

**WEST OF ENGLAND COMBINED AUTHORITY
MONITORING & EVALUATION FRAMEWORK 2022**

DRAFT

Introduction

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

Governance Arrangements

2. The West of England Combined Authority was established in 2017 as part of a Devolution Deal with Government and is formed of three Councils, Bath & North-East Somerset, Bristol and South Gloucestershire.
3. The Combined Authority is responsible for management of a devolution investment fund of £30M per year, together with the £103m Transforming Cities fund. Funding decisions relating to the Combined Authority Investment Fund, and other Combined Authority activities, are made by the West of England Combined Authority Committee.
4. The Combined Authority also supports the West of England Local Enterprise Partnership, which includes North Somerset Council. Funding decisions relating to the Local Growth Fund, Getting Building Fund, One Front Door Programme and LEP activities are made by the West of England Joint Committee.
5. These governance arrangements are set out in the [Combined Authority Constitution](#) and are reproduced in diagram one for reference.
6. The detailed processes for managing the Combined Authority 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.
7. In June 2019 the Combined Authority 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.

Key Principles for Monitoring & Evaluation

8. The Combined Authority'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
 - 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

West of England Governance

Diagram of West of England Combined Authority Structures and Arrangements

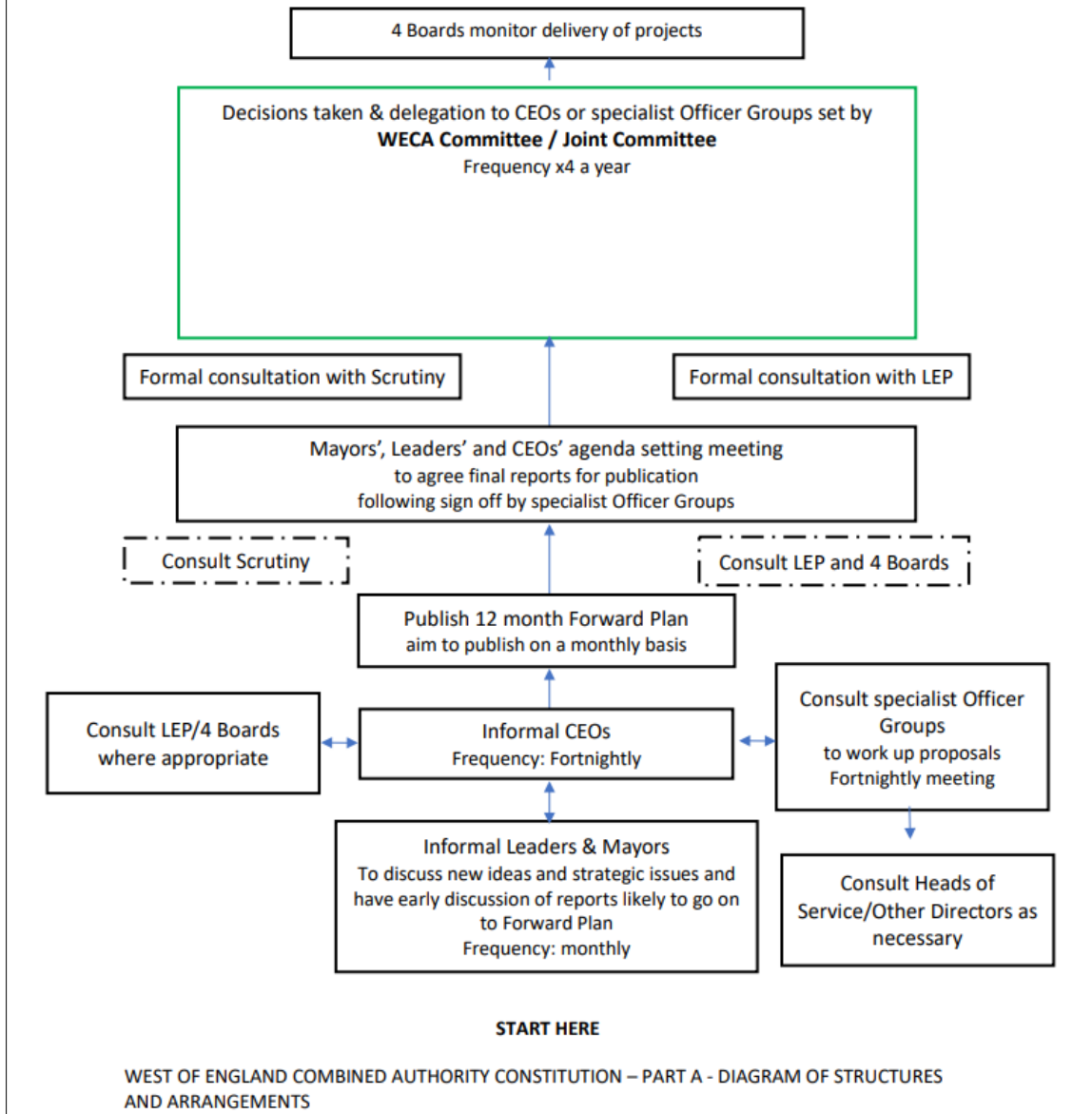


Diagram One: West of England Combined Authority Governance Arrangements

Reporting Framework

9. Our reporting framework is structured to bring an increasing focus on major projects, delivery milestones and issue mitigation as illustrated in diagram two below.

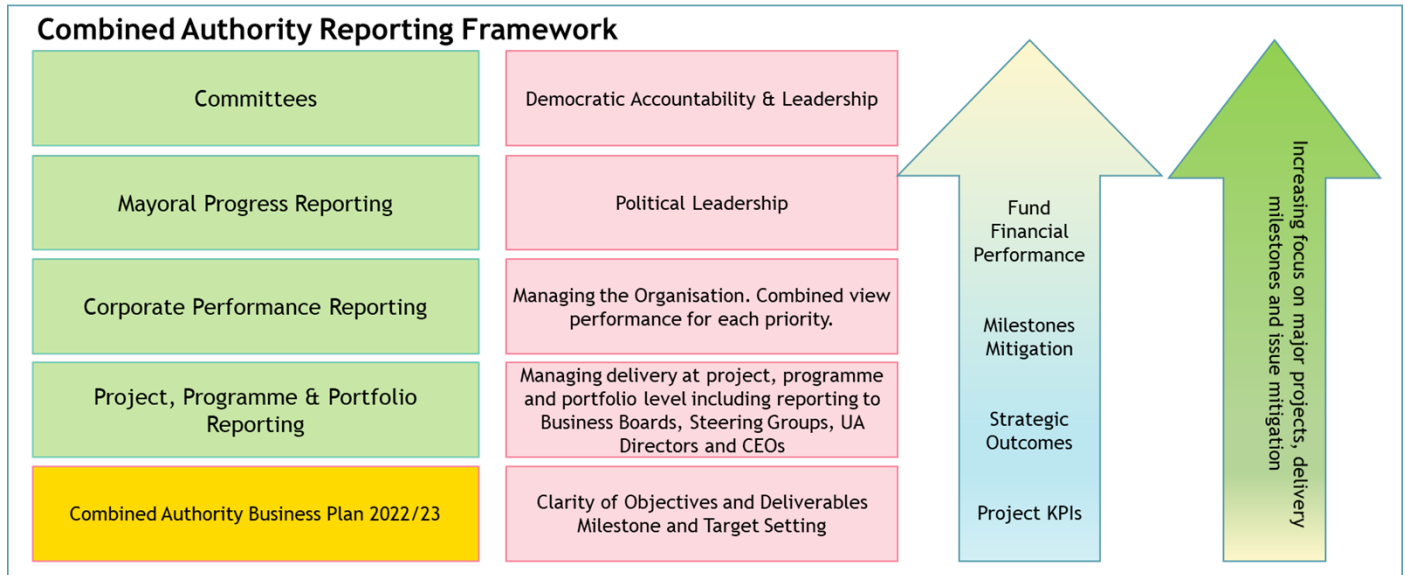


Diagram Two: Combined Authority Reporting Framework

10. The Combined Authority's annual business plan is the operational document that sets out the key activities that the Combined Authority will deliver each year.

