

## Annex B: table of recommendations

We have made recommendations and suggestions for how to build upon the existing work the FSA does to evaluate its work in this Action Plan. These are summarised in the table below. The FSA will consider how best to deliver each of these recommendations, with the sequencing based on priority status. Progress against the below will be included in subsequent Action Plans.

Recommendation / Action	Anticipated Benefit	Priority (high / medium / low)
Creation of an evaluation group within SERD who could lead on supporting effective evaluation across agency.	Support evaluation mindset; raise profile of evaluation; position evaluation as organisational norm.	High
Showcasing completed evaluations and lessons learned sessions at both a programme and FSA level to highlight the value of evaluations among colleagues.	Support evaluation mindset; raise profile of evaluation; position evaluation as organisational norm.	High
Measure existing levels of awareness and understanding of evaluation at the FSA to identify key gaps, create a baseline to measure changes in awareness and understanding and to appropriately target learning activities.	Support delivery of robust evaluation; support development of tailored training programme within FSA.	High
Alignment between benefit measurement and realisation and wider evaluation activities.	Ensure evaluation is proportionate, efficient and to avoid duplication of effort.	High
Inclusion of a prompt for colleagues to confirm they have considered how projects are to be evaluated when producing a business case.	Support delivery of robust evaluation; quality assurance; position evaluation as organisational norm.	High

Recommendation / Action	Anticipated Benefit	Priority (high / medium / low)
Explore feasibility of publishing evaluation plans, publication plans, and trial protocols before/at the start of evaluations where possible and where doing so will not compromise the efficacy of the evaluation or policy development process.	Support delivery of robust evaluation; quality assurance.	High
Publication of evaluation results and datasets as soon as possible following completion of the evaluation and where doing so will not compromise the policy development process.	Support delivery of robust evaluation; quality assurance.	High
Publication of supporting documentation (for example, Logical Models/Theories of Change, Project Plans) alongside final outputs.	Support delivery of robust evaluation; quality assurance.	High
A checklist of key evaluation considerations for colleagues to use during the business case process in order to identify appropriate evaluation approaches and the implications of these choices for implementation/rollout of business activities.	Support delivery of robust evaluation; Ensure evaluation is proportionate, efficient and to avoid duplication of effort.	High
Conduct a skills audit to baseline existing evaluation experience and expertise in delivering specific types of evaluation and using particular methods.	Support delivery of robust evaluation; support development of tailored training programme within FSA.	Medium
Seek an evaluation champion(s) at senior level to support the use of evaluations, showcase evaluation activities and the benefits they have delivered, and advocate for training for staff on the benefits evaluation evidence delivers.	Support evaluation mindset; raise profile of evaluation; position evaluation as organisational norm.	Medium
Creation of an annual 'Evaluation Week' in through which to promote understanding and awareness of the value and benefits of evaluation.	Support evaluation mindset; raise profile of evaluation; position evaluation as organisational norm.	Medium

Recommendation / Action	Anticipated Benefit	Priority (high / medium / low)
Use of the Assurance working group to support the impartial commissioning and delivery of evaluations, including a review of the types of data collected and research questions, through provision of critique of evaluation method and Logic Models.	Support delivery of robust evaluation; Ensure evaluation is proportionate; quality assurance.	Medium
Development of bespoke training programmes for policy professionals and SERD colleagues to increase evaluation skills.	Support delivery of robust evaluation; quality assurance.	Medium
Review of existing FSA resources and tools for evaluation to ensure consistency and sharing of good practice across the organisation.	Support delivery of robust evaluation; quality assurance.	Medium
The creation of evaluation drop-in surgeries whereby colleagues could engage with an evaluation expert, discuss options for evaluation and troubleshoot potential evaluation challenges.	Support delivery of robust evaluation; quality assurance.	Low