

# Belfast Community Planning Pilot: Evaluation Framework

## 2 November 2010

### Purpose of Paper

At the second Community Planning Pilot planning workshop on 17 August 2010 it was agreed that a small working group would be established to further develop the evaluation framework and associated indicators. Patricia Flynn, Louise McNeill and Anne McAleese met on Wednesday 8 September 2010 to review and suggest options to take the Evaluation Framework forward. This paper presents an evaluation process together with outcomes and indicators and makes a number of recommendations for the steering group's approval.

### Evaluation Framework

A formative evaluation will be applied to the pilot, in that feedback and reflection on the process and progress of the pilot will be ongoing and incorporated at key stages. The evaluation and associated outcome indicators will centre on and reflect a number of 'areas of learning' as identified in the diagram below. Throughout the evaluation process an emphasis will be placed on 'Output Tasks /Process' and 'People and Results'.

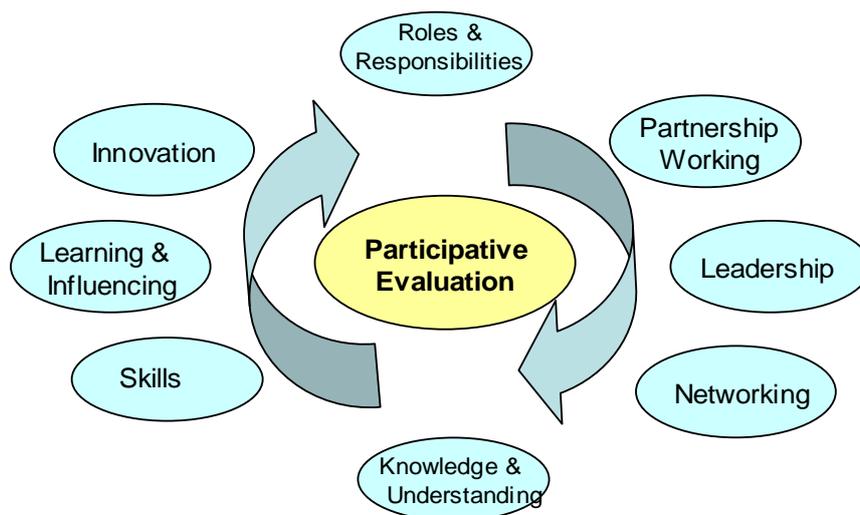


Figure 1: Areas of Learning

The Project Outcomes (agreed with BIG and presented in the table below) can be summarised into several broad actions: empowering; increasing understanding; increasing capacity; enhancing networks and alliances; improving collaboration; engaging and influencing.

### Capturing the Learning

Learning from the pilot will draw upon 'softer' qualitative attitudinal based information and 'harder' quantitative data to produce a more triangulated and robust evidence base. It is suggested that four key methods are employed to track progress.

## **Reflective Workshops**

The Consortium partners will participate in two reflective workshops: mid way through the engagement programme and at the end of the pilot. The format of the reflective workshops will consist of both interactive small group sessions and opportunities for participants to provide individual reflection.

## **Participant Questionnaire**

A Participant Questionnaire will be developed and used to collect attitudinal information from participants at each engagement, information and capacity building event. The content of the questionnaire will relate specifically to the project outcome indicators and will also include an opportunity for participants to suggest improvements to the specific events. The evaluation working group will develop and design the participant questionnaire.

## **Steering Group Reflection**

The Steering Group meetings will provide an opportunity for ongoing critical reflection on the progress of the pilot and a record of decisions taken on actions under each outcome heading.

## **Monitoring Data**

A system should be put in place by the Project Officer to monitor and record quantitative data throughout the course of the pilot e.g. number of participants attending events. Again, this monitoring information should correlate to the outcome indicators.

## **Outcome Indicators**

A number of project outcome indicators and how they could be measured are suggested in the table below. These have been developed from the pilot project plan, the Scottish National Standards for Community Engagement and project specific indicators.

Project Outcome	Indicators	How will indicators be measured?			
		Reflective Workshop	Participant Questionnaire	Steering Group	Monitoring Data
<b>Outcome 1</b>  <b>Communities and citizens will have been empowered to engage with and influence the community planning process.</b>	<b>Output Tasks / Process</b>				
	Identify and Agree Engagement Programme			✓	
	At least 2 engagement sessions delivered at the strategic and thematic levels				✓
	Number of engagement events delivered in each of the BAPS areas				✓
	Number of participants attending engagement events				✓
	Number of participants who attend Conference				✓
	<b>People / Results</b>				
	Participants feel their views have been presented and considered		✓		
	Participants feel they are more informed as a result of being involved in the engagement process		✓		
	Degree to which community priorities/ comments and attributable changes to service plans/health and well being plan match ▲	✓		✓	
<b>Outcome 2</b>  <b>There will be a shared understanding between local councils, the VCS and other stakeholders of community planning and its potential for Belfast including the</b>	<b>Output Tasks / Process</b>				
	Consortium Partners Undertake and Agree Stakeholder Analysis			✓	
	Consortium Partners Undertake and Agree Health Prioritisation			✓	
	Consortium Partners agree and clarify their respective roles, responsibilities and decision-making procedures			✓	

