



Appendix C

**Aberdeen City Council
Education, Culture and Sport
Communities Team**

**Self-evaluation Calendar
August 2012- July 2013**





Introduction

During 11/12 the Communities Team within Aberdeen City Council underwent large-scale restructuring. Against this background a programme of self-evaluation including CPD was established. The scale of the restructuring meant a variety of risks including; knowledge loss, staff feeling overwhelmed, staff feeling de-skilled, reduction in capacity to engage with partners and inconsistent direction were all experienced by sections of the team at points during the year. Against this background however, the team managed to make significant progress in developing good learning outcomes and positively engaged in a variety of self evaluation and CPD.

Self evaluation developments during 11/12 included;

- The formation of a CPD group representing all sub-teams.
- A peer observation pilot
- 3 team wide development days
- A wider group of team members engaging in national groups
- A range of workshops and courses attended by and in some cases facilitated by team members and some partners
- Positive engagement with Education Scotland especially during a follow on and a full Learning Community Inspection.
- A programme of development support for community centre management committee members.
- Establishment of a regular programme of sub-team meetings
- Many team members becoming familiar with and starting to use the two main MIS systems we use PIES and Covalent

However some elements of the 11/12 SEC remain unfulfilled and are carried into this year. These include carrying out SROI analysis and peer evaluations.

This years programme aims to build on the experiences (including both successes and challenges) of last year to ensure the team are well supported to move forward and;

- know and be able to explain the good outcomes they are achieving with the citizens of Aberdeen
- be outward looking and pro-active in their own and others development
- work effectively with partners and stakeholders to provide the best possible set of opportunities and outcomes for citizens in Aberdeen.

Links to the national agenda and the ECS Service Plan

The Education, Culture and Sport Service plan identifies the following priorities in order to meet national priorities set out by the Scottish Government, the Concordat and the Single Outcome Agreement and achieve the Council's key strategic objectives.

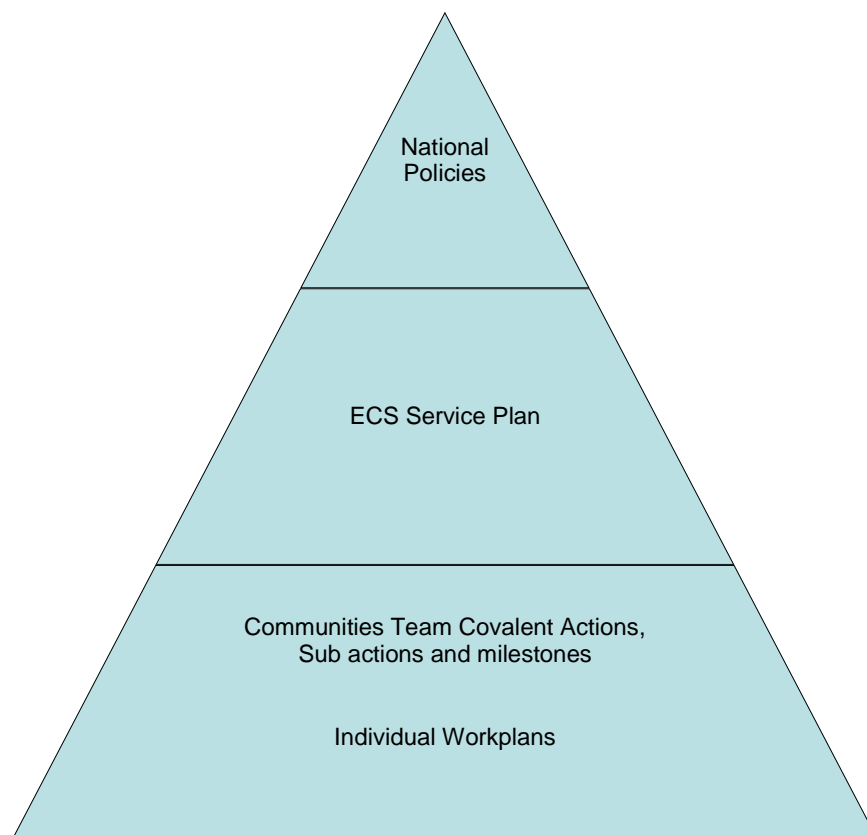
1. Curriculum for Excellence: implementing the new curriculum for schools



