

APPENDIX 1

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

DRAFT

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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) and Local Enterprise Partnership (LEP) have a shared aim to be a driving force for clean and inclusive economic growth.

A single organisation was established in 2017 to deliver these aims, supporting the governance of the West of England Combined Authority, the Local Enterprise Partnership and West of England Joint Committee.

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.

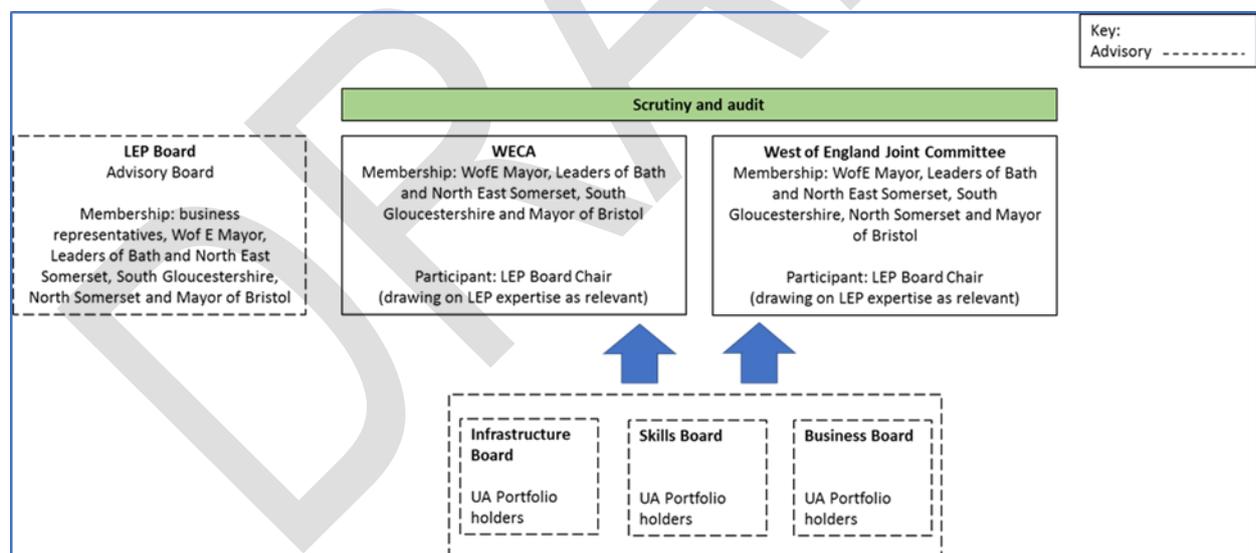


Diagram One: Governance Arrangements

The detailed processes for managing the WECA Investment Fund and West of England One Front Door Programme are set out in published Assurance frameworks which detail the agreed prioritisation, appraisal, monitoring and evaluation requirements for each scheme.

[WECA Investment Fund Assurance Framework](#)

[One Front Door Programme Assurance Framework](#)

3 Approach to Monitoring & Evaluation

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.

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
- 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.

