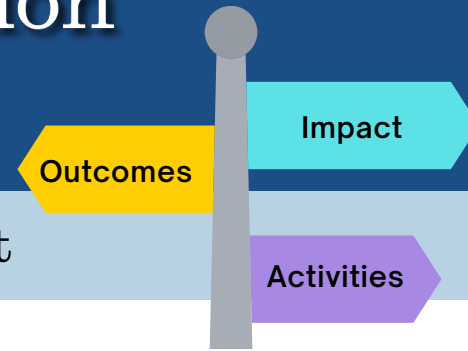


Developing a Co-production Impact Framework



A resource to support impact assessment



Introduction

This guidance is designed to help you develop a co-production impact framework and is part of the co-production impact resource. It's based on the approach presented in the resource, building on key ideas behind the widely used theory of change (ToC) model.

You can find definitions of impact, and other elements of ToC used in this guidance, [here](#).



What is a co-production impact framework?

A co-production impact framework is an approach that will help individuals and teams in your organisation to create a plan for assessing impact. It will provide guidance to make impact assessment more consistent across co-production initiatives. It will describe how to develop a pathway to impact, what types of information and evidence are needed to assess impact, and how to collect that evidence. The framework will help to ensure an impact assessment is tailored to the needs of local co-production work and to the needs of people involved in co-production.



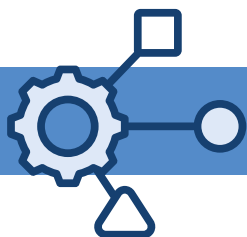
Who is this guidance for?

This guidance is designed to support individuals and teams facilitating the development of a tailored approach to understanding and assessing impact. Having a lead person or team facilitating the work is important to make the process accessible to all. It helps to bring together everyone involved in delivering co-production, including partner organisations and local networks, so as to identify and agree the best ways of gathering evidence and data that will be key for assessing impact.



How was this guidance developed?

A co-production impact framework is an approach that will help individuals and teams in your organisation to create a plan for assessing impact. It will provide guidance to make impact assessment more consistent across co-production initiatives. It will describe how to develop a pathway to impact, what types of information and evidence are needed to assess impact, and how to collect that evidence. The framework will help to ensure an impact assessment is tailored to the needs of local co-production work and to the needs of people involved in co-production.



Developing a co-production framework

The information below is intended to be a guide which we hope will act as a helpful starting point. We encourage you to build on this framework with people with lived experience, thinking about accessibility throughout. We believe the framework should be meaningful and relevant to everyone involved.

The framework should help you to create a pathway that demonstrates the difference made by co-production activities. Such activities should always be structured around impact and assessment plans, which in turn will assist participating teams to be clear about what each co-production activity should achieve and the type of evidence required.

The table below provides a suggested structure for a co-production impact framework.

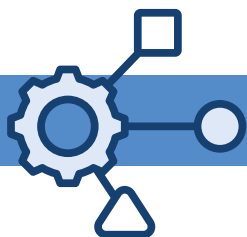


Sections

Suggested content

Introduction and definitions

- Why is the framework being developed? Provide context to this, and mention other relevant co-production documents or policies.
- What is an impact framework? Your description of the framework, how it will help teams and how it can be used.
- What do we mean by impact? Your definition of impact, outcomes and activities.
- Why is impact important? Outline how understanding and assessing impact is important and how it may help co-production in general.
- What is your definition of co-production? Include your key principles and values.
- How was this co-production impact framework developed? Briefly describe the process of development and how people with lived experience, staff members and other individuals were involved in the process.



