

Appendix III – PEACEPLUS Monitoring & Evaluation Framework

The key elements considered in developing the PEACEPLUS M&E framework are summarised below.

Table 1 - Compliance requirement	BCC solution
Participant community background & gender to be recorded.	Participant signs up to an activity with a delivery partner All activities monitored against participant sign ups to ensure activity is cross community in nature
Register of contact hours	Delivery agents record participant attendance hours by activity, by date attended on BCCs database
No duplication – participants cannot be counted more than once per activity	Sign in sheets will be checked, register shows which participants attend which activities – monitored by BCC monthly, and via On the Spot Verification (OSV) check
Achievement of KPIs	Achievement of 17,437 participant target Via attitudinal surveys – questions provided to delivery partners who are subsequently responsible for collecting information from participants and recording in the BCC database
Number of participants per event	Analysed and monitored via BCC database

Table 2 - Key Area of compliance	Process
Sign up of participants including community background, gender and accessibility	Participants – sign up with delivery partner Delivery partner – ensures relevant data input to databases and saved in SharePoint folder. Reports # of participants in monthly progress report BCC – provides delivery partners with spreadsheets and databases to use for sign ups, reviews and reconciles data, follows up with delivery partner if missing info. Reports results to SEUPB
Monitoring of activities and contact hours per participant / activity to ensure minimum hours are met	Participants – attend events & sign in each time Delivery partners – register participant hours, ensure sign in sheets are held on file, report participant hours and completers to BCC BCC – reviews and reconciles data, follows up with delivery partner if missing info, completes on the spot checks and verification checks, provides verification data to SEUPB
Equality monitoring and evaluation via attitudinal surveys	Participants – provide valuable feedback via equality and attitudinal surveys (anonymously in line with IGU and equality team advice) Delivery partners – collect surveys and report to BCC, reviews against KPI targets in tender documents and provides rationale for any variances BCC – provides questions to delivery partners, reviews data, reports to SEUPB, discusses any variances against KPIs with delivery partner
Analysis and verification of data	BCC – monthly analysis of sign ups and completers per delivery partner, combination of all delivery partners and participants into one master file, production of dashboard by delivery partner, community background, gender and where appropriate activity. Updates for Programme Board / SCP, reporting to SEUPB (qtly), on the spot checks to include checking of source documents such as physical sign in sheets, attitudinal surveys etc.

Table 3 Options for data collection	Pros	Cons
i) Participant IDs retained by Council <ul style="list-style-type: none"> a. automatically generated on registration b. tracks participation in activity/attendance c. robust On The Spot check to manage duplication of participants 	Anonymises participant personal details Level of detail required by SEUPB. Enables consistency across projects Reduces risk of data breaches Compliant with GDPR regulations collecting only required data Provides the required level of oversight	Participant contact details held by delivery partner Limits identification of duplicates
ii) Participant names and contact details shared with Council	Council has access to all participant data that delivery partners hold Enables duplicate identification	Council holding sensitive data not required by SEUPB Significant amount of personal data (est. 25,000 records) held by Council Increases potential of data breach