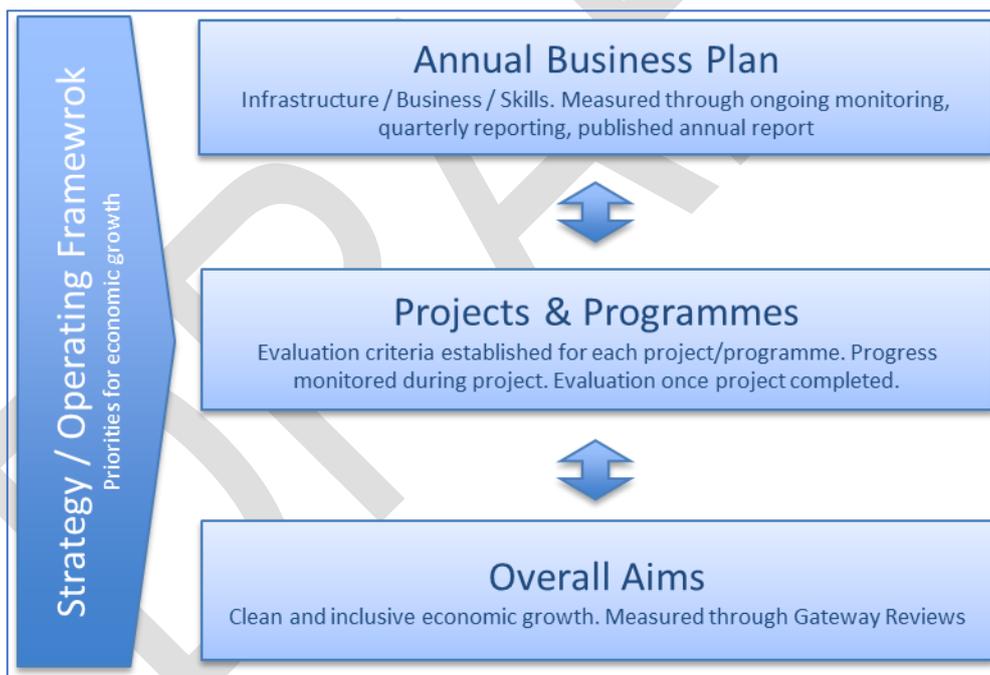


Diagram Two: Overall approach to Monitoring & Evaluation

4 Annual Business Plan

WECA's [business plan](#) sets out the key activities that WECA will deliver each year. Whilst essentially a one-year plan, the business plan will include 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 business plan is structured around the three strategic aims identified in the operating framework and will be updated annually as the Local Industrial Strategy is developed and in line with WECA’s medium term financial plan.

Quarterly reports are prepared on the business plan, and overall progress against this will form the basis of the annual report and annual conversations with Government for the Combined Authority, Joint Committee and the Local Enterprise Partnership.

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

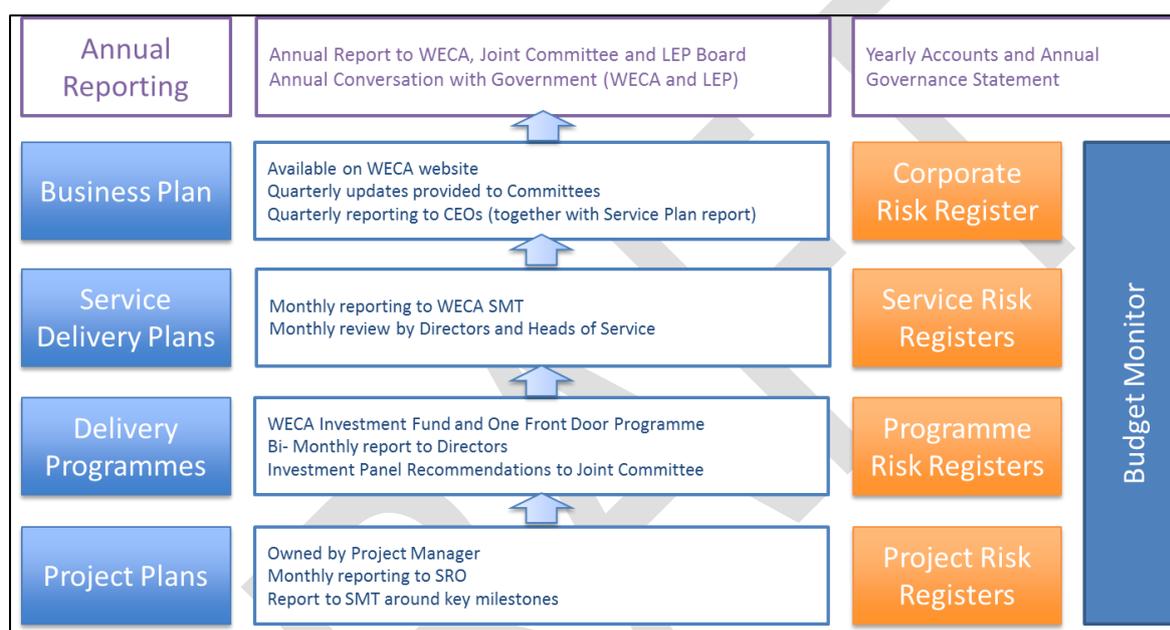


Diagram Three – Business plan reporting cycle

4.1 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 will be presented to Audit Committee in Autumn 2018. Once completed it will be appended to this document.

4.2 Equalities

Work has commenced to develop an Equality and Diversity Framework for WECA that is focused on achieving inclusive economic growth across the Region.

The Framework will identify the equality and diversity related themes that emerge from the objectives set out in the operating framework and define how these can be included in Equality Analyses to provide a cumulative view of the overall equalities impact.