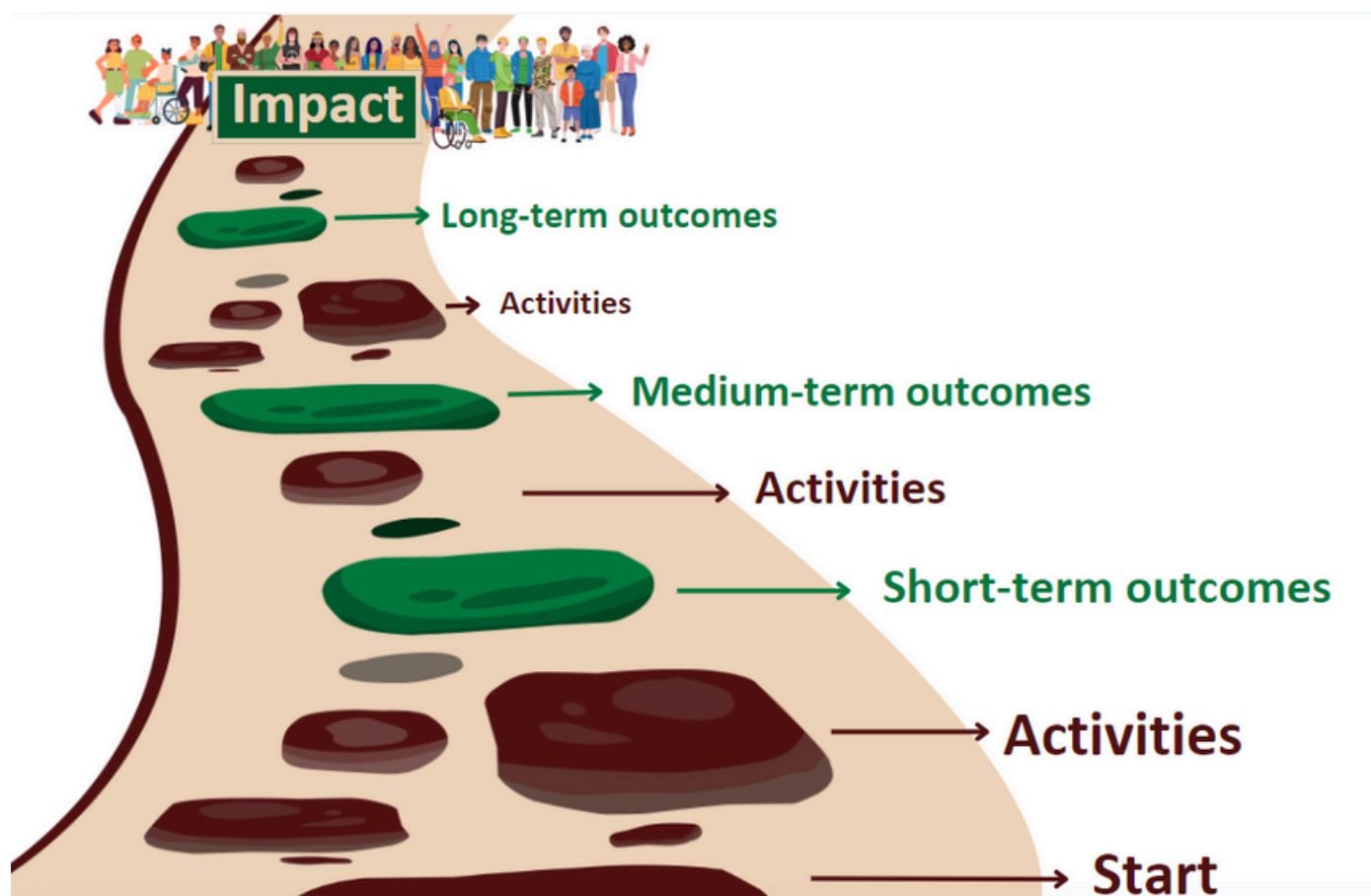
Developing a co-production framework

Sections	Suggested content
Equity, diversity and inclusion (EDI)	<p>Are there any policies or frameworks that should be considered in the framework? EDI is a key part of understanding and assessing impact. It is important to reflect on how people involved in co-production and in the impact assessment process represent the voices of all relevant social groups in the locality.</p>
Using the framework	<p><u>Pathways to impact</u></p> <ul style="list-style-type: none">• What are pathways to impact? The next section of this guidance provides some insights on this.• How can pathways to impact help co-production impact assessment?• How to develop pathways to impact? This is your tailored guidance and can be created by building on the sections below. <p><u>Assessing outcomes</u></p> <ul style="list-style-type: none">• Types of evidence – defining key types of evidence needed for assessing impact of your co-production activities.• How to develop your outcomes assessment plan? See further sections of this guidance for more details.• Using real life examples – it is a good idea to provide a range of real-life examples to demonstrate what assessing outcomes may look like.



