

**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)	Westbury Youth Club
<b>Quarter:</b>	Winter 2016
<b>Date:</b>	02/01/2016


**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	The youth club have encouraged the young people to take part in Hockey, football, dance, team games
Positively engaged in an activity	Young people take part in all the activities including dance sessions and

	cooking
Learned new skills	<p>We are teaching healthy eating through cooking and delivering art activities.</p> 
Displayed improved communication skills	Team skills have been developed through games like capture the flag
Displayed more positive behaviours	Group of younger young people helping with activities
Displayed improved social skills	Challenge activities 2 lads who can be challenging now work together
Made new friends	New members of group have joined. Group has added 5 new members, this is part due to the closure of the village school and amalgamating it with another, we are doing our bit to help make the process work for young people in both communities.
Increased confidence	Dance session, senior members in group helping to run activities
Improved concentration	We are using challenge activities to help improve concentration, like, Egg drop and marshmallow towers.
Displayed more independent behaviour	Some of the girls are helping run activities in the club, which helps to raise their confidence and self-esteem.
Other	The amalgamation of 2 village schools has had an impact on this community, the staff have offered support and help to the young people, who have in turn brought along their "New friends" to the club.

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

One young person has taken on the SYA senior member training and has now taken on working on activities. This has increased her confidence and has helped the club develop; we can now offer more activities during the session.

We now have two other members of the group who wish to take on the role of senior member. This will be positive for the longevity of the club and also give important skills to those taking on the voluntary role.

**2. Participation of service users**

Service user involvement – How have you involved parents/children in service development in the last quarter?

This is a club for very young people; therefore their involvement is limited but appropriate. YP are asked for their ideas for the programme, staff also react to their ideas on the night

Please provide an example/case study of how service user involvement/feedback has resulted in positive improvements to the service.

The YP were interested in dance. This often showed up when playing just dance on the Wii. I organised, with the help of Energize, a dance session with a teacher, Poppy Mansfield. The YP really enjoyed the night and saw that the staff reacted to what they liked. More dance is planned in the future.

Service user feedback/compliments. Please provide a **summary** of the results of service user feedback.

Generally positive from the YP if nothing specific. One mother of 2 yps gave a donation of £10 as she was glad this club was staying when other schemes have finished quickly.

Service user complaints/serious incidents e.g. safeguarding and health and safety issues  
N/A

Please provide detail of how you are planning to improve your service in the future

Continue to ask YP what they would like on the programme, as well as reacting to interests of the group as they emerge. Continue to communicate with parents on what is happening and encourage their involvement by inviting them to help.

### 3. Outputs Reporting

<b>Total number of different individuals who have benefited from the activities</b>	<b>18</b>
<b>Average attendance per session</b>	<b>12</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>
Dance	Westbury Village Hall	12
Team games	"	16
Cooking	"	6
Sport	"	16
Art	"	10
Challenges	"	14

### 4. Variation to service

<p><b>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?</b> (for example, service developments, changes of venues, sessions cancelled due to bad weather, fewer attendees than anticipated, etc.)</p> <p>N/A</p>
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