



**CORNWALL &
ISLES OF SCILLY**
LOCAL ENTERPRISE PARTNERSHIP

Cornwall and the Isles of Scilly Local Enterprise Partnership

Monitoring and Evaluation Plan

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1. Introduction

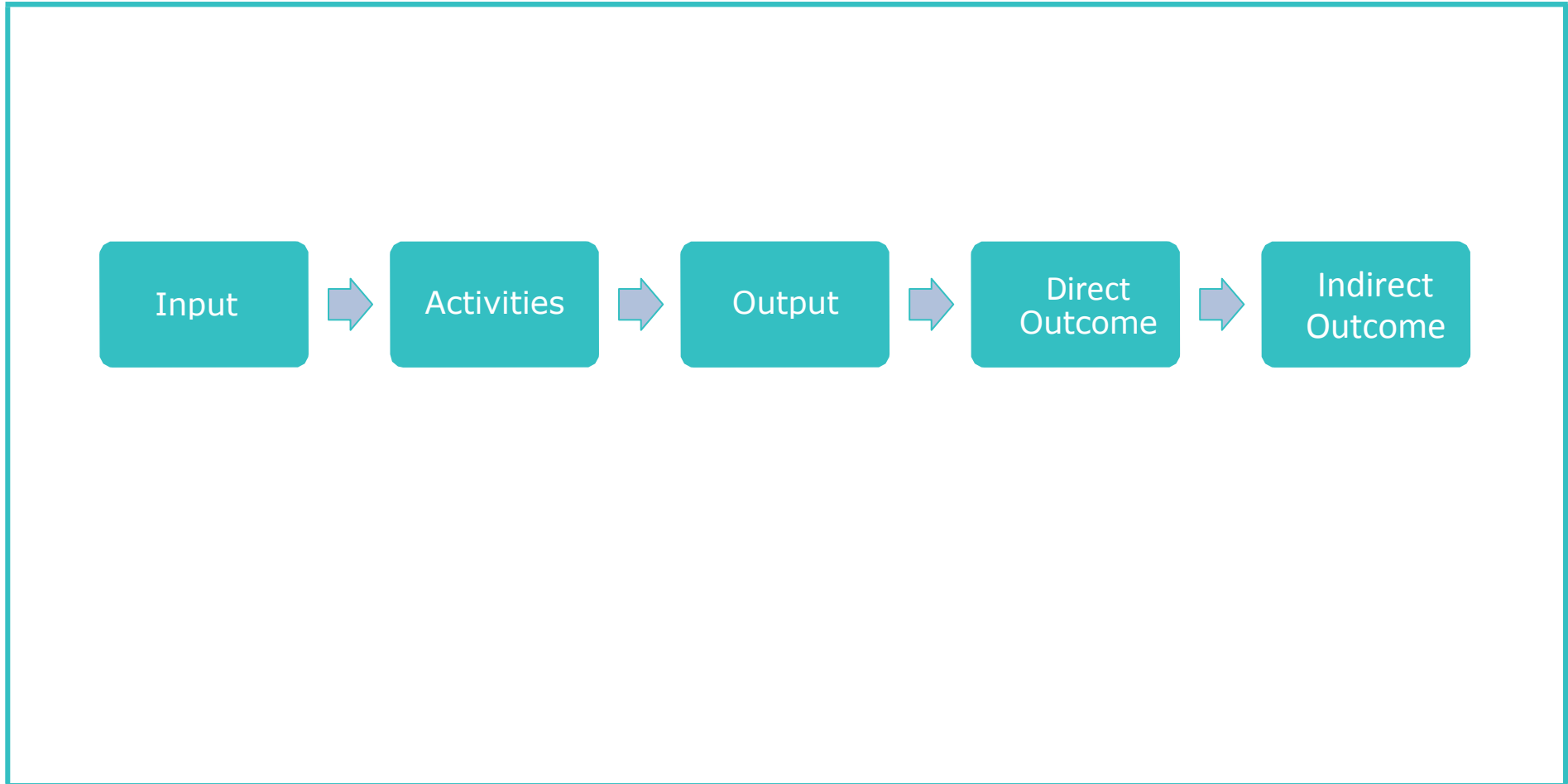
Evaluation of Overall Growth Deal?	Choose an item.
Name of Project/Programme	
Summary and Objectives (200 words)	
Is evaluation subject to quality assurance?	Choose an item.
Quality assurance of evaluation, if relevant (50 words)	

