

SDNPA Evaluation Follow-up plan for the implementation of Recommendations - Heathland Reunited End of year 1 evaluation report (Authors CEP)

	Recommendation	Project Specific OR Corporate applicability	Management Response (accept/partially accept/not accept)	Comments (if not accepted please provide reason/explanation)	Follow-up Actions	Responsible person	Start date	End date	Status of implementation
1	Data collection and management needs to be more systematic- particularly for event feedback: *Develop mechanisms for collecting data that are systematic, consistent, and easily accessible; Actively encourage the return of more feedback forms; Routinely collect estimates of numbers of different age groups attending events.	Project specific (but with some corporate applicability)	Accept	People generally do not like to fill out forms, so while there is a need to improve this, it will require innovative ways of gathering data, as well as applying more of a systematic approach	Review Data collection methods and establish systematic collection methods as part of event planning process: *Develop innovative methods of recording feedback e.g. graffiti walls at events; *continue to align feedback methods with corporate approach to ensure systematic approach; *build into event planning process (see below) feedback collection methods and align with target audience; *establish project monitoring, evaluation and learning database to record and disseminate lessons learnt; consideration to providing an incentive for providing feedback	ES (but working with AR and RG)	Oct-17	Dec-17	
2	Heathlands Reunited specific volunteer delivery needs to Improved: Review of volunteer working to date; improve communications with volunteers; volunteers need to be kept informed about what the project is achieving, how volunteers are contributing and what activities are coming up, helping them to feel part of the project and increase their long-term commitment.	Project Specific	Accept		Review volunteer delivery plan and set action plan for volunteer activity: Forward event planning to ensure effective consideration of volunteer involvement in events/activities; volunteer celebration events in summer and winter; Volunteer development plan, including means of communications to be carried out; work with parntership to improve flow of info about events for volunteers	BM	Oct-17	Dec-17	

<p>3</p>	<p>Event planning needs to be improved: Publicising events needs to be better organised, involving partners identifying the audiences for different kinds of events so that their communications teams can target information to these audience in a planned and timely manner.</p>	<p>Both</p>	<p>Accept</p>		<p>Establish annual events planning session, with partners, as well as a systematic and structured regular partner engagement; *structure events planning to include: key messages, linked areas of project delivery to make more efficient use of time, Named lead partner contact; key target audience- including consideration of how to engage with hard to reach groups, opportunities for volunteer and under-represented group involvement, feedback methods/s, budget, *ensure that sufficient prior notice of events programme is publicised to both partners, volunteers and the public; *Use portal to share activity plans</p>	<p>KS</p>	<p>Sep-17</p>	<p>Nov-17</p>	
<p>4</p>	<p>Need for review of communications within project teams and externally at this stage of project: Map current communication channels and target audiences, helping to identify where there are gaps or weaknesses in communication channels for certain target audiences.</p>	<p>Both</p>	<p>Accept</p>		<p>Review communications, particularly around events to ensure key audiences are targeted: *ensure that as well as the above, that there is plenty of involvement with SDNPA comms team so that learning is in line with corporate approach, *make effective use of partners' comms teams in this planning process; Comms sub group to carry out review and report back to steering group</p>	<p>KS</p>	<p>Sep-17</p>	<p>Nov-17</p>	
<p>5</p>	<p>Need for Improved project planning and co-ordination: Project management systems and timelines; Named delivery partner involved in planning; plan and hold project meetings (e.g. a short focussed session on planning future vents); have a simple project plan on the portal with individual plans for each delivery organisation.</p>	<p>Both</p>	<p>Accept</p>		<p>Establish project management systems and periodic review: Review PM systems including GANTT charts, set milestones, budget management and event/activity planning; establish clear reporting lines to PM for reporting on delivery; bring additional SDNPA support to project to support review of PM systems, tracking progress; Bring in support from Brighton and Hove to support budget management; More effective event and activity planning; simplified project plan on portal for all to review</p>	<p>AP</p>	<p>Sep-17</p>	<p>Nov-17</p>	

6	<p>Training opportunities need better planning to enhance benefits to potential audience: Planning of training events needs a greater lead in time to allow training to be advertised widely; training for volunteers needs to be at a weekend or in the evening.</p>	Both	Accept		<p>Develop training plan: as with events, to ensure that key target audiences are identified and offered the opportunity; ensure better join up with individual events to ensure training opportunities are open more widely- i.e to other staff in partners organisation, other heathland areas, contractors</p>	BM	Sep-17	Nov-17	
7	<p>Need to ensure that capital works activity is planned and delivered according to best practice</p>	Both	Accept		<p>Review capital works plan: ensure that partners agree annual capital works as part of co-ordinated plan; steering group to review capital works plan and work with partnership to ensure delivery meets required standards and does not present double funding issues; funding will only be provided for works that can prove meets all pertinent legislation and best practice guidance; develop opportunities to derive funding from heathland arisings with partners and develop legacy plan that sets out how to develop this beyond life of project; identify opportunities to promote the works on the ground being funded by HeRe- e.g on site info; tie in with training plan to ensure maximise benefit of training for partners</p>	BM	Oct-17	Jan-18	

