

Evaluation and Engagement tools and websites

Here are a variety of websites and tools that practitioners may find useful in evaluating and putting in place evaluations for pieces of work and projects. These have been used by practitioners on the ground and there are contacts for each if you require support, guidance or examples of how they are used.

There are also of examples of engagement tools that may also be helpful in gathering views and feedback. Again these have been used by practitioners and complement the evaluative process. We also want to hear if you have found these useful in your work and to give examples to the QAPPT email below.

This is in no way an exhaustive list so if there are any particular evaluation and engagement methods or tools that have you have used and want to share, please feedback to the QAPPT gappcyp@moray.gov.uk

1. Evaluation Planning Tools

VOICE - <http://www.scdc.org.uk/what/voice/>

VOiCE is planning and recording software that assists individuals, organisations and partnerships to design and deliver effective community engagement.

VOiCE can be used to support a range of participation from overall area regeneration to specific concerns of users of particular services.

VOiCE enables all users to employ a common system for analysing, planning, monitoring, evaluating and recording their community engagement.

VOiCE is published by the Scottish Government as part of its support for implementation of the National Standards for Community Engagement.

In relation to particular community engagement initiatives, VOiCE will support you to:

- Reflect on what you are trying to achieve.
- Develop plans that relate to your purpose.
- Monitor progress in implementing your plan.
- Evaluate the process and outcomes.
- Learn lessons for future activity.

VOiCE is designed in four sections: **Analyse, Plan, Do, Review**. It takes you through logical steps to facilitate well-constructed, managed and evaluated engagement from which you can continuously learn and improve your practice.

Examples of use include planning for the young carer's consultation, ASN consultation, Public Health events.

Contact Public Health Team - Laura Sutherland laura.sutherland@nhs.net

LEAP - <http://www.planandevaluate.com/>

LEAP is designed to be a useful tool in all aspects of project, programme and policy planning and development. The user-friendly software encourages users to ask critical questions about their work, it supports joint working and ensures that all those with a stake in the project are involved and are working to a shared agenda.

The software will help you to:

- **Identify the difference you intend to make**
- **Plan more effectively**
- **Work in partnership with each other and members of the community**
- **Learn and apply the lessons from your experience**

LEAP users can generate reports at key stages of the project/programme and are supported with helpful advice which enables them to assess the need or issue, plan the approach and monitor the process through to evaluating the outcomes.

The software can be used by community organisations, local authorities, agencies including NHS and regeneration, voluntary sector organisations, and policy makers.

Examples include – youth work projects, projects with LMG's

Contact - Fiona Herd, Local Wellbeing Officer, Engagement Team
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2. Evaluation Tools

Guide to evaluation wellbeing in schools, nurseries and in the Third Sector

<https://www.gov.scot/Topics/People/Young-People/gettingitright/resources/practical-tools/self-evaluation>

Getting it right for every child (GIRFEC) and Curriculum for Excellence are central to improving outcomes for Scotland's children and young people. Both emphasise that promoting, supporting and safeguarding the wellbeing of children is a responsibility for all staff working in a school or nursery.

This is a wellbeing-focused guide for early year's establishments and schools, aimed at supporting professional dialogue and self-evaluation.

By focusing on wellbeing, the guide can help professionals to develop the Getting it right for every child approach in education settings.

The guide:

- Gives staff a clear understanding of wellbeing
- Demonstrates the links between wellbeing and the teaching and learning process
- Helps identify actions to improve culture, systems and practice in their establishment
- Highlights and recognises good practice
- Supports the development of improvement objectives based on wellbeing and provides evidence of improvement as part of an overall improvement plan.

Wellbeing Wheel –The Wellbeing Wheel is an interactive tool which can be used to gauge a range of identified behaviours and attitudes. When used over a period of time the wheel can provide a measure of changes in these behaviours and attitudes.

It provides the user with an opportunity for reflective thinking on where they are now and where they would like to be.

The Wellbeing Wheel can be used to support a range of initiatives to measure impact.

An example of the Wellbeing Wheel in use, is in relation to an ongoing pilot where Care Experienced Young People are being provided with free access to leisure facilities. The behaviours and attitudes being measured have been identified as feeling healthy, active, confident, energetic, angry, sleeping, looking forward to exercising, meeting new people, having difficulty sleeping and being aware of other activities that I can go to. Prior to receiving the free access the participants in the pilot rated their own behaviour and attitude on a scale of 0 to 10. The intention is to ask the participants to complete the same Wellbeing Wheel at the close of the pilot to assess if there has been any change in any of the behaviour and attitudes. This will provide a quantitative measure of impact.

Contact Public Health Team - Laura Sutherland (laura.sutherland@nhs.net)

The steps to self-evaluation - <http://www.cldselfevaluationtoolkit.co.uk/>

A toolkit developed with CLD practitioners to support self evaluation, with a step-by-step guide, case studies and resources.

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3. Useful Websites

Evaluation Support Scotland - <http://www.evaluationsupportscotland.org.uk/>

Evaluation Support Scotland (ESS) works with third sector organisations and funders so that they can measure and report on their impact.

The aim is to make evaluation valuable, relevant and proportionate.

The website gives access to evaluation tools and support. It also explains r work with funders to make reporting more useful. And share learning about the difference the third sector makes.

BetterEvaluation

https://www.betterevaluation.org/resource/tool/be_planning_tool

This tool can help you to plan an evaluation by prompting you to think about a series of key questions. It can be used to develop a complete evaluation plan, or to undertake a discrete task such as documenting agreements in the evaluation Terms of Reference. It is important to consider the issues raised in all of the following evaluation planning questions, including reporting, at the beginning of an evaluation.

4. Engagement Tools

Place Standards - <https://www.placestandard.scot/>

The Place Standard tool provides a simple framework to structure conversations about place. It allows you to think about the physical elements of a place (for example its buildings, spaces, and transport links) as well as the social aspects (for example whether people feel they have a say in decision making). The tool provides prompts for discussions, allowing you to consider all the elements of a place in a methodical way. The tool pinpoints the assets of a place as well as areas where a place could improve.

Examples of use include: Lossiemouth Engagement team used it to engage with young people as part of work about issues in their community. It was also used in Speyside in partnership with the engagement team and the Moray Council Community Support unit. Further work is planned in Elgin and Forres.

Contact – Debi Weir (Lossiemouth Engagement team) - debi.weir@moray.gov.uk (

Ketso Kit - <https://ketso.com/learn-about-ketso>

What is Ketso?

Ketso means 'action' in Lesotho, where it was invented. It has been refined over two decades of action research with communities across the globe. With Ketso, everyone can participate and be more creative.

Ketso offers a structured way to run a workshop, using re-useable coloured shapes to capture everyone's ideas. Ketso is unique in that each part is designed to act as a prompt for effective engagement.

Ketso is not just a re-usable 'workshop in a bag'. It comes with a growing range of [free, open-source support resources](#), including workshop plans that you can customise to suit your needs.

Examples uses include young carer's consultation, Public Health team in various engagement events

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