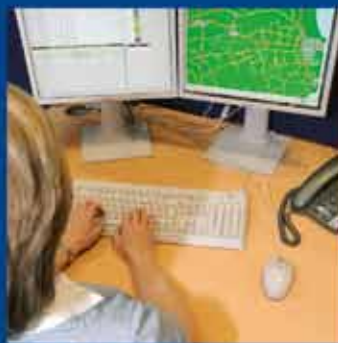


*Towards the very best...*

# Education Learning & Leisure Planning and Performance



**Aberdeenshire**   
COUNCIL

Serving Aberdeenshire from mountain to sea – the very best of Scotland

# Education, Learning and Leisure: Planning and Performance

## Policy statement 2012

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### Rationale

Aberdeenshire Council's Education, Learning and Leisure Service serves a large population covering a wide geographical area with a substantial budget and approximately 10,000 employees.

In order to best serve our residents, our visitors, our children and young people and our staff, it is imperative that the council has effective and robust planning and performance management procedures in place.

**Planning and performance policies should clearly set out our approaches to:**

- Strategic and operational planning
- Quality assurance and improvement
- Management and monitoring of performance

### Guiding Principles

**Improvement planning should be based on the following:**

- A clear vision of the outcomes to be delivered and a flexible, forward-looking strategy for achieving these.
- A culture within which all staff and volunteers take responsibility for improvement.
- A commitment to engage with a range of stakeholders and partners as part of the improvement process.
- An evidence-based approach to identifying future priorities.
- Support for staff through professional learning opportunities, encouraging a culture of learning and development.
- An open and transparent approach to managing and reporting performance.

### Outcomes

- A range of effective quality assurance procedures.
- Relevant performance measures and systems which link strategy with outcomes.
- Evidence showing improved performance reflected in effective arrangements for reporting performance.
- Evaluation by service users used to inform planning.
- A strategic approach to planning for improvement.

## Roles and Responsibilities

- Senior managers should promote a culture of excellence and maintain a focus on performance delivery.
- Managers and leaders should lead a dynamic process of planning, reflection, performance management and evaluation.
- It is the responsibility of all employees to engage in the processes which relate to planning for improvement.