2. Fit for Purpose Schools/Learning Centres: making sure that we have the right facilities in the right place
3. Learning in the wider community: lifelong learning for everyone
4. Technology: using technology for learning
5. Health and wellbeing: helping people to make the right lifestyle choices from an early age and throughout their lives
6. Engagement in arts, culture and heritage: improving the quality of and impact of arts, culture and heritage provisions across the City
7. Helping those with different needs: helping everyone reach their potential
8. Better Performing/Value for Money: demonstrate our commitment to continuous improvement
9. Skilled and Trained Staff: continually developing our staff through training opportunities; and
10. Working together: making sure services work together in the interests of the learner

The Communities are now using covalent to provide a “golden thread” between individual team members’ workplans, the ECS service plan and national policy.

Planning and evaluation thread;



Throughout the year this calendar will be updated and reviewed in line with any changing priorities or new local or national policies.

Major Specific Planned initiatives;

Peer- evaluation

We will undertake short defined peer evaluations of pieces of work throughout the year both on a team and inter-sector basis. . These will be piloted in Autumn 2012 following training. These are intended to raise confidence in self-evaluating as a regular and on-going part of our work. They will use HGIOCLAD & HGIOC&S. After the pilot period the CPD group alongside colleagues in other sectors will make decisions on how to roll-out this work early in 2013.

Lead: Colin Wright PQ&SCO

SQA skill and knowledge development

The Lifelong Learning sub-team are leading on initiatives to enable a wider group of learners to access SQA qualifications We will also enable staff across the wider team to build their knowledge of these initiatives and support their development. A staff-wide development day will be held in November on this theme.

Lead: Linda Murray TMLL,
Melanie Garrick, DOYW
& Gerry Dawson DOAL

Childcare Service Improvement Plan

As part of a childcare improvement plan the members of the childcare service sub-team will engage in an extensive training and development programme during the year. This will include training sessions, team development days and a range of team and site meetings. This programme is being developed in conjunction with other services and partners including Aberlour Futures and other ECS sectors.

Lead: Caroline Brain, TMCS

SROI

Following the training of eleven team members during 11/12 the team will progress embedding SROI into the team planning, monitoring and evaluation. Pilot analysis of four areas of work will be undertaken by in the autumn and winter of 2012/13

Lead: Colin Wright PQ&SCO

Analysis of CLD outcomes

Alongside colleagues the team are undertaking an analysis of CLD outcomes across the city. This will match the requirements in the Strategic Guidance for Community Planning Partnerships and inform future work, including within the analysis will be a focus on self-evaluation and outcome monitoring. Three tasks groups linked to this work have been formed; Review of Funded Projects, Community Asset Review, Outcomes and Gap Analysis. As this progresses a range of CPD needs may be identified which will inform this SEC.

Lead ; Alona Murray, DMP&C

Training for and with community activists

Training for and with partners and community members will continue building on the work undertaken in 11/12. The focus will widen to include more community activists and partner organisations. Locally based training opportunities to be provided where possible and details of training and development opportunities will be added to this calendar throughout the year..

Lead; Elaine Sinclair DMNP &
MC training task group

Training and Self-evaluation calendar

Please note additions will be made as the team identifies need. In addition team members will access a range of training and development opportunities provided by the Training Unit at Aberdeen City Council and by partner organisations.