Pathway to impact

This is an approach outlined in the [co-production resource](#) which aims to support teams to define the targeted impact – the long-term goal that everyone involved is looking to achieve. The pathway to impact will help you to understand how impact can be broken down into smaller parts, identified as the outcomes. On the journey towards impact, these are the smaller changes that need to be achieved along the way. It will also help you to map how all day-to-day co-production activities contribute to achieving outcomes and impact.



See appendix 2 in the [co-production impact document](#) for illustration templates to support you to facilitate sessions and create tailored pathways to impact.



Outcomes assessment plan

Once a pathway to impact has been mapped, an impact assessment plan will help you to understand which outcomes have been achieved and what evidence demonstrates this. The plan will help you to identify what evidence needs to be collected, why it needs to be collected and how. This will allow for consistent collection of evidence and data throughout the co-production journey.



Types of evidence

It is a good idea to understand the ways in which evidence is already being collected by your organisation. This will help to identify forms of collecting evidence that people taking part in co-production have been using in other ways and with which they are already familiar. Introducing new ways of collecting evidence that require people to learn and adapt, or that are not compatible with people's daily co-production practices, may be necessary in some cases but may also be a barrier to success, creating a need for more resources dedicated to extra training and systems change. For this reason, we suggest building, as much as possible, on existing ways of working. For example, in some cases feedback forms and surveys that are already being used can be adapted to collect some of the evidence needed for the impact assessment.



Understanding ways of working and forms of collecting evidence

Discuss with people with lived experience, staff members and other individuals involved in co-production how they capture, record or contribute any evidence such as feedback, attendance numbers, people's informal comments or any other information. This can be discussed based on real-life examples of outcomes achieved through co-production.



Outcomes assessment plan



Ask yourself the following questions:



What evidence is collected and why?
What is the reason for collecting this data, and what is it used for?



How is the evidence collected (e.g. verbally, specific forms, individual or group discussion). How it is recorded? How can it be accessed and by whom?



Is the evidence collected in an accessible way?
Do people find it relevant and easy to provide evidence?



What can be improved?
What can stay the same?

Developing a list of options for collecting evidence

Engaging with people with lived experience, staff members and other individuals involved in co-production will help you to identify key ways of collecting evidence that are already part of their work. As well as identifying evidence of existing ways of working in co-production, the aim is to also identify any gaps and think about how current ways of working can be adapted to address those gaps, while also considering whether new ways of collecting evidence (see above) should be put in place.

The table below offers a range of methods for collecting different types of evidence. It can be used for discussion to kick-start ideas when developing plans for assessing outcomes. Having a co-produced list will help to ensure that the methods available are accessible and relevant to everyone involved in co-production.



Outcomes assessment plan

Type of evidence	Ways of collecting evidence	Examples
Quantitative	Existing data sets. Administrative data. Internal records. Audit results. Surveys. Feedback forms.	Number of people engaged with a service. Number of people taking part in activities. Proportion of positive feedback.
People's voices	Group and individual discussion. Surveys. Feedback forms. Discussion forums. Informal verbal comments (formally recorded). Live feedback (giving people the opportunity to provide feedback informally and continuously).	People's views on their wellbeing. People's views on the relevance and accessibility of a service or process. Satisfaction surveys.
People's ratings	Surveys. Feedback forms.	People rating their knowledge on a certain topic before and after a learning session. People rating their understanding or experience of co-production.
Tasks completed	Completion of a specific task or product. Action trackers. Meeting minutes.	Having a co-production board formed and active. Completing and publishing a report.
Evaluation and progress reports	Review of set period highlighting key milestones, challenges, risks and case studies.	Annual report from external partners highlighting key milestones and case studies.