11. The past year has been a period of significant change. Alongside the election of a new metro mayor, the region has continued to respond to the unprecedented challenge of the coronavirus pandemic. The organisation has continued to operate flexibly, amending plans to support people, organisations, communities and partners across the region as the impact of the pandemic continued to unfold.

12. The underlying strengths of our region were set out in our Local Industrial Strategy which was published in July 2019. Despite the impact of Covid these regional strengths remain sound. The organisation's focus is to build on those strengths to ensure lives are improved for people right across the region and that, in all we do, we are unrelenting in our focus on tackling the climate and ecological emergency.

13. The business plan for 2022-23 builds on the achievements the Combined Authority has made since its establishment. It also sets a new direction to reflect new political leadership, with a focus on delivering five core objectives:

- Create West of England Sustainable Transport
- Tackle the climate and ecological emergency
- Secure decent jobs and training
- Increase the availability of affordable places to call home
- Put the West of England on the map for national and global success

14. The cycle of reporting against the business plan is illustrated in diagram three. This covers both performance reporting and risk management.

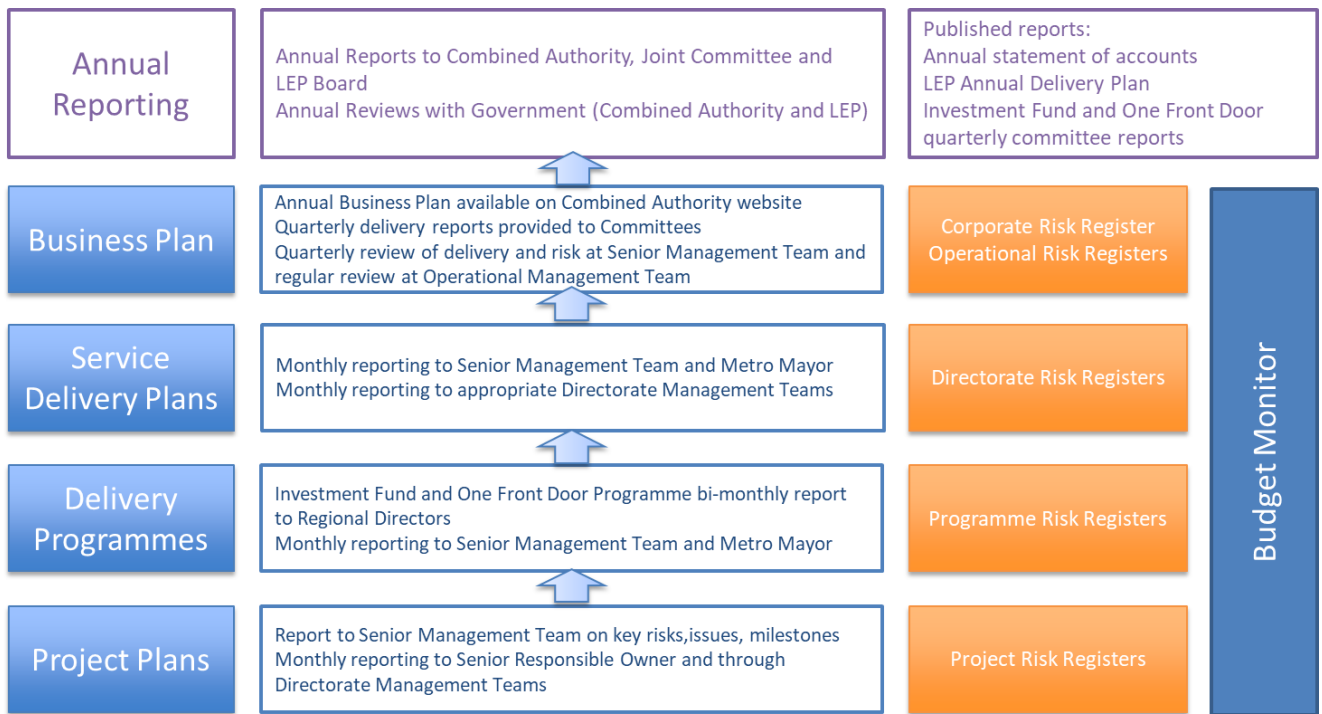


Diagram Three – Business plan reporting cycle

15. Progress on delivering against the five core objectives will be reported quarterly. Directorate Management Teams, Operational Management Team and Senior Management Team will monitor progress. Their respective roles in relation to both performance management and risk management are set out in the diagram below.

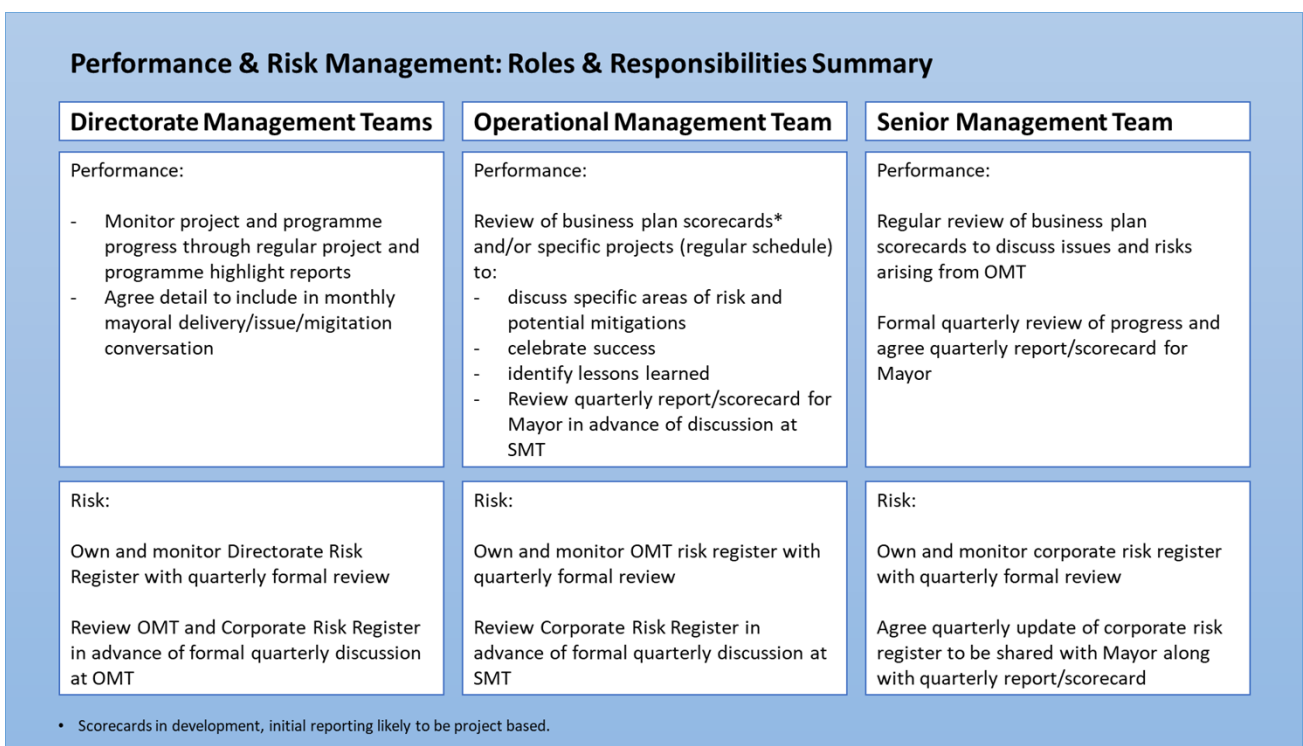


Diagram four: Roles and responsibilities of SMT and OMT in performance and risk management

Strategic Outcomes

16. The projects and programmes described in this business plan are expected to deliver significant benefits to the region when they are completed.