2. Intervention Specifics

Type(s) of Evaluation	Choose an item.
Description (200 words)	
What is the budget for the evaluation?	Choose an item.
Where is the budget coming from?	Choose an item.
Is the budget secured?	Choose an item.
Who is carrying out the evaluation?	Choose an item.
If the external reviewer is known, please give details below including the procurement/commissioning process (100 words)	

**CIOS LEP Assurance Framework
Appendix 20.1**

3. Logic Model



4. Outputs and Outcomes

Data Requirements			
	Element	Frequency	Source
Inputs	1.		
	2.		
	3.		
Outputs	1.		
	2.		
	3.		
Outcomes	1.		
	2.		
	3.		

5. Key Contact and Resources

Implementation	
Principal Lead	
Position	
Employer	
Directorate (if CC)	Choose an item.
Address	
Email	
Telephone	
Resourcing (50 words)	

6. Milestones

Timing	
Start date	DD/MM/YYYY
Completion date	DD/MM/YYYY

7. End Use and Audience

How will the Evaluation be used? (100 words)			
Who will be the audience for the Evaluation? (50 words)			
Cornwall Isles of Scilly LEP	<input type="checkbox"/>	Cornwall Council	<input type="checkbox"/>
Wider Industry (Sector)	<input type="checkbox"/>	Trade Body	<input type="checkbox"/>
Chamber of Commerce	<input type="checkbox"/>	Public	<input type="checkbox"/>
Central Government	<input type="checkbox"/>	European Union	<input type="checkbox"/>
Industry Regulator	<input type="checkbox"/>	Other	<input type="checkbox"/>

Guidance Notes

1. Introduction

Evaluation of Overall Growth Deal?	Yes or No answer from the drop down box
Name of Project/Programme	
The name by which it is known to the LEP in order to be consistent with formal documentation	
Summary and Objectives (200 words)	
A summary of the intervention and how it fits into the overall Growth Deal and the LEP Economic Strategy. What are the objectives of the programme/project and how does this contribute to the LEP's objectives set out in the same document?	
Is evaluation subject to quality assurance?	Will there be an external review of the evaluation? Yes or No answer
Quality assurance of evaluations (50 words)	
If the answer to the above question is "yes", details should be provided in this box. Higher level or high value projects ought to be subject to external review to ensure technical accuracy and that the evaluation is providing quality information	

2. Intervention Specifics

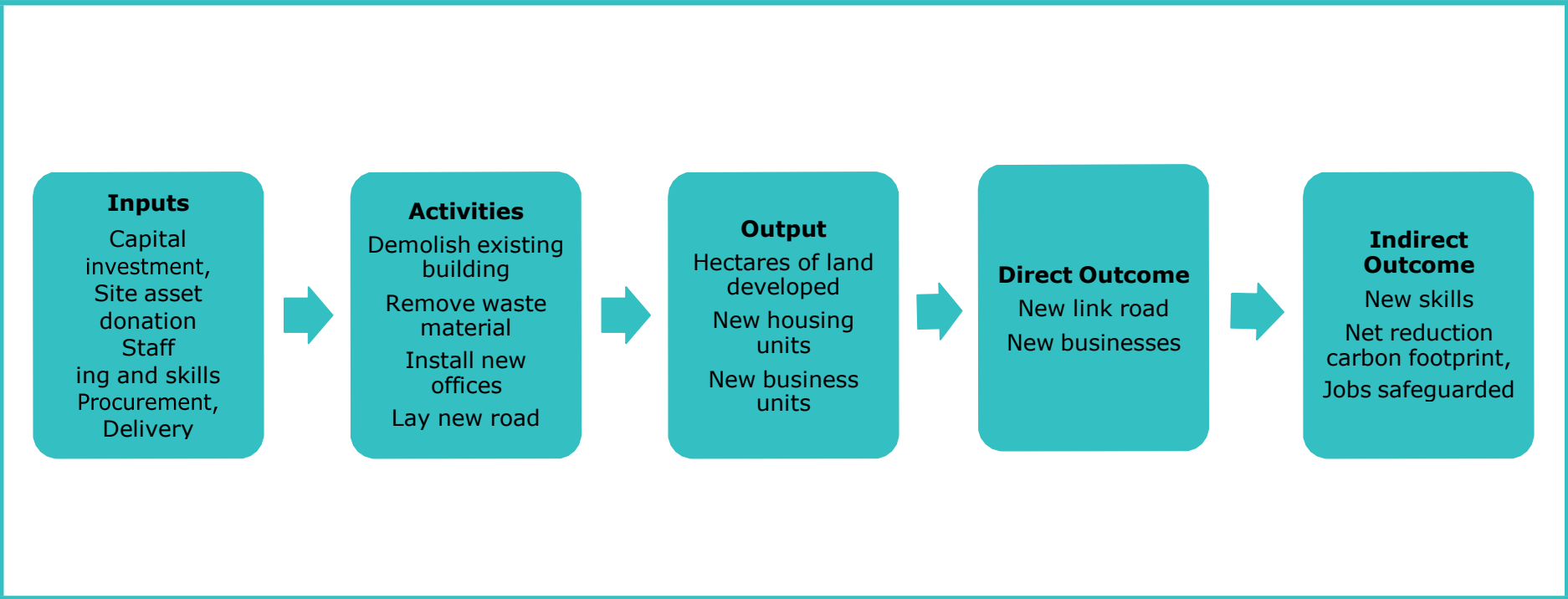
Type(s) of Evaluation
<p>The drop down box in this question asks you to select one of the options listed. It may be that more than one approach is going to be applied and this is fine. The options are asking for the principal approach to be selected.</p> <p>It is appreciated that the approaches may be unfamiliar terms and therefore the following guidance may provide some insight:</p> <p>Process evaluation An assessment of <i>what</i> aspects of the project contributed to delivery of project outputs. To qualitatively understand whether projects and programmes have been implemented in a way likely to achieve objectives of the intervention. They should be carried out soon after a programme/project commences.</p> <p>Theory based evaluation This approach asks <i>how</i> the intervention succeeded by testing the effectiveness of the mechanisms that were expected to be the key drivers of impact. To articulate and analyse the key relationships in moving from intervention to "Growth Deal" impact – using both qualitative and quantitative methods.</p> <p>Logic models are established up front, whilst linkages are analysed over a longer period of time.</p> <p>Outcomes evaluation</p>

<p>This focuses on whether outcomes moved in the desired direction and often includes contextual information to test non-project influences. It will aim to capture qualitative and quantitative information relating to inputs, activities, outputs at the individual project or programme level.</p> <p>Such an evaluation will be characterised by the collection of data on a regular basis through monthly/quarterly/annual returns.</p> <p>Impact evaluation This relates to whether the intervention had any impact on observed outcomes; a key component of assessments of both cost-effectiveness and cost-benefit.</p> <p>It is to understand whether projects and programmes have been successful in achieving additional economic growth outcomes. This is a long term piece of work allowing sufficient time for benefits to be realised as well as an assessment of sustainability.</p> <p>Plans in this area in particular should be prioritised according to interventions which fit the following criteria;</p> <ul style="list-style-type: none"> • large value • the current evidence base on what works is limited, including for more innovative interventions. 	
Description (200 words)	
A brief summary of the project/programme in question, with some headline points. This might include a “flavour” of the outputs and targets, the cost of the intervention and the wider context. Summary of the main outputs expected.	
What is the budget for the evaluation?	Overall budget value.
Where is the budget coming from?	State the source/s. Usually the funds are part of the agreed project/programme.
Is the budget secured?	Please select the relevant option
Who is carrying out the evaluation?	If known. If this has not yet been decided, you can still select the option most likely to occur.
If the external reviewer is known, please give details below including the procurement/commissioning process (100 words)	
Please enter the person/organisation carrying out the evaluation, including the procurement process that was undertaken (e.g. advertised tender, scoring panel).	

**CIOS LEP Assurance Framework
Appendix 20.1**

3. Logic Model

Below is just one example of what this means if you have not developed a logic model before. Think of it more as a flowchart; outlining the inputs and outputs/outcomes from the project in question. This style and box headings do not have to be adhered to, they are set out in order to help provide one example of a structure.



4. Outputs and Outcomes

The table below is designed to record the data that is required, how it will be secured and whether this relies on regular updates or in one "hit". Some example entries have been put forward below to help guide you.

Data Requirements			
	Element	Frequency	Source
Inputs	1. Beneficiary interviews	Twice. At start and end of programme.	Programme contact list.
	2. Project partner	Twice. At start and end of programme.	Secretariat contact list.
	3. On-line survey	Once. To feed into final report.	External evaluators and/or
Outputs	1. Jobs created	Once. At end of programme.	Performance management data,
	2. Floorspace developed	Once. At end of programme.	Performance management data,
	3. Miles or track/road	Once. At end of programme.	Performance management data,
Outcomes	1. Reduced carbon	<i>Twice. In order to benchmark against baseline at start.</i>	External evaluator
	2. Jobs safeguarded	<i>At least once, although on-going benefits may</i>	Industry standard
	3. Businesses relocated to	<i>At least once, although longer term measurement is more</i>	Survey businesses

5. Key Contact and Resources

Implementation	
Principal Lead	Please fill in the principal contact details for the person leading the evaluation. This could be different from Project Manager but unlikely. If there is a difference you can clarify under "Resources", below.
Employer	
Directorate (if CC)	
Position	
Address	
Email	
Telephone	
Resourcing (50 words)	
This is the opportunity to provide a short summary of the supporting arrangements for the principal contact. A brief summary of the team acting in support and the level of resources that is required.	

6. Milestones

Timing	
<p>The vision is that those LEP Evaluation Plans should be SMART:</p> <ul style="list-style-type: none"> • Specific enough to understand what will be done and the broad methodological approach. • Measurable in letting the LEP clearly see whether their subsequent evaluation programme is in line with the overall plan or not. • Achievable so that the LEP have a realistic chance of producing evaluations in line with the overall plan. • Relevant so that the plan is of practical use to the LEP and addresses the most important issues of the Growth Deal, including who the evaluation is for and how it will be disseminated. • Timed so the LEP knows what it needs to do by when in order to keep delivery of the overall evaluation on track. <p>Therefore the plan should include a specific start and end date and any other key milestones during its progress.</p>	
Start date	The date that the evaluation is contracted (i.e. not the start of the commissioning process to appoint an evaluator).
Completion date	The date when the final report is presented and agreed.

7. End Use and Audience

How will the Evaluation be used? (100 words)
<p>How will the findings from the evaluations be disseminated? A simple “why” test – i.e. why is this evaluation being carried out? The answer should inform how it is used when the process has been completed.</p> <p>What other strategies and programmes can be better informed by its findings? Other uses might include the following:</p> <p>To demonstrate Growth Deal delivery and value for money. This could be important for programmes that seek additional funding.</p> <p>To learn lessons about what works, either to create desired impact on outcomes or to ensure efficient delivery of outputs.</p> <p>To provide the evidence base to influence the future direction of policy in the area in question.</p>
Who will be the audience for the Evaluation? (50 words)
<p>Each type of evaluation question applied to a specific level of coverage serves a slightly different audience. It is entirely feasible that the evaluation is required to be shared with several different individuals/organisations. Please tick all relevant options that might potentially apply.</p>

8. Examples of Effective Evaluations

Process Evaluation

Study of a pilot in the further education sector, concerning the formation of higher education strategies. It was conducted by researchers at the University of Sheffield. It was published by the Higher Education Funding Council.

Outcomes Evaluation

Used extensively by the Highways Agency for transport interventions. In this context they are called Post Opening Project Evaluation (POPE).

Theory based evaluation

This example relates to an evaluation of how Business Link operated in England.

Impact evaluation

The Growth Vouchers programme has been the subject of this evaluation.

Impact evaluation

The paper by Einio and Overman (2012) that looked at the impact of LEGI (Local Enterprise Growth Initiative).

9. Other useful resources

- [HMT Magenta Book](#)
- DfT Monitoring and [Evaluation Framework](#) for Local Authority Major Schemes
- [Local Sustainable Transport Fund](#): monitoring and evaluation framework
- [Guidance](#) on impact evaluation of business interventions