

# Local Evidence Checklist

*A checklist to help you get the best data and information available in your area*



**July 2006 (Version 5)**

## Introduction

The following checklist provides a quick and easy process which is designed to assist you in the developing an effective evidence based service delivery process in your area.

### Why do this?

- ❖ *Improving how evidence is used to inform and influence delivery at the local level is crucial to making more effective and sustainable decisions to improve the quality of life for people in your area.*
- ❖ *For effective management of funds and capacity (particularly in multi-agency and partnership working arrangements), sourcing and using evidence effectively is essential for base-lining and targeting, calculating trajectories, reviewing, evaluating and performance managing delivery.*
- ❖ *Many problems are more effectively and efficiently dealt with through working in partnership. To effectively delivery services that cut across multiple themes it is important that evidence in the form of learning and understanding as well as data and research is effectively shared between partners.*
- ❖ *Organising how evidence is used more effectively can **save partners money and time** and **improve the effectiveness of partners service delivery and strengthen the impact of partnership working.***

Based on understanding of what has worked well in other areas, this checklist is designed to help you identify ways to develop capacity to source and use evidence more effectively in the delivery of services through partnership arrangements such as Local Strategic Partnerships (LSP) and Local Area Agreements (LAAs).

### How to use this Checklist

- ❖ We recommend you sit down with researchers, analysts and policy-officers from different partners and work through the questions on the following pages. Including as many partners in this process as possible will ensure you gain the most accurate picture of what is available in your area.
- ❖ Including people who have worked in the area for a long time usually helps, as does including those people who have been tasked with sourcing local data and information in the past.
- ❖ Questions are not designed simply to help you identify what capacity there is in you area, but also to prompt ideas about what you *could* be doing to improve capacity.

## Evidence Sources

*To provide an effective evidence base which is frequently updated and available at a neighbourhood level, requires systematic collection and organisation of data held both nationally and locally.*

1. Are nationally provided data sources being effectively used?
  - ❖ Neighbourhood Statistics?
  - ❖ NOMIS?
  - ❖ Census (2001)?
  - ❖ Indices of Deprivation (2004)?
  - ❖ [www.data4nr.net](http://www.data4nr.net)?
  - ❖ *Others?*
2. Are all locally available data sources being effectively used?
3. Is data used at an appropriate geographical level (i.e. neighbourhood)<sup>1</sup>?
4. Is up to date data used?
5. Is research from other areas being effectively used?
  - ❖ [www.renewal.net](http://www.renewal.net)?
  - ❖ [www.policyhub.gov.uk](http://www.policyhub.gov.uk)?
  - ❖ [www.idea-knowledge.gov.uk](http://www.idea-knowledge.gov.uk)?
  - ❖ *Others?*
6. Is research from your area being effectively used?
7. Are new sources of evidence such being explored to fill gaps in your evidence-base?

---

<sup>1</sup> *Small area geography such Local Authority Wards, or Lower Super Output Areas (LSOA) are useful but it is also important to consider special geographies which related directly to delivery, such as defined partnership areas, neighbourhood renewal areas, regeneration programme areas. Using geography aligned to delivery of programmes and services is essential for effectively evaluating those programmes and services.*

## Partnership Capacity

Consider which of your Local Strategic Partners (LSP) and other organisations who operate locally plays an effective part in contributing to the evidence-base to support delivery in your area?

1. Go down the following list and consider where there may be untapped potential in your partnership

*(Please add other actual/potential partners in your area which are not included in the list)*

	Data		Analysts	
	<i>Do they hold useful data?</i>	<i>Does that data contribute to your evidence-base?</i>	<i>Do they have analyst capacity?</i>	<i>Does that analyst capacity contribute to your evidence-base?</i>
County Council (various depts)				
Unitary Authority (various depts)				
District Councils (various depts)				
Primary Care Trust (PCT)				
Police				
Youth Offending Team (YOT)				
Crime & Disorder Reduction Partnership (CDRP)				
Fire Service				
Local Education Authority (LEA)				
Connexions				
Learning & Skills Council (LSC)				
University/Colleges				
Job Centre Plus				
Business Link/Chamber of Commerce				
Local Intelligence Network (LIN)				
Local Information System				
Citizens Advice Bureau				
Voluntary & Community Sector Organisation(s)				
Regional Observatories				
Regional Intelligence Networks				
Other local partnerships				
Any others?				

2. Is there a strong understanding of and commitment to the importance of using evidence to improve delivery among all partners?

3. Is there sufficient funding and capacity made available to produce high quality evidence to support delivery?

4. Are there formal or informal protocols in place to secure effective, timely and consistent sharing of data between partners?

## Evidence Analysis

1. Neighbourhood level base-lining: What evidence do the partnership have that their activities are being targeted at the right places and the right people? Are all available sources of data and research being employed?
2. Are priorities and targets being set at a neighbourhood level?
3. What use is being made of trajectory analysis?
4. Is there sufficient local expertise among local analysts to produce evidence across all delivery themes?
5. Is Geographical Information System (GIS) technology used to provide detailed spatial analysis of data?
6. Is research from your area being effectively compared and contrasted to understand common themes?
7. Are evidenced-based policy briefings produced and presented to partners?
8. Is additional research commissioned to fill gaps in understanding around specific areas, issues, themes, groups or communities?
9. Is there an effective research strategy in place?

## Communicating Evidence

1. Is evidence effectively communicated between local partners to facilitate a strong partnership approach to delivery?
2. Is there a research or evaluation group, network or forum operating to share learning and understanding and resources, minimise duplication and contribute to richer analysis?
3. Is evidence presented in appropriate ways to inform all audiences including:
  - ❖ Government Office?
  - ❖ Local organisations and businesses (*not directly involved in partnership*)?
  - ❖ Local councillors?
  - ❖ Residents (*including hard to reach groups and communities*)?
  - ❖ Local media?
  - ❖ Others funders or stakeholders?

*If you have any further suggestions to improve this checklist please email them to [nick.harrison@creatingexcellence.org.uk](mailto:nick.harrison@creatingexcellence.org.uk)*