

# INSPIRING IMPACT SCOTLAND NETWORK EVENT

**Making the most of reporting**

March 5th 2019, GCVS Albany Centre, Glasgow



**More information about Inspiring Impact in Scotland**

<http://www.evaluationsupportscotland.org.uk/our-work-partners/inspiring-impact-scotland/>

**More information about Inspiring Impact**

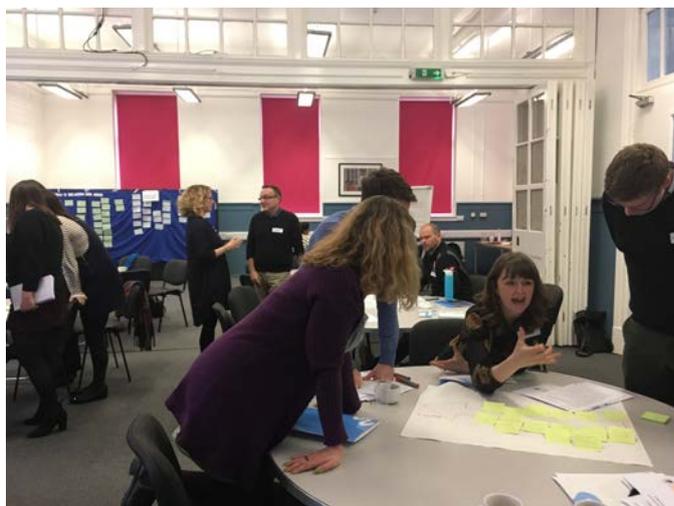
<https://www.inspiringimpact.org/>

# INTRODUCTION

**Making the most of reporting** was the second of the Inspiring Impact Scotland Network events for 2018/19. These events offer a space for people working in third sector organisations to share their knowledge and understanding of evaluation and impact measurement with peers, with inputs and activities designed to encourage participants to find solutions to common evaluation challenges together.

Over the afternoon we focused on the unpacking the core elements of reporting with an emphasis on producing reports for funders. We explored the putting the principles of Harmonising Reporting into practice, embedding planning for reporting into team schedules, and using case studies as evaluation evidence.

To follow up on anything you read here, or learn more about Inspiring Impact in Scotland, contact Louise Bowen: [louise@evaluationsupportscotland.org.uk](mailto:louise@evaluationsupportscotland.org.uk)



Sharing how we plan for reporting

## EVENT OUTCOMES

We hoped that participants would:

- feel more enthusiastic about reporting
- feel less anxious about reporting
- feel more confident about judging what makes a good report (for their organisation)
- take away new ideas
- have fun!

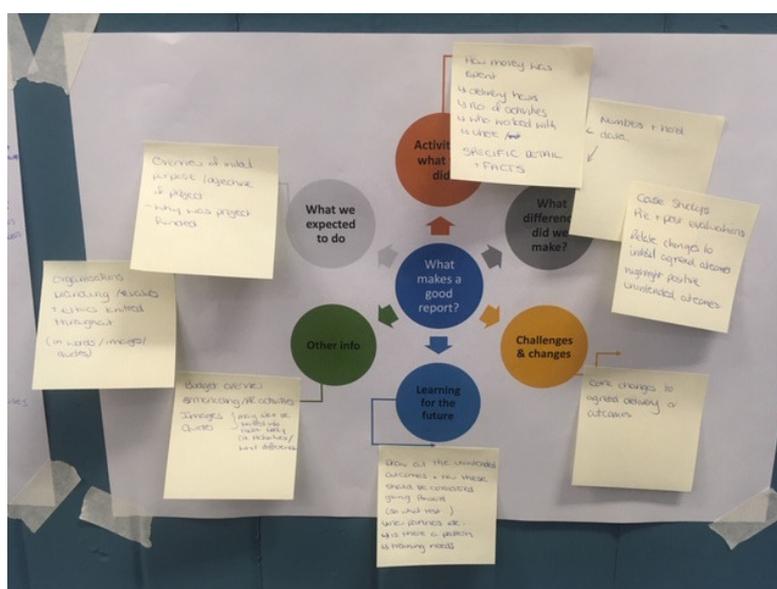
# WHAT MAKES A GOOD REPORT?

ESS Knowledge & Networks Officer Louise Bowen gave a short input on the components of a good report before we moved into a group activity to unpack these in more detail.



