**SE DCS Peer Challenge 2018 - Planner**

**Timetable for interviews**

Room requirements – two - three rooms suitable for small group interviews, preferably close together, with availability of refreshments for interviewees.

**DAY 1**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Team 1** | **Team 2** | **Team 3 (optional)** |
| 9.00 |  |  |
| 9.45 |  |  |  |
| 10.30 |  |  |  |
| **11.15** | **Lunch and discussion (change teams for next sessions)** |  |
| 11.30 |  |  |  |
| 12.15 |  |  |  |
| **13.00** | **Lunch and discussion sharing info across teams (change teams for next sessions)** |  |
| 14.00 |  |  |  |
| 14.45 |  |  |  |
| **15.30** | **Tea** |  |  |
| 15.45 |  |  |  |
| 16.30 | **Break** |  |
| 16.40 | **Rose buds thorns** |  |

4-5 participants will be fine for each session, unless there are fewer people in these roles.

**DAY 2**

Room requirements –one room with space large enough for visiting team and any host staff to spread out and work, but which can also easily be configured for the presentation and workshops from 13.45. Wireless access is required for the team in the morning. Powerpoint projector, flipcharts and post its need to be available

Staff in the service area at all levels of the hierarchy need to have been invited to join the workshops beginning at 13.45

|  |  |  |
| --- | --- | --- |
|  | **Activity** |  |
| **9.00 – 12.30** | **Analysis and development of insights**The group review the flipcharts from the previous evening’s discussion. Individuals read through their notes to remind themselves of the content of yesterday’s interviews noting any extra Roses, Thorns or Buds on post its, but also highlighting quotes that link to the points identifiedThe group then convert these into themes and then into insights, illustrating them with key quotes and prepare a presentation for 12.15pm. For a full description of this process see the section headed **Analysis and development of insights** | **Peer challenge team including representatives from host authority if the review is co-produced** |
| **12.30** | **Lead Visiting DCS meeting with Host DCS to share findings before the presentation to the wider group** | **Lead DCS/ Host DCS** |
| **13.00** | **Lunch** |  |
| **13.45** | **Presentation by team to wider group from host authority** on key insights, followed by discussions on the 2- 3 key areas the authority would most like to focus on for developing solutions and action | **Peer challenge team, senior managers, lead member, middle managers and front line staff from host authority** |
| **14.15** | **Workshop with same group:** Initial reflections on the review and mission statementIdea generation to develop solutions Development of recommendations for action  | **Peer challenge team, senior managers, lead member, middle managers and front line staff from host authority** |
| **16.30** | **Finish** |  |