# Peer Collaborative Improvement (PCI) approach – process diagram

The PCI approach diagram shows the stages of the PCI process from beginning to end.

At the beginning stages of the PCI approach is the pre-work. This includes the host local authority providing background information and completing a context paper to provide peer reviewers with a basic understanding of their structures and context. The host local authority will also complete a self-assessment to determine specific areas for improvement. A report and analysis paper will be created from this assessment identifying the strengths and weaknesses in the area under review.

The Planning Session is the next stage of the process which is held by the peer review local authorities and the Improvement Service to discuss the pre-work undertaken by the host. At this meeting the peer review team will determine specific areas of interest from the pre-work and consider who from the host local authority they would like to speak to in the fieldwork stage.

The following stage of the process is the Prioritisation meeting which brings together the host local authority and the peer review team. Together the group will agree on key themes to explore in the fieldwork and who should be involved.

During the fieldwork phase, the host local authority will conduct interviews and focus groups which will allow the peer review team to probe further into the areas for improvement. Additionally, this will be an opportunity to identify, explore and evaluate potential options which might be adopted to support improvement. This will provide an opportunity to build in potential learning from any relevant approaches adopted by the peer reviewer councils.

The next stage of the process brings together the peer review team who will meet to share the findings of the fieldwork. This is followed by a feedback session with the host local authority and peer reviewers where recommendations for improvement will be made.

It is then over to the host local authority to draft a report of the process and to share this draft with the Improvement Service and peer review team for any suggestions or changes. There will then be a final ‘sign-off’ meeting where the peer review team and host will agree on the report and the recommendations.

There will then be an evaluation undertaken by the host and the peer review team to determine any suggested changes to the PCI process.

6 months later there will be a follow-up to determine what improvements have been made by the host local authority.