

**WEST OF ENGLAND COMBINED AUTHORITY  
MONITORING & EVALUATION FRAMEWORK 2019 - 2020**

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## 1. Introduction

This document sets out the West of England Combined Authority’s approach to Monitoring and Evaluation.

## 2. Background

The West of England Combined Authority (WECA) was established in 2017 as part of a Devolution Deal with Government. Its overarching aim is to deliver clean and inclusive economic growth.

WECA is formed of three Councils, Bath & North-East Somerset, Bristol and South Gloucestershire. It is responsible for management of a devolution investment fund of £30M per year. Funding decisions relating to the WECA investment fund, and other WECA activities, are made by the West of England Combined Authority.

WECA also supports the West of England LEP, which includes North Somerset Council. Funding decisions relating to the Local Growth Fund, One Front Door Programme and LEP activities are made by the West of England Joint Committee.

These governance arrangements are illustrated below.

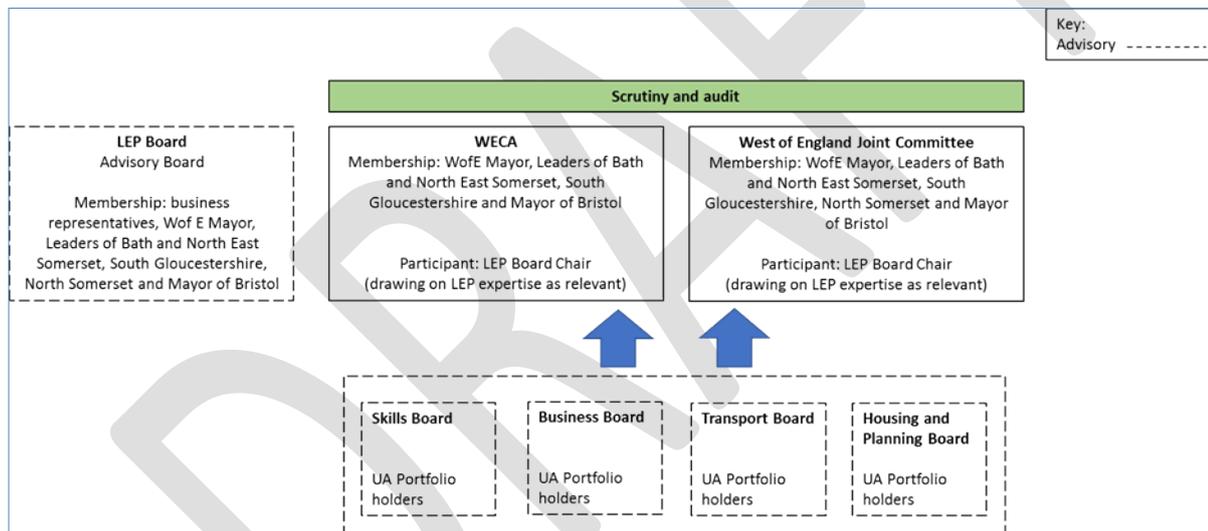


Diagram One: Governance Arrangements

The detailed processes for managing the WECA Investment Fund and West of England One Front Door Programme are set out in the [Local Growth Assurance Framework](#) which details the agreed prioritisation, appraisal, monitoring and evaluation requirements for each scheme. <sup>1</sup>

In June 2019 the WECA Committee agreed an overall funding envelope of £350m for the period up to March 2023, reflecting the strong ambitions to drive forward projects which would bring very significant, positive improvements and impacts for residents right across the region.

## 3. Approach to Monitoring & Evaluation

WECA’s overall approach to Monitoring and Evaluation is underpinned by the following key principles:

- Reporting requirements are locally defined and support delivery of local strategies

<sup>1</sup> A single, aligned, Local Growth Assurance Framework was agreed through the WECA and Joint Committees in April 2019. This brings together and replaced the WECA Single Pot Assurance Framework and LEP Assurance Framework.

- Evaluation is meaningful and proportionate
- Data is collected once and used many times
- Baseline information is consistent across key initiatives
- Monitoring and evaluation is a core part of all activities
- Lessons learned are used to inform future policy development

Our approach is structured around three levels which are illustrated in the diagram below, with details of each level set out in the following sections.