<b>Belfast including the roles of the various partners.</b>	Consortium Partners Identify and Agree Key Messages			✓	
	Range of groups involved ▲	✓		✓	✓
	Number of Collaborative sessions between the Project Partners and BCC Transition Committee and Community Planning Reference Group				✓
	Information relevant to the pilot is shared between the consortium	✓		✓	
	<b>People / Results</b>				
	Better understanding of BCC and other statutory agencies' planning and decision-making procedures by all pilot partners ▲	✓		✓	
	Shared understanding of and agreement on fit for purpose model of community planning ▲	✓		✓	
<b>Outcome 3</b>	<b>Output Tasks / Process</b>				
<b>The capacity of the VCS will have been increased so that they are more able to engage with, and effectively contribute to, community planning.</b>	Agree and Deliver Training and Capacity Building Programme			✓	✓
	Number who have attended Training and Capacity Building Training				✓
	Evidence of good practice is recorded and shared	✓		✓	
	<b>People / Results</b>				
	Participants feel more prepared to engage		✓		
	Level of engagement of the VCS at the Conference ▲	✓			✓
<b>Outcome 4</b>	<b>Output Tasks / Process</b>				

<b>Existing networks and strategic alliances will be enhanced.</b>	Shared Portal Established			✓	
	Consortium partners identify existing and potential resources which are available to the engagement process	✓		✓	
	<b>People / Results</b>				
	Pilot partners feel networks and strategic alliances have strengthened ▲	✓		✓	
<b>Outcome 5</b>  <b>Meaningful collaboration will have been built between the Belfast Transition Committee and various partners in the community planning process.</b>	<b>Output Tasks / Process</b>				
	Establish Belfast Community Planning Pilot Steering Group			✓	
	Number of Meetings/Collaborative sessions of the Community Planning Pilot Steering Group				✓
	5 Political Party Briefings				✓
	2 Seminars for SP&R				✓
	Information relevant to the pilot is shared between the consortium	✓		✓	
	<b>People / Results</b>				
	Shared understanding of and agreement on fit for purpose model of community planning ▲	✓		✓	
<b>Outcome 6</b>  <b>The model, and its associated engagement mechanisms, will be fit for purpose in terms of delivering effective engagement and</b>	<b>Output Tasks / Process</b>				
	Engagement process actively promotes the involvement of hard to reach groups	✓		✓	✓
	Engagement process actively promotes the involvement of stakeholders who are affected but not yet organised to participate	✓		✓	✓
	<b>People / Results</b>				

<b>integrated service planning.</b>	Information is accessible, clear, understandable, and relevant	✓	✓		
	Shared understanding of and agreement on fit for purpose model of community planning ▲	✓		✓	
	Stakeholders feel their views have been presented and considered		✓		
<b>Outcome 7</b>	<b>People / Results</b>				
<b>The Council's service action plans, statutory partners' service action plans and the Belfast Health and Well-being Plan for 2011/12 will have been shaped to better meet the priorities identified in the CP model.</b>	2 directly attributable changes to the Belfast Health and Well-being Plan for 2011/12 (or position paper to feed into 2012/13)			✓	
	Generation of 2 directly attributable changes to the council's service plans for 2011/12 (or position paper to feed into 2012/13 plans)			✓	
	Generation of 3 directly attributable changes to statutory agency service plans for 2011/12 (or position paper to feed into 2012/13 plans)			✓	
	Degree to which community priorities/comments and attributable changes to service plans/health and well being plan match ▲	✓		✓	

▲These indicators will be further clarified and measured as part of the Reflective Workshops and Steering Group meetings as appropriate.

## Recommendations to Steering Group

The Steering Group is asked to agree:

1) Four key methods will be used to track and record progress:

*Reflective Workshops*- the workshops (2) will be scheduled mid way through the programme of engagement and at the end of the pilot.

*Participant Questionnaire*- A standard participant questionnaire will be designed to collect attitudinal information from participants after each engagement and capacity building activity

*Steering Group*- The Steering Group will provide ongoing critical reflection; identify points of learning and a record of key decisions

*Monitoring Data*- monitoring data will be collected by the project officer throughout the course of the pilot.

- 2) The Indicators presented in this paper.
- 3) The blue highlighted indicators ▲ will be further clarified and measured as part of the Reflective Workshops and by the Steering Group.
- 4) The Reflective Workshops will be included in the Project Work Plan.
- 5) The evaluation working group will develop and design a Participant Questionnaire for Steering Group approval.
- 6) The evaluation working group will design the format and content of the Reflective Workshops for Steering Group approval.