment led and driven by the EVC. To be effective at establishment level, monitoring arrangements should be guided by consideration of the Radar Graphs. The expectations should be clearly stated in the establishment Visit Policy document, which will need to provide answers to the following questions:

- Is the EVC able to influence the formal approval process?
- Are all visits subject to EVC scrutiny?
- Are there arrangements in place for peer monitoring on a sample basis?
- To what extent does the EVC sample monitor visits by field observation?
- Are there types of visit that would only be approved after planning consultation with the employer's appointed adviser?
- Is there a policy monitoring role for Governors?