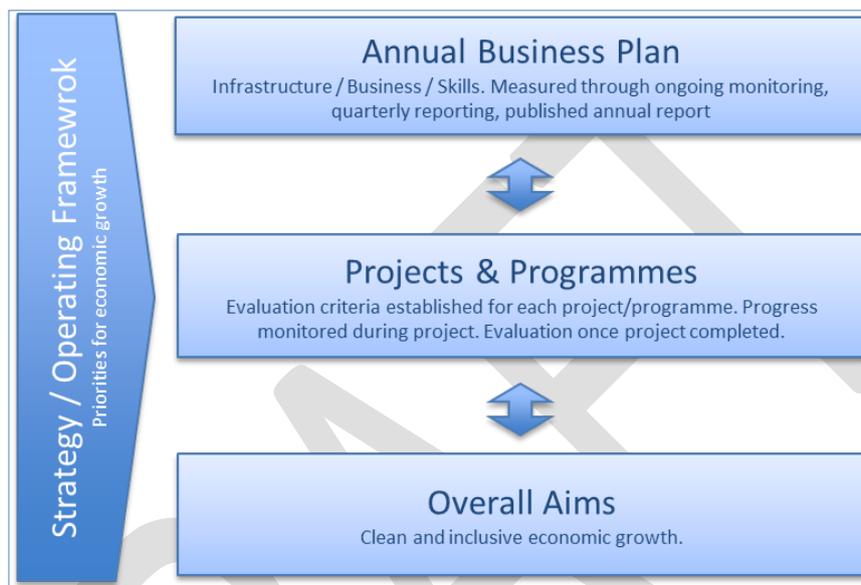


Diagram Two: Overall approach to Monitoring & Evaluation

#### 4. Annual Business Plan and Local Industrial Strategy

WECA's operating framework sets out our overarching goal, to be a driving force for clean and inclusive economic growth. It identifies key priorities for infrastructure, skills and business and aligns with the themes of the West of England Local Industrial Strategy, which was published in July 2019.

WECA's business plan sets out the key activities that WECA will deliver each year. Whilst essentially a one-year plan, the business plan includes reference to activity that WECA is committed to in the coming years, including updates on longer-term project and programme delivery as well as activity to implement the West of England Devolution Deal.

The operating framework and business plan are published on the WECA website [here](#).

The Business Plan for 2020/21 was approved by WECA and Joint Committee on 31<sup>st</sup> January 2020 and reflects the ambition set out in the Local Industrial Strategy.

Quarterly reports on progress in delivering the business plan are taken to WECA and Joint Committee. Overall progress is presented in an [annual report](#) which includes specific details of the Local Enterprise Partnership Delivery Plan.

The cycle of reporting against the business plan is illustrated below.