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.

An annual Equality and Diversity Report will be presented with the annual business plan report.

5 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 infrastructure, business and skills. Full details are provided in the appendices to this document.

5.1 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 regardless of how they are funded 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.

Smaller Transport Schemes <£5m	Align with M&E arrangements already in place for the Investment Fund and LEP funding streams as set out in the Assurance Frameworks Process Evaluation
Major Transport Schemes >£5m	Will follow DfT standard and enhanced monitoring process to include: <ul style="list-style-type: none"> • 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 Evaluation Impact Evaluation

We are working towards the following evaluation timetable:

Transport Activity	Funding Stream	Evaluation Timetable
Single Transport Pot	WECA – Devolution Deal	Ongoing – reporting via business plan
ITA Function: Real Time Information	WECA – Devolution Deal	Ongoing – reporting via business plan
ITA Function: Socially Necessary Bus Services	WECA – Devolution Deal	Ongoing – reporting via business plan
ITA Function: Concessionary Fares	WECA – Devolution Deal	Ongoing – reporting via business plan
Establish Key Route Network	WECA – Devolution Deal	2018/19 -reporting via business plan
Develop Bus Strategy	WECA – Devolution Deal	2018/19 – reporting via business plan
Joint Local Transport Plan	West of England	2018/19 reporting via business plan
Business Cases for transport interventions being developed.	WECA – Devolution Deal	Tba, pending approval of business cases and

		agreement of scheme timetables
Local Growth Fund Transport Interventions	West of England	Bi-monthly report to Joint Committee

(Details are provided in appendix A - B)

5.2 Planning & Housing

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

- More affordable homes with a range of housing types
- Employment spaces to meet the needs of all businesses

We are working towards the following evaluation timetable:

Housing & Planning Activity	Funding Stream	Evaluation Timetable
Joint Spatial Plan	West of England	5-year review following adoption – timeframe to be advised
Mayoral Spatial Strategy	WECA – Devolution Deal	Work to commence following outcome of JSP examination in public
Green Infrastructure Plan	West of England	Tba pending outcome of JSP examination in public
Joint Working to Support Housing Delivery	WECA – Devolution Deal	Project specific

(Details are provided in appendix C)

5.3 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
Digital Strategy Development	West of England	2018/19 – reporting via business plan
5G Testbed and trial – Smart Tourism Project	WECA	Forecast to be finalised in summer 2019.

5.4 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
Future Bright	WECA – Devolution Deal	Quarterly monitoring report. Final Evaluation report 2019/20
Adult Education Budget Devolution	WECA – Devolution Deal	2019/20 – reporting via business plan
Post-16 Skills Strategy	West of England	TBA reporting via business plan
Skills Innovation Fund activities	WECA	Pending committee agreement, reporting via business plan
Careers Enterprise Hub	West of England	Pending committee agreement, reporting via business plan
Apprenticeship Grants for Employers	WECA – Devolution Deal	Completed.
Local Growth Fund / One Front Door Skills Interventions	West of England	Bi-monthly report to Joint Committee

(Details are provided in appendix D)

5.5 Business

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

- Helping businesses to start up, grow and flourish
- 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
Growth Hub	West of England	Through business plan
Cultural Strategy	WECA/ACE	To be confirmed following agreement of strategy
Energy Strategy	West of England	To be confirmed following agreement of strategy
Invest in Bristol and Bath	West of England	Ongoing - reporting via business plan

Talent Institutes	WECA	Pending committee agreement, reporting via business plan
Local Growth Fund / One Front Door Business Interventions	West of England	Bi-monthly report to Joint Committee

5.6 Corporate Services

The key objective for Corporate Services is to support the organisation to deliver its business plan.

We are working towards the following evaluation timetable for specific activities:

Business Activity	Funding Stream	Evaluation Timetable
Local Industrial Strategy	West of England	Sign off spring 2019

6 Organisational Impact

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

WECA has commissioned an Economic Model which will provide a counterfactual (baseline) against which to evaluate longer term progress and which can be used to evaluate the economic impact of potential schemes.

At the first 5-year gateway review in December 2020 WECA will be able to demonstrate that it has robust processes in place to ensure that the right business cases are being taken forwards to achieve this longer-term goal, with detailed scheme evaluation being presented for the second gateway review.