

# Annex C

## Evaluation framework

### Annex A: Evaluation Report Template

Please answer the following questions. You should aim to write not more than 200 words per question.

#### 1. Objectives of your scheme

- Why did you choose the URGs targeted in your scheme? To what extent are they under registered in your local area?
- How did you plan to reach the URGs you were targeting?
- What data did you have on the numbers of URGs you were targeting and what evidence was available to support this figure?
- Why, in your view, was the scheme suitable for your local area?

INSERT TEXT (Limit to 200 words)

#### 2. Delivery of scheme

- Did the implementation of your scheme differ from what had originally been proposed? If so, what were these changes?
- Did you encounter any obstacles/problems in delivering your scheme? How were they overcome?
- Were any components of your scheme more successful than originally envisaged? If so, please explain why.
- If applicable, how receptive were partners in working with the council in delivering the scheme?

INSERT TEXT (Limit to 200 words)

### 3. Impact on workflows

- What, if any, additional training, skills or resources were required to run the scheme?
- How, if at all, did delivery of the scheme impact on your day to day work?
- How much extra work did the scheme create and what specifically were the extra tasks?
- What, if anything, could have been done differently to make the administration of your scheme more efficient?

INSERT TEXT (Limit to 200 words)

### 4. Evaluation method

- How did you capture the number of registrations secured as a result of your scheme?
- How did you try to ensure that any impact on registration rates was caused by your particular scheme and not any other causes or a combination of the two when measuring success?

INSERT TEXT (Limit to 200 words)

### 5. Costs

- Did running the scheme incur costs beyond those laid out in the proposal? What were they?
- Did you spend less than anticipated? How was this achieved?

INSERT TEXT (Limit to 200 words)

### 6. Lessons learned

- What lessons did you learn from doing this work?
- Would you recommend using the scheme in the future?
- What aspects would you change and what would you do the same?
- Do you feel there is scope to upscale your scheme in the future? How feasible would it be to roll this out more widely in other local authorities?

INSERT TEXT (Limit to 200 words)

## Annex B: Data for Impact Evaluation of Registration Fund schemes

Section A seeks to collect data for evaluating the impact of your scheme in capturing registrations from the URGs which you have targeted. Please ensure that the following sections are completed:

- The type of scheme you carried out – publicity activity / partnership working / intensive canvassing
- The total number of electors registered in your authority area as at publication of your updated register on 1 October 2013.
- The total number of electors registered in your authority area as at publication of your register on 17 February (if LA in England) or 10 March (If LA in Wales or Scotland)
- The total number of registrations secured as a result of your scheme.

Please fill in the remaining sections if applicable and please add columns if necessary. For example, if your intervention focused on a particular ward within your authority please record the total number of electors within this ward as at 1 October 2013 and as at publication of the register on either 17 February/10 March. If you focused on multiple wards please add columns as necessary to ensure data is provided on the total number of electors for each targeted area both before and after your scheme is included. Similarly if possible, please provide a breakdown of the total numbers of electors within the URG(s) you are targeting both before your intervention (as at 1 October) and afterwards (as at publication of the register 2014). Please add columns as necessary if you are able to provide these figures for specific URGs.

Section B seeks to collect data on all the costs associated solely with your scheme. It does not seek data on any costs which you have incurred outside the delivery of your scheme. Section B seeks a detailed breakdown of costs for each component of your scheme and the total cost will be calculated in the table automatically based on the data you provide. The total cost recorded in section B should therefore match your own records of the total cost involved for your scheme. Please amend the table as appropriate. For example, if there are costs associated with your scheme which are not outlined in section B, please add the details accordingly and ensure they are included in the calculation of the total cost of your scheme. Alternatively, if your scheme did not involve any costs for certain components listed in the table, such as procuring IT/software, please record a cost of £0 for those sections accordingly.

### Section A: Overview

Mandatory sections for completion			
Type of scheme: Publicity/partnership working/intensive canvassing	Total number of electors on register as at 1 October 2013	Total number of electors on register as at 17 February/10 March 2014	Number of registrations captured through roll out of your scheme

Complete if appropriate and add/delete columns as necessary			
Total number of electors in targeted ward as at 1 October 2013	Total number of electors in targeted ward as at 17 February 2014 / 10 March 2014	Total numbers of targeted URG on register as at 1 October 2013	Total numbers of targeted URG on register as at 17 February or 10 March

**Section B: Costs of scheme**

<b><u>Cost breakdown (add rows as appropriate for your scheme)</u></b>	
Staff costs	£0.00
Design costs	£0.00
Printing costs	£0.00
Postage costs	£0.00
IT/software costs	£0.00
other	£0.00
Total	£0.00