The Harmonising Reporting principles and resources have been produced to help streamline the reporting process for both funded organisations and their funders. A good report will provide information to answer six core questions:

1. *What we expected to do*
2. *What we actually did (our activities)*
3. *The difference we made (using the evidence we have of meeting our outcomes)*
4. *The challenges we encountered and changes we made during our delivery.*
5. *Our learning for the future*
6. *Other relevant information (e.g. project finances)*



Harmonising Reporting group work

# PLANNING FOR REPORTING

The second group activity built on the first by focusing on planning for reporting. Not as dry as it sounds! Working with a case study scenario as a springboard, groups mapped out the who, what and when and how of planning to produce an evaluation report. There was a lot of reflective conversation in groups that could have gone on for longer.

## Planning for reporting: learning from groups

- \* be clear about what we measure and how we measure so we know what we want to report at the end
- \* speak to funders about what they want us to report
- \* get the whole team involved at the start of the project to agree responsibility for who captures what information
- \* involve volunteers in gathering info about service and plan what we will do instead if info is not forthcoming
- \* look at what we collect and how it relates back to our outcomes as we go

## Resources for download

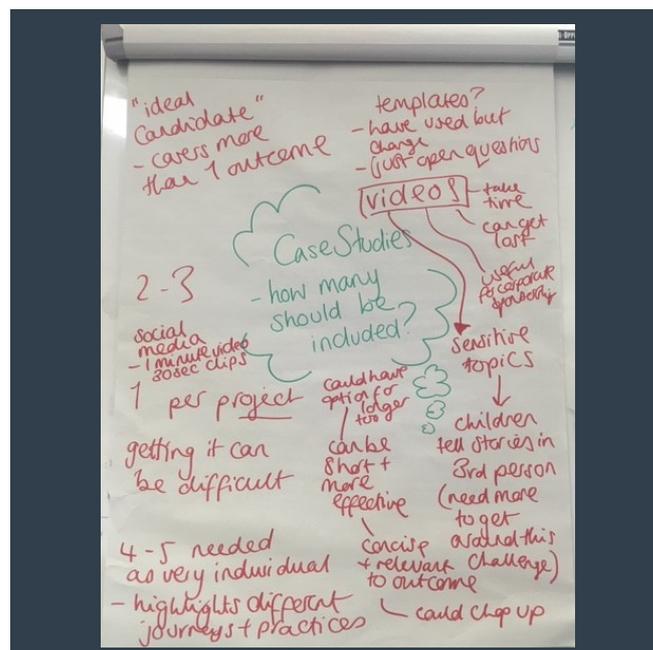
1. Harmonising Reporting template:  
<http://www.evaluationsupportscotland.org.uk/resources/232/>
2. Harmonising Reporting top tips for funded organisations:  
<http://evaluationsupportscotland.org.uk/resources/175/>
3. a) Harmonising Reporting group work template (A3 size)  
[http://www.evaluationsupportscotland.org.uk/media/uploads/ess\\_harmonising\\_reporting\\_\\_good\\_report\\_a3\\_template.pdf](http://www.evaluationsupportscotland.org.uk/media/uploads/ess_harmonising_reporting__good_report_a3_template.pdf)
3. b) Harmonising Reporting group work activity sheet  
[http://www.evaluationsupportscotland.org.uk/media/uploads/ess\\_harmonising\\_reporting\\_what\\_makes\\_a\\_good\\_report\\_activity\\_v1\\_may\\_2019.pdf](http://www.evaluationsupportscotland.org.uk/media/uploads/ess_harmonising_reporting_what_makes_a_good_report_activity_v1_may_2019.pdf)
4. Planning for reporting group work activity sheet and template  
[http://www.evaluationsupportscotland.org.uk/media/uploads/ess\\_planning\\_for\\_reporting\\_group\\_activity\\_v1\\_may\\_2019.pdf](http://www.evaluationsupportscotland.org.uk/media/uploads/ess_planning_for_reporting_group_activity_v1_may_2019.pdf)

# ACTION LEARNING

Our 'solutions sounding board' ran as an alternative to the second group activity, facilitated by ESS Training Officer Grace Robertson. Here the conversation was framed by the aim of helping people move forward with an evaluation challenge that they're dealing with in their practice.