17. We have made an estimate of the impact of these projects. This includes projects across all of the Combined Authority's funding streams, for delivery up to 2025-26. These measures identify the key strategic themes of delivery, but do not capture the full value of these projects, which will provide a range of other specific benefits.

18. By 2025-26, the Combined Authority will deliver the following against our priorities.

1. Create West of England sustainable transport

- 500,000 new bus journeys per year, and significant improvements locally
- 1,300,000 new rail journeys per year
- Six new railway stations opened
- Delivery of 100 miles of sustainable transport corridors

2. Tackle the climate & ecological emergency

- Enabling residents to take public transport and increasing rates of walking and cycling
- supporting the development of sustainable housing and employment space
- helping people across the region to gain green skills and jobs

We are bringing forward programmes to meet our ambition. Subject to approval, initial actions will deliver:

- Support the retrofit of over 1,000 homes
- Over 22ha of improved pollinator habitats

3. Secure decent jobs & training

- Over 13,400 new jobs
- Over 45,000 learners gaining new qualifications or skills
- 1,870 people supported to gain increased earnings, and many more moving into work
- 470 small businesses benefiting from skills and training support

4. Affordable places to call home

- 46,000m² of commercial floorspace enabled
- Delivery of flood defences to protect and enable 19,400 jobs and £3.8bn of GVA
- Delivery of over 375ha of improved natural green spaces

5. Put the West of England on the map for national & global success

- 90 new products or services brought to market through CA support
- 110 new research and development projects carried out
- Engage 1,000 small businesses in innovation and provide intensive support to 470, including registering intellectual property rights
- Approximately 7,000 business receiving enterprise support
- 195 businesses supported to bring inward investment to the region, and hundreds of new businesses started

19. We also track a small number of longer-term regional indicators which summarise the state of the region for each priority area. Whilst we do not have total control over these measures we expect the activities set out in business plan to contribute to positive change for these. Progress against these indicators is published in the Combined Authority [Quarterly Economic Bulletins](#) which are available on our website.

Equalities

20. The Combined Authority 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.

Risk Management

21. The Combined Authority is committed to delivering its strategic objectives whilst having a clear focus on the potential risks and opportunities that face our business activities on an ongoing basis.

22. Risk management is an integral part of the reporting against delivery of the business plan. The Combined Authority risk management framework is reviewed annually by Audit Committee alongside the Monitoring & Evaluation plan.

Project and Programme Evaluation

23. Monitoring and Evaluation (M&E) of Combined Authority 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 Combined Authority investment fund and One Front Door Programmes the M&E plan forms part of business case submissions and these are independently reviewed and published to support decisions by the Combined Authority or Joint Committee

24. In line with the Local Growth Assurance Framework, it is a requirement for all projects funded by streams in scope of the framework to undertake monitoring and evaluation in line with the activities set out in the Monitoring and Evaluation Plan approved as part of the business case.
25. Individual monitoring and evaluation plans will be proportionate, correspond with procedures for appraisal, and be in line with the latest government department guidance where relevant. These plans will identify the resources required to deliver the proposed monitoring and evaluation activities.
26. Unless there are reasons otherwise as set out in the business case to vary the timing, guidance requires that a standalone scheme Evaluation Report should be produced at intervals of one and three years post-delivery.

List of Schemes and links to Monitoring & Evaluation Plans

27. Funds devolved to the Combined Authority as part of the West of England Devolution Deal are referred to as 'Investment Fund and details of the programme are [here](#) The Investment Fund also incorporates the £103m funding awarded through the Transforming Cities Fund in one integrated programme.
28. Funds managed through the Local Enterprise Partnership are identified as 'West of England' or by fund name and details of the programme are [here](#)
29. Where available links are included to individual scheme Monitoring & Evaluation plans with details of logic models and specific project measures that may be required to meet funding agreements. Our overall logic model that underpins the Combined Authority Investment Fund is produced below. Data requirements are determined for each project in line with national requirements where appropriate.

