

Tools to assist in evaluation of municipal public health and wellbeing plans

Module 2 of 7: Building a municipal public health and wellbeing plan evaluation strategy



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This resource is available electronically on the internet at:
<http