Colour codes

indigo = Self-evaluation and planning

light blue = Continuing Professional Development

violet = Staff meetings & team building events

sea green = Events focused on partner organisations & community members

Month	Activity	Lead worker/group
August	<p>Covalent drop-in session</p> <p>Learning Partnership Website Training</p> <p>Childcare services policy review and updating - policy per week throughout year (not mentioned thereafter)</p> <p>Sub-team meetings continue – will run throughout the year (not mentioned thereafter)</p>	<p>DMP&C</p> <p>NP Team (CBO's)</p> <p>TMCS</p> <p>Managers</p>
September	<p>PIES report for 3rd term and whole of 11/12 created and discussed in LL & P sub-teams</p> <p>Workplans in place and managers start ongoing review with individual team members through 121 and group reviews at sub team meetings (not mentioned thereafter)</p> <p>SROI pilots networking meetings commence</p> <p>Scottish Learning Festival</p> <p>6/9 Induction training adult learning tutors</p> <p>Community Business/Enterprise Skills session</p> <p>Team building event youth workers and streetworkers</p> <p>Monitoring Commissioned Projects – report of other local authorities</p>	<p>P&SA, PQSCO, TMP & TMLL</p> <p>Managers</p> <p>DMP&C</p> <p>CPD group</p> <p>Adult learning sub-team</p> <p>NP Team</p> <p>DMYW</p> <p>DMP&C and ECS colleagues</p>
October	<p>Adventure Aberdeen evaluation system review complete</p> <p>Peer observations for 12/13 commence</p> <p>Cross-sectoral Peer Evaluation Training Workshops</p> <p>MIS/online CPD drop in session</p> <p>North Alliance Conference</p> <p>Childcare Services Workforce planning day</p>	<p>TMAA, PQSCO</p> <p>PQSCO</p> <p>DMP&C, PQSCO</p> <p>DMP&C, PQSCO, S&PA</p> <p>CPD Group, TMP</p> <p>TMCS</p>

	Continuing SROI pilots continue	
November	Pilot peer evaluations commence Adventure Aberdeen new evaluation system commences 27/11 Development Day– theme SQA and National Developments PIES inputting training – reception staff	PQSCO TMAA, PQSCO, CPD Group S&PA, PQSCO
	Continuing Peer observations, SROI pilots continue	
December	SROI pilots complete End of Year Team meeting	PQSCO SMC / TMs
	Continuing Peer observations, Pilot peer evaluations, SROI pilots continue	
January	Pilot Peer Evaluations completed and review takes place PIES – 1 st term tracking report created and taken to LL & P sub-teams review of forms started 22/1 Development Day – theme SROI pilots	PQSCO S&PA, DMP&C CPD group
	Continuing Peer observations, Pilot peer evaluations, SROI pilots continue	
February	Peer Evaluations – new system following pilot commences PIES – 1 st term report completed and taken to teams Workplans 12/13 reviewed Benchmarking for 13/14 created In service Learning Partnership day	PQSCO PQSCO Managers DMP&C TMP
	Continuing Peer observations	
March	Workplans for 13/14 completed PIES reports first term circulated and discussed in sub-teams MIS/online CPD drop in session Development day – theme review of 12/13 and planning for 13/14 Community Network Day	Managers PQSCO, TMLL, TMP DMP&C, PQSCO, S&PA CPD group DMP
	Continuing Peer evaluations	

April	PIES – 2nd term tracking report created and taken to LL & P sub-teams Peer observations second set commence	P&SA, DMP&C PQSCO
	Continuing Peer evaluations	
May	PIES – 2nd term report completed and taken to teams Development Day– theme TBD	PQSCO
	Continuing Peer evaluations, Peer observations	
June	End of Academic Year Team meeting	SMC
	Continuing Peer evaluations	
July	PIES – 3rd term tracking report created and taken to LL & P sub-teams	P&SA, DMP&C

Code;

ECS = Education, Culture and Sport

DM = Development Manager (YW= Youth Work, AL= Adult Learning, NP= Neighbourhood Planning, P&C= Performance and Commissioning)

TM = Team manager (CS=Childcare Services, P=Partnerships,

LL=Lifelong Learning, AA=Adventure Aberdeen)

PQSCO = Performance, Quality and Social Capital officer

S&PA = Systems and Performance Administrator

PO = Projects Officer

CCI = Community Centre Liaison Officer

SMC = Service Manager Communities

AS&P = Administrator Systems and Performance