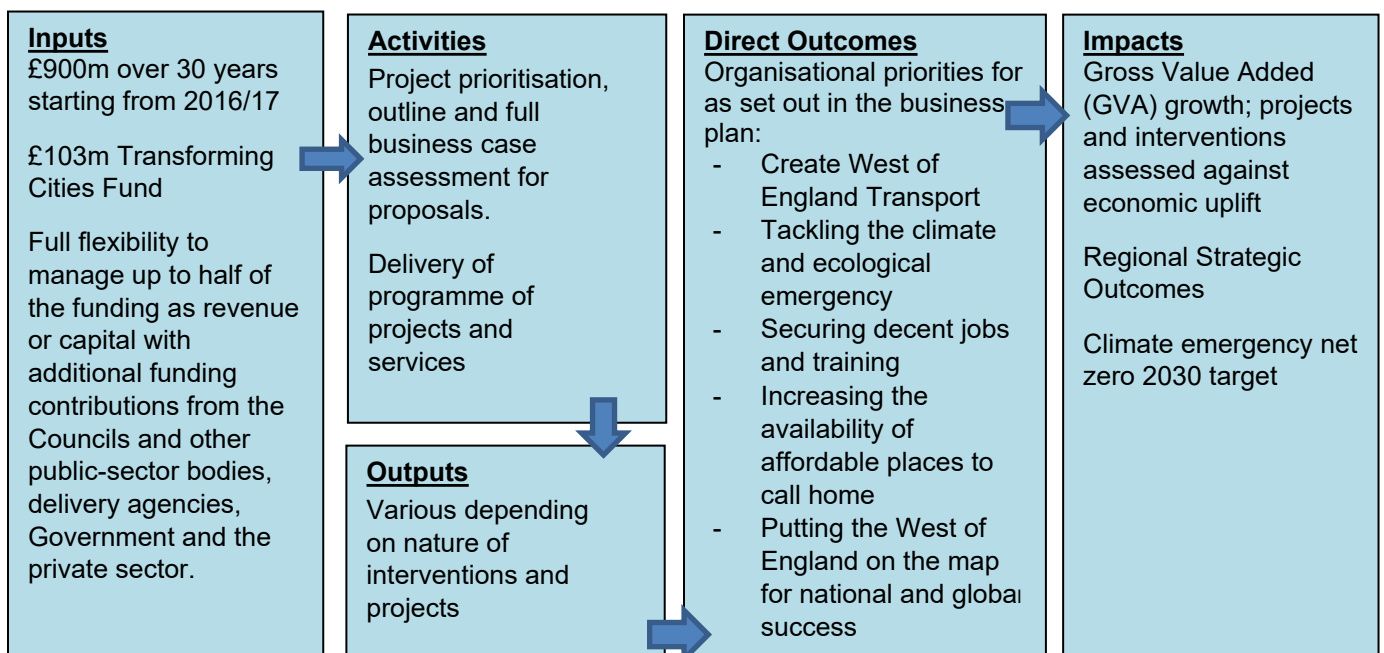


Diagram Five - Overall Logic Model

Organisational Impact

30. The Combined Authority's overall aim of achieving clean and inclusive economic growth will require longer term measurement which take into account the impact of key schemes that are yet to be delivered.
31. All Combined Authorities are currently subject to five-yearly Gateway Reviews as part of the national gateway review process. These provide an independent evaluation of the impact of their Investment Funds.
32. The West of England Combined Authority Gateway Review was carried out during 2020 and it was confirmed in July 2021 that the Combined Authority has successfully passed the first of these scheduled Reviews, successfully unlocking the next 5-year tranche of Investment Funds. As already set out in the devolution deal document, this amounts to funding of £150 million from Government over the next five years, starting in 2021-22. As part of the process the Combined Authority produced a [Complementary Report](#) to provide context for the review
33. The next Gateway Review will focus on the impact of completed interventions and we anticipate that information about the preparation for this will be issued during 2022.