Outcomes assessment plan

Developing an outcomes assessment plan

Once a list of options for collecting evidence is agreed, this can be used to develop a plan for assessing outcomes. The framework should support teams and individuals to develop tailored outcome assessment plans for each co-production project, based on their specific pathway to impact.

Outcomes	Type of evidence	Form of evidence	Ways of collecting evidence
List here all outcomes identified in your pathway to impact.	What type of evidence will help you to assess each of the outcomes? This should link to the 'Type of evidence' column in the previous table (e.g. people's ratings, tasks completed).	What evidence is needed? Describe the specific evidence that relates to the type chosen and outline why it will help to demonstrate whether the outcome has been achieved. This should link to the 'Examples' column in the previous table (e.g. number of people engaging in activities, people's feedback on a learning session, people rating their wellbeing across a period). Some outcomes will require multiple forms of evidence.	How can the evidence be collected and recorded? Feedback forms, surveys, informal individual or group conversations, interviews, workshops, administrative data? This should link to the 'Ways of collecting the evidence' column in the previous table.
Outcome 1	Evidence 1		
	Evidence 2		
	Evidence 3		



Outcomes assessment plan

Thinking through the assessment plan will help to define which types of evidence will demonstrate whether an outcome has been achieved and how to collect such evidence. The plan should help teams and individuals to understand what evidence needs to be collected and how. This in turn will allow for consistent collection of evidence from the early to the final stages of co-production work.

Using real-life examples

The use of real-life examples plays an important part in supporting teams and individuals to develop pathways to impact. The examples shown in the next table are based on a list of outcomes we developed while working with people with lived experience and staff members in Buckinghamshire and East Riding Yorkshire. They should help you to better understand the process and give you some ideas on the different ways in which outcomes can be assessed. A similar list is available as part of each council's co-production impact framework.





Outcomes assessment plan

Outcomes	Examples of outcomes	Type of evidence	Form of evidence	Ways of collecting evidence
Examples				
Improving co-production	Increase diversity in co-production groups to reflect the views of the wider community.	People's views	<p>People's views on level of diversity and representation in co-production groups.</p> <p>Barriers and opportunities for improvement.</p>	<p>Group discussion.</p> <p>Individual discussion.</p> <p>Surveys.</p> <p>Feedback forms.</p> <p>Discussion forums.</p> <p>Informal verbal comments (formally recorded).</p>
		Quantitative evidence	<p>Identify diverse groups in the locality.</p> <p>Identify gaps of representation in co-production groups.</p>	<p>Existing data sets.</p> <p>Administrative data.</p> <p>Internal records.</p> <p>Audit results.</p> <p>Surveys.</p> <p>Feedback forms.</p>
Improving co-production	Create a co-production steering group.	Tasks completed	Steering group created, with terms of reference, composition and approach agreed.	Completion of a specific task or product.
		Quantitative evidence	Number of activities developed by the steering group.	<p>Administrative data.</p> <p>Internal records</p> <p>Feedback forms.</p>

Developing skills and raising awareness	Increase staff understanding and skills in co-production.	People's ratings	Staff rating their level of understanding and confidence before and after training and development activities.	Surveys. Feedback forms.
		People's views	Staff's views on understanding and confidence in facilitating co-production.	Group and individual discussion. Surveys. Feedback forms. Informal verbal comments (formally recorded).

Creating templates

Creating flexible templates that can be adapted to different co-production work can be helpful in supporting teams and individuals to create tailored plans. Consider including templates in the framework, particularly to support the development of pathways to impact and outcomes assessment plans. The table on page 6 of this guidance can be used as a starting point for developing a template for an outcomes assessment plan. The [theory of change guidance template](#), which is part of this resource, offers more detailed guidance and insights on creating your own template for developing pathways to impact.

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