

REPORT OF: HOUSING, HEALTH AND ENGINEERING SERVICES
MANAGER

TO: NELSON TOWN DEAL BOARD

DATES: 1st OCTOBER 2021

Contact Details: Judith Stockton
Tel. No: 01282 661040
E-mail: judith.stockton@pendle.gov.uk

DRAFT MONITORING AND EVALUATION PLAN

PURPOSE OF REPORT

To seek agreement to the submission of the draft Monitoring and Evaluation (M&E) Plan to Government alongside the project confirmation tables.

RECOMMENDATIONS

That the Board:

1. Agree the draft M&E Plan for submission to Government by 8th October.

REASONS FOR RECOMMENDATION

1. To meet the requirement set out in Nelson's Heads of Terms offer for a draft M&E plan to be submitted at project confirmation stage.

ISSUE

Background

1. As towns move into their delivery phase, monitoring will key to tracking the progress of the fund and the projects it is delivering. It also provides the opportunity to start to learn about the impacts of the interventions being delivered in different places.
2. To this end, the Government have set out robust monitoring and evaluation requirements for Town Deals.

Monitoring Requirements

3. Towns will be required to formally report to Government twice a year on inputs, activities, outputs and a small number of outcomes. This includes several mandatory indicators and a selection of indicators which can be chosen by towns to suit their project mix.
4. Updates must also be provided on:
 - **Project Expenditure:** spend on activities to date and forecasted spend
 - **Project Progress:** Via a brief narrative
 - **Project Changes:** Any material changes to project designs or plans, including any timing delays
 - **Risks:** Identified and tracked through a project risk schedule
 - **Feedback on local engagements** and how the **overall investment strategy is progressing**

Draft Monitoring and Evaluation Plan

5. As set out in our Heads of Terms offer, each town is required to develop a Monitoring and Evaluation (M&E) Plan setting out the indicators and targets for each of their Towns Fund projects.
6. At project confirmation stage, a draft M&E plan must be submitted confirming the indicators for each project. This will be reviewed by MHCLG to ensure indicators align with the guidance and any issues will be flagged.
7. At this stage towns are not obliged to quantify their indicators. Whilst our expected outputs and outcomes were quantified in the Nelson Town Investment Plan submission, the range of indicators available to use within this more detailed M&E framework is different/wider than those presented in the initial Towns Fund guidance. Given this shift in indicators and the changes that have been made to a number of our projects to bring the programme within the £25m funding envelope, it makes sense to allow the business case process to drive out more accurate targets against the indicators for each project. These can then be included in the updated and final M&E plan which must be submitted at project summary stage.

Monitoring Arrangements

8. Responsibility for monitoring project performance is held by Pendle Borough Council as the Accountable Body and will be led by the Programme Manager. The Programme Manager will develop monitoring systems and a framework for project leads to report on progress against milestones. Each project will have an M&E agreement in place as part of the funding agreement with external delivery organisations and the lead officer for each project will be responsible for tracking progress of project delivery against milestones, regular monitoring of expenditure and output indicators, and collecting and analysing secondary data to track progress on outcomes and impacts. All information will be stored in a single database enabling progress to be reported regularly and consistently in line with the Nelson Town Deal governance structure and UK Government as required.

IMPLICATIONS

Policy: None directly arising from this report.

Financial: None directly arising from this report.

Legal: None directly arising from this report.

Risk Management: None directly arising from this report.

Health and Safety: None directly arising from this report.

Sustainability: None directly arising from this report.

Community Safety: None directly arising from this report.

Equality and Diversity: None directly arising from this report.

Appendix 1: Nelson - Draft Monitoring and Evaluation Plan