

**APPENDIX 1**  
**TERMLY MONITORING AND EVALUATION SCHEDULE**  
(Revised 5 February 2016)

**The purpose of termly monitoring reports is to:**

- Demonstrate how the commissioning and delivery of the Delegated Functions is meeting the aims and outcomes contained within the agreement and the statutory requirements;
- Enable the Council to gather information about what activities you have offered in the last quarter, the service users and information on take-up to monitor how the Delegated Functions are being discharged;
- Gather service user feedback,
- Demonstrate that your services are listening and responding to service user feedback (children and where appropriate parents / carers).

The termly monitoring reports shall include:

<b>Provider name:</b>	SHROPSHIRE YOUTH ASSOCIATION
<b>Service name:</b>	
<b>Scheme Name:</b> (complete separate sheets for separate schemes)	FORD YOUTH CLUB
<b>Quarter:</b>	Autumn Term
<b>Date:</b>	JANUARY 20017

**1. Outcomes**

Please give specific examples/case studies of how your service has contributed to the Children and Young People Outcomes during the last term:

1. Ensure all children and young people are safe and well looked after in a supportive environment
2. Narrow the achievement gap in education and work
3. Ensure the emotional well-being of children and young people by focussing on prevention and early intervention
4. Keep more children healthy and reduce health inequalities

Examples of activities that would demonstrate how the outcome are achieved are provided below.

Been more active	Young people continue to be active with football, dodgeball cricket and sporting games
Positively engaged in an activity	End of session games and teams are organised by the group
Learned new skills	Group members engage in craft and activities to learn new skills and develop ideas
Displayed improved communication	Communications has developed through team games and organising trips with another group, effective communication with peers, volunteers and other groups.

skills	
Displayed more positive behaviours	Young people understand the consequences of their behaviour and have developed their rules of the club
Displayed improved social skills	Good interaction with Hanwood group on joint trip and within club when organising team games and planning activities
Made new friends	New friends made within club with new members attending from the village
Increased confidence	Members confidence is growing through taking ownership of the club by planning activities and trips and decision making.
Improved concentration	Improving through group discussion, thought provoking activities such as role play
Displayed more independent behaviour	Members are encouraged to plan and carry out activities and trips
Other	

**Case Study detailing the benefit the activity has had on the child/young person (and their family):**

After a joint planning activity, Jonus wanted to take on the role of senior member and has been given responsibility of setting up weekly activities and along with other members planning the food for the Christmas party.

With the help of volunteers, young people and parents, we had a very successful and enjoyable Christmas party with all food provided by parents and seasonal games run by members of the club.

## 2. Participation of service users

Service user involvement – How have you involved parents/children in service development in the last quarter?
Parents provided all the food for the Christmas party and letters have again gone out to all parents asking for volunteers to join in helping in any aspect to run the club.
Please provide an example/case study of how service user involvement/feedback has resulted in positive improvements to the service.
Young people wanted more interactive games at the end of the session. After discussion, members decide on the game, length of time of activity and teams to play
Service user feedback/compliments. Please provide a <b>summary</b> of the results of service user feedback.
All feedback is recorded weekly by youth worker and volunteers
Service user complaints/serious incidents e.g. safeguarding and health and safety issues
None reported
Please provide detail of how you are planning to improve your service in the future

Continued discussion with young people and their needs, letters to parents asking for volunteers and further discussions with wider community regarding needs of young people.

### 3. Outputs Reporting

<b>Total number of different individuals who have benefited from the activities</b>	<b>35</b>
<b>Average attendance per session</b>	<b>15</b>

<b>List below the individual activities that took place this term, the venue and the number of participants.</b> (Where the same activities are delivered at more than one location please list for each venue).	<b>Venue</b>	<b>No. of individuals benefited from session</b>
Christmas crafts	club	18
Air hockey tournament	club	8
Tree decorations	club	13
Dodgeball	club	14
Christmas party	club	26
Air space	Wolverhampton	13

### 4. Variation to service

**Has there been any significant variation to the service that you were commissioned to provide in this quarter and what actions are you planning in responses?** (for example, service developments, changes of venues, sessions cancelled due to bad weather, fewer attendees than anticipated, etc.)  
We are again losing a volunteer due to moving. Letters will be going out to parents, notice put in the newsletter and school letter requesting volunteers