The group explored the use of case studies in evaluation reports, weighing up the pros and cons of this approach. The discussion raised a number of key challenges or considerations:

1. Getting the right information for a case study can be difficult if you're asking another colleague to do this for you. Teams need to have a shared understanding of **why and how case studies can be useful** source of evidence, and **the purpose for collecting this information**.
2. No-one in the group said they would use a case study to illustrate something that didn't work well. The preference is always to use it to demonstrate success, preferably highlighting more than one outcome. The reason for this was related to a shared feeling that funders would not respond positively to reading about what didn't work well.
3. One approach to case studies is to make mini one-minute video clips of participants talking about their experience of the service. One participant said that in order to avoid filming children talking about their own experiences, they ask the children to read out the story of another child's experiences/ opinions.



# EVALUATION

25 people participated in the event.

We found out how they felt about reporting at the start and close of the afternoon by asking them to rate themselves in response to the statement 'I know what a good evaluation report includes' on a scale of 1-5, as well as tell us what they were taking away from the day.

The **average self-rating in the room increased** by the end of the day, going from a starting average of 3/5 'I'm not sure' to 4/5 'I reckon so!'

Everyone also completed our Inspiring Impact event evaluation form so they could give us more detailed feedback.

## What action are you going to take as a result?

"Review our reporting template to make sure it's fit for purpose."

"Plan better. Think about data gathering who does it, who can do it, when should we do it."

"Consider how I can encourage grantholders to consider reporting processes as well as improvements in reports."

"Look into video reporting. Consider social media as a form of evidence."

## In one word, what are you taking away from today?



Feedback from end of day Mentimeter poll

# EVALUATION continued

## What was good about today?

"Always great to hear about developments in the sector and what organisations are up to- and make links/connections between projects."

"Learning from other orgs and funders. What do they do, ideas on what to add and how to present data."

"Chance to share with other people. See what challenges other people experience and how they overcome them."

## What could have been better?

"More opportunity to meet others, but I recognise time constraint."

"Would have been interesting to have 1 hour more to explore the second topic."

"Could easily have been longer- more discussion time!"

"A bit more movement for networking."



Planning for reporting in action!

# PARTICIPANT LIST

<b>Name</b>	<b>Role</b>	<b>Organisation</b>
Ruth Harvey	Rights & Participation Officer	Aberlour Child Care Trust
Luna Nerea Carmona	Marketing Officer	Achieve More Scotland
Jane O'Neill	Community Development Worker	Advisory Group (TAG)
Samantha James	Development Officer	Bike for Good
Michael Beardmore	Strategic Development Lead	Chest Heart and Stroke Scotland (CHSS)
Chrissie Hirst	Project Manager (International)	Corra Foundation
Lorna Bryson	Volunteer Co-Ordinator Golden Years	Cyrenians
Sarah Gillen	Trusts and Income Generation Manager	Deafblind Scotland
Claire Craig	Physical Activity + Health Manager	Edinburgh Leisure
Diane Smith	Development worker	Edinburgh Voluntary Organisations Council (EVOC)
Kenny Walker	Network Coordinator	Equal Futures
Louise Bowen	Knowledge and Networks Officer	Evaluation Support Scotland
Nicola Swan	Evaluation Support Manager	Evaluation Support Scotland
Grace Robertson	Training Officer	Evaluation Support Scotland
Jane Marryat	Research and Communications Officer	Evaluation Support Scotland
Elena Hodge	Senior Family Coordinator	First Step Community Project
Lynne Frail	Work Experience Coordinator: Access and Progression	Forth Valley College
Karen Armstrong	CLD Support worker	Glasgow Council for the Voluntary Sector (GCVS)
David Bickley	Senior Sports Development Officer	Glasgow Life
James Tonner	Sports Development Officer	Glasgow Life
Vicki Holmes	Sports Development Officer	Glasgow Life
Kate Robinson	Development Officer	Impact Funding Partners
Debbie Garland	Service Services Development Analyst	Includem
Pamela Maxwell	Director	Linking Education and Disability (LEAD Scotland)
Angela Gribben	KLP	Moirra Anderson Foundation
Sean Brady	Programme Manager	Scottish Sports Futures
Ross Hutton	Youth Development Co-ordinator	Scottish Sports Futures
Hayley Burton	Development Officer	VOCAL
Victoria Lanata Briones	Community Engagement/ Creative Arts Coordinator	Welcoming Association