

## SNSIAP Peer Review Terms of Booking

### SLAB commits to:

1	Confirm the month your agency peer review will be scheduled.
2	Plan for the resource to be available to carry out the review and keep you apprised of key stages and timelines for the process, including: <ul style="list-style-type: none"> <li>• Providing guidance about the process</li> <li>• Providing a timeline of the preparation steps in the run-up to your peer review</li> <li>• A free preparation seminar (or remote equivalent if required due to Covid19)</li> <li>• Clear timelines about what we will do and the timescales we will work to</li> </ul>
3.	Endeavour to manage the process to keep to the agreed schedule and if any unforeseen issues arise to let you know as soon as possible.
4.	Maintaining a waiting list for agencies needing alternative review slots and keep agencies on the waiting list apprised of any free slots that become available.

### Your agency is committing to:

1.	Returning the peer review booking information form.
2.	Reading and familiarising yourself with the <a href="#">website</a> information on what to expect from the peer review process.
3.	Attend the free seminar/information session (or remote equivalent due to Covid-19).
4.	Using the guidance to plan for the period running up to and during the peer review.
5.	Reviewing your <a href="#">Scottish National Standards for Information &amp; Advice Providers self-assessment</a> .
6.	Regularly reviewing your readiness and telling us if you realise at any point that you wish to withdraw. This lets us offer your slot to another agency and also place you back on the waiting list as soon as possible.
7.	Provide information that is requested on time and respond to any communication promptly.