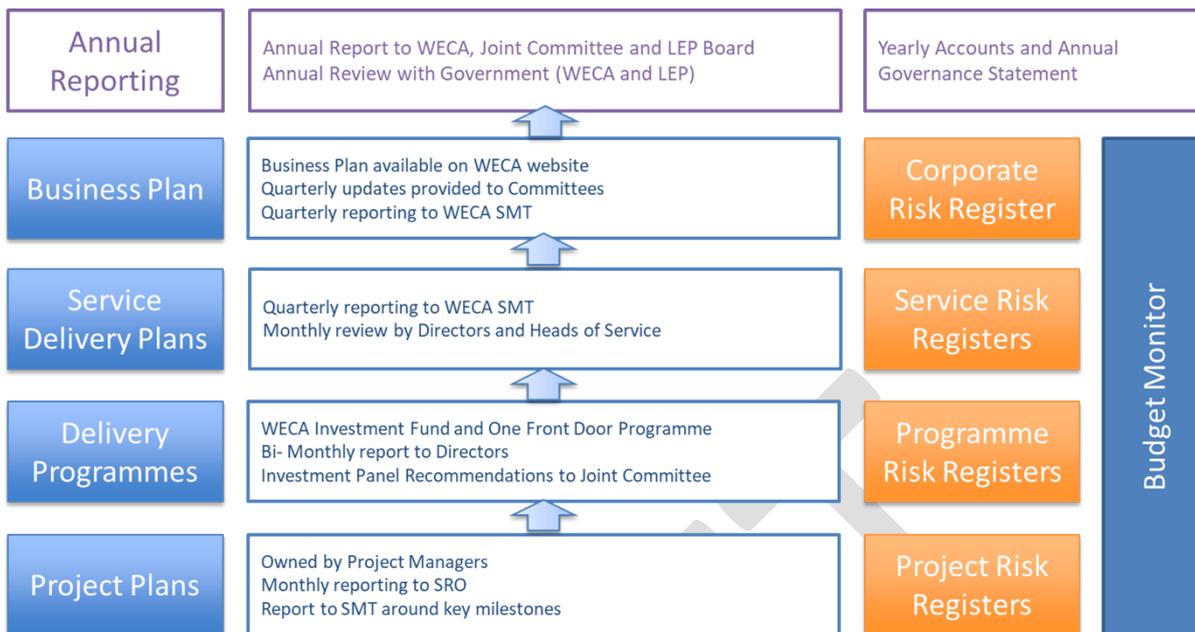


Diagram Three – Business plan reporting cycle

## 5. Key Performance Indicators

A number of outcomes and impacts are identified through the logic models that underpin the detailed evaluation plans which are linked from this document. WECA tracks a small number of indicators across the region, across the priorities of our Operating Framework.

The indicators, included as an annexe to this document, summarise the state of the region for each priority area, and we expect the activities set out in business plan to contribute to positive change. We do not have total control over these measures because many other factors play a role, but it is important we understand the current position.

## 6. Risk Management

WECA is committed to deliver its strategic objectives whilst having a clear focus on the potential risks and opportunities that face our business activities on an ongoing basis.

Risk management is an integral part of WECA's reporting against delivery of the business plan, as shown in diagram three. WECA's risk management framework is reviewed annually and will be brought to the February 2020 Audit Committee for approval.

## 7. Equalities

WECA is committed to achieving inclusive economic growth across the Region.

All schemes supported through the Investment Fund and LEP funding streams are required to produce an equalities analysis and plan as part of their full business case.

## 8. Project and Programme Evaluation

Monitoring and Evaluation (M&E) of WECA policies, investments and interventions enables the authority to:

- Demonstrate local accountability. Show how funding is being spent and benefits achieved against local strategies and action plans, demonstrating the value and effectiveness of local decision making and shaping future priorities
- Comply with external scrutiny. Together with the Assurance Framework demonstrate progress and delivery to the constituent council members, senior government officials and Ministers
- Understanding what works. Provide a feedback loop and enables the lessons learnt to be fed back into policy making and communicated to stakeholders, as well as supporting the case for further devolution and investment in the area.
- Developing an evidence base. Provide a mechanism for collecting, collating and analysing data which can be used across the organisation and by others, following the principle of collecting data once and using many times.
- Ensure quality assurance. For interventions funded through WECA investment fund and One Front Door Programmes a Monitoring & Evaluation plans form part of business case submissions and these are independently reviewed and published to support business case approval decisions by the WECA or Joint Committee

The following sections set out our approach and timeframes for the monitoring and evaluation of projects and programmes in our priority areas of transport, housing & planning, business and skills.

Funding streams are indicated for all activities. Funds devolved to WECA as part of the West of England Devolution Deal are referred to as 'Investment Fund'. The Investment Fund also incorporates the funding awarded through the Transforming Cities Fund in one integrated programme. Funds managed through the Local Enterprise Partnership are identified as 'West of England' or by fund name.

Where available links are included to individual scheme Monitoring & Evaluation plans. Where Monitoring & Evaluation plans are still in development the overall approach and logic models that will be applied are included as appendix two.

## 9. Transport

As set out in the WECA business plan, overall activity is focused on:

- Better links to reduce congestion and connect people
- Improve national and international connections

All transport schemes funded through the Investment Fund/LEP funding programmes will follow the guidance as set out by DfT and the approach taken to monitoring and evaluation will be proportionate to the scale of the intervention. Evaluation will include:

- Scheme build
- Delivered scheme
- Costs
- Scheme objectives
- Travel demand
- Travel times and their reliability
- Impacts on the economy
- Carbon impacts
- Noise
- Air quality
- Accidents
- Process and Impact Evaluation

We are working towards the following evaluation timetable:

Transport Activity	Funding Stream	Evaluation Timetable	M&E Arrangements
Single Transport Pot	Devolution Deal – DfT Funding	Reporting via business plan	Appendix One, B1
ITA Function: Concessionary Fares	Devolution Deal – Transport Levy	Reporting via business plan	Appendix One, B2.1
ITA Function: Community Transport	Devolution Deal – Transport Levy	Reporting via business plan	Appendix One, B2.2
ITA Function: Bus Service Information (including Real Time Information)	Devolution Deal – Transport Levy	Reporting via business plan	Appendix One, B2.3
Establish Key Route Network	Devolution Deal	Reporting via business plan	In development
Develop Bus Strategy	Investment Fund	Reporting via business plan	In development
Joint Local Transport Plan	West of England	Reporting via business plan <sup>2</sup>	Targets to be signed off with plan early 2020
Cribbs Patchway Cycle Links	Investment Fund	Bi-monthly reporting to WECA Committee	<a href="#">M&amp;E Plan</a>
Cribbs Patchway Metrobus Extension	Investment Fund and EDF Funding	Bi-monthly reporting to WECA and Joint Committee	<a href="#">M&amp;E Plan</a>
On-Bus Contactless Bank Card Payment	Investment Fund	Bi-monthly reporting to WECA Committee	<a href="#">M&amp;E Plan</a>
Advanced Composites for Transport Infrastructure – Bridge Construction	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
MetroWest Phase 2 Development Costs (West of England wide)	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
West Wick Roundabout & North South Link	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
MetroWest Phase 1 (West of England wide) Development Costs	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Bath Quays Bridge	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Town Square, Weston-super-Mare	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
West of England Sustainable Transport Package 17/18	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Weston Super Mare Town Centre Transport Enhancement Scheme	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Keynsham Town Centre Improvements	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Sustainable Transport Package 2018-21	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>

We are exploring options to bring the Integrated Transport Authority Functions together into the West of England Combined Authority in 2020/21. Delivery is currently dispersed across the constituent unitary authorities. As part of this project we will develop a new Monitoring & Evaluation plan to monitor overall delivery.

<sup>2</sup> Targets to be signed off with plan, due for sign off early 2020

## 10. Planning & Housing

As set out in the WECA business plan, overall activity is focused on:

- Enabling the required housing growth in the region promoting affordability and an appropriate housing mix
- Employment spaces to meet the needs of all businesses and communities

It also relates to:

- Better links to reduce congestion and connect people.

We are working towards the following evaluation timetable, noting that evaluation of these and other related activities also occurs through regular monitoring and analysis that is embedded within them as evidence-based activities, and associated statutory obligations:

Housing & Planning Activity	Funding Stream	Evaluation Timetable	M&E Arrangements
Statutory and non-statutory Strategic Planning	West of England/Investment Fund	Statutory Plans must be reviewed every 5 years when in final form. Other work supports these, reporting via business plan	Appendix One, C1
Non statutory delivery support	Various inc. Investment Fund	To be agreed depending on the project, reporting via business plan	Appendix One, C2
Joint Green Infrastructure Strategy	West of England	Draft strategy to be agreed. Intended to be a living document with inbuilt monitoring and review on an at least annual basis.	Appendix One C1 plus additional in development
Infrastructure and Investment Delivery Plan	Grant Funding Evaluation	To be agreed through pilot process plus ongoing reporting via business plan	Appendix One C1
Bath Riverside	Investment Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>

## 11. Digital Infrastructure

As set out in the WECA business plan, overall activity is focused on:

- World leading digital connections across the region

We are working towards the following evaluation timetable:

Digital Activity	Funding Stream	Evaluation Timetable	M&E Arrangements
5G Testbed and trial – Smart Tourism Project	DCMS		Pilot completed. Final report due late 2019
Open Programmable City Region (OPCR) – Bristol Infrastructure, Sensor Factory, CAV Access	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>

Network and KWMC Research Projects			
Superfast Broadband Extension Programme (SGC)	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Bristol Virtual Reality Lab	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Urban Multi Wireless Broadband and IoT Testing for Local Authority and Industrial Applications (Umbrella)	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>

## 12. Skills

As set out in the WECA business plan, overall activity is focused on:

- Improving skills and knowledge supply to meet existing and future demands
- A joined-up education, employment and skills system that meets the region's business needs
- Provide residents with support, information, advice and guidance to unlock their career potential

We are working towards the following evaluation timetable:

Skills Activity	Funding Stream	Evaluation Timetable	M&E Arrangements
Future Bright (and Future Bright Plus)	DWP Pilot, Investment Fund for rollout	Quarterly monitoring report. Final Evaluation report 2019/20	<a href="#">M&amp;E Plan (Future Bright Plus)</a> Future Bright Appendix One - D3
Adult Education Budget Devolution	Investment Fund	Reporting via business plan and annual report to Government commences Jan 2021	Appendix One, D1
Employment and Skills Plan	West of England	Reporting via business plan	<a href="#">Monitoring Framework</a> included in plan
Careers Enterprise Hub	West of England	Reporting via business plan and evaluation by Careers and Enterprise Company	<a href="#">Careers Enterprise Company Report</a>  <a href="#">Enterprise Advisor Evaluation</a>
Realising our Talent	Investment Fund	Bi-monthly report to WECA Committee	<a href="#">M&amp;E Plan</a>
South West Institute of Future Technology	Investment Fund	Bi-monthly report to WECA Committee	<a href="#">M&amp;E Plan</a>
Workforce for the Future	Investment Fund and ESF	Bi-monthly report to WECA Committee	<a href="#">M&amp;E Plan</a>

WE Work for Everyone	Investment Fund	Bi-monthly report to WECA Committee	<a href="#">M&amp;E Plan</a>
Research & Innovation Challenge Fund	Investment Fund plus ERDF match	Bi-monthly report to WECA Committee	<a href="#">M&amp;E Plan</a>
Increasing the Capacity of the BEMA Training Centre	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
South Bristol Construction Centre	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
STEAM Centre	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Catering & Hospitality Education and Training Hub	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Animal Management	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>

### 13. Business

As set out in the WECA business plan, overall activity is focused on:

- Helping businesses to start up, grow and flourish nurturing inclusive growth
- Supporting businesses to make the most of export opportunities
- Supporting an innovative economy
- Protecting and promoting our region's culture

We are working towards the following evaluation timetable:

Business Activity	Funding Stream	Evaluation Timetable	M&E Arrangements
Growth Hub	West of England	Reporting via business plan and annual report to BEIS	Appendix One, D2
Cultural Strategy and Cultural Compact	Investment Fund and Arts Council England	To be confirmed following agreement of strategy and implementation plan in early 2020	In development
Energy Strategy Action Plan	West of England	The basis for an Energy Strategy was signed off in February 2019. Work has begun, in partnership with UAs, to develop an action plan and M&E requirements will be defined as part of this work	In development

Invest in Bristol and Bath	West of England	Ongoing - reporting via business plan	<a href="#">M&amp;E Plan</a>
Low Carbon Challenge Fund	West of England (ERDF)	Bi-monthly reporting to WECA and Joint Committee.	In development
Women into Digital, Jobs, Education and Training (WIDJET)	DCMS	Reporting via business plan	National evaluation being procured by DCMS
Creative Scale Up Programme	DCMS	Reporting via business plan.	National evaluation being procured by DCMS
Love our High Streets Pilots	Investment Fund	Bi-monthly reporting to WECA Committee	Feasibility Study / Pilot reports to be taken to Committee
Avonmouth Severnside Enterprise Area Ecology Mitigation and Flood Defences	Economic Development Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Invest in Bristol and Bath	Economic Development Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Temple Quarter Enterprise Zone Programme Team	Economic Development Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Bath Riverside Enterprise Zone Team	Economic Development Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Bath Quays Phase 1a (South)	Economic Development Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
TQEZ Infrastructure Programme	Revolving Infrastructure Fund		
Weston-super-Mare co-working hub	Revolving Infrastructure Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
FoodWorks <sup>SW</sup> Innovation Centre	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
SGC Flagship - Purchase of land at Bristol & Bath Science Park	Local Growth Fund	Bi-monthly reporting to Joint Committee	
Institute of Advanced Automotive Propulsion Systems (IAAPS)	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Colston Hall Phase 2 Transformation Project	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
Grow-On2 Temporary Buildings	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>

Bath Quays North Initial Development Works	Local Growth Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>
TQEZ Infrastructure Programme	Revolving Infrastructure Fund	Bi-monthly reporting to Joint Committee	
Weston-super-Mare Co-working Hub	Revolving Infrastructure Fund	Bi-monthly reporting to Joint Committee	<a href="#">M&amp;E Plan</a>

#### 14. Corporate Services

The key objective for Corporate Services is to support the organisation to deliver the business plan. We are working towards the following evaluation timetable for specific activities:

Business Activity	Funding Stream	Evaluation Timetable	M&E Arrangements
Local Industrial Strategy	West of England	LIS published July 19. Implementation plan, including M&E, in development.	In development

#### 15. Organisational Impact

WECA's overall aim of achieving clean and inclusive economic growth will require longer term measurement which takes into account the impact of key schemes that are yet to be delivered.

We are working closely with the national suppliers who are leading the Gateway review work across the Combined Authorities on the evaluation of the West of England Investment Fund. This work will be undertaken and finalised by December 2020 to inform the first Gateway Review of the fund. The plan has been developed by the National Evaluation Panel in partnership with relevant officers in the West of England.

The plan will include progress evaluation on the following schemes:

- Real Time Information System Upgrade (RTISU):** This project is designed to improve the reliability and 'user friendliness' of bus services. Specifically, the scheme has provided an improved real time information (RTI) system for bus services, involving: additional 'at stop' information (e.g. more accurate arrival time estimates and service disruption alerts); better digital services (e.g. apps and journey planners); better information for operators (e.g. improved use of data for fleet management and monitoring, to inform timetabling); remote fixing of faults; and extended use of selective bus priority at traffic lights. The project received £559,000 in IF funding and was delivered during 2018 and 2019.
- CPNN Cycle Links :** This is a package of five cycle schemes aimed at increasing use of active modes and which form a key element of a comprehensive sustainable transport package for the Filton Enterprise Area and Cribbs/Patchway New Neighbourhood. The implementation of the schemes is planned to commence in September 2019 and be completed by January 2021. This is a £3.125m project with full funding sought from the Investment Fund<sup>3</sup>.

<sup>3</sup> CPNN Cycle Links Package Full Business Case (April 2019) (<https://www.westofengland-ca.gov.uk/wp-content/uploads/2019/05/SGC-cpnn-cycle-links-FBC-FINAL-V2-REDACTED-FOR-PUBLIC-Apps.pdf>)

- On-Bus Contactless Bank Card Payment:** This is an initial building block towards the West of England's vision for smart ticketing and the emerging Bus Strategy, a Full Business Case has been submitted by WECA for the On-Bus Contactless Bank Card Payment project. This will support smaller bus operators, with a fleet size of less than 30 vehicles, to replace ageing equipment and introduce contactless bank card payment technology. The project will meet the capital cost of the equipment for 70 buses and enable these operators to lease the equipment which will cover ongoing revenue costs. The project will be rolled out over 2019/20-2020/21 and aims to reduce bus boarding times and deliver a common customer offer for payment. The overall project cost is £456,000 with £418,000 provided from the Investment Fund and the balance provided by North Somerset Council<sup>4</sup>.
- South West Institute of Future Technology:** This project will involve the co-design of new technical higher skills and training programmes to support economic growth in Health & Life Sciences, Advanced Engineering & High Value Manufacturing, and Creative, Digital & High-Tech. Funding of £13.95m has been secured from the DfE to deliver the capital elements which will deliver 5,247 sq m of refurbished College estate and 400 sq m of new build facilities. WEIF revenue funding of £500,000 will complement partner contributions for the development and early years operation of SWIFT<sup>5</sup>.
- Workforce for the Future:** This project will help businesses address skills gaps through advice, support and management. It aims to support at least 300 SME-led projects, increasing employer engagement in the skills system and individual progression. The number of learner participants will be around 900. £4 million from the WEIF will match £4m from the European Social Fund (ESF)<sup>6</sup>.
- Bath Riverside:** Bath Western Riverside is a major component of Bath and North East Somerset Council's plans for housing delivery, although the project has stalled as a result of land and viability issues affecting the remaining phases of delivery (including community infrastructure, school provision and affordable housing). A scheme has been identified which will enable B&NES to acquire undeveloped land, giving it leverage over future residential delivery. This project has been approved for a WEIF allocation, and will utilise up to £9m from the £50m Land Acquisition Fund, 'ringfenced' within the Investment Fund.

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<sup>4</sup> On Bus Contactless Bank Card Payment Full Business Case (June 2019) (<https://www.westofengland-ca.gov.uk/wp-content/uploads/2019/07/Contactless-FBC-2.5.2-FINAL-Clean.pdf>)

<sup>5</sup> SWIFT Full Business Case (2017) (<https://www.westofengland-ca.gov.uk/wp-content/uploads/2019/05/Redacted-SWIFT-Business-Case.pdf>)

<sup>6</sup> Workforce for the Future Full Business Case (<https://www.westofengland-ca.gov.uk/wp-content/uploads/2019/06/WFTF-Full-Business-Casev2-post-FBC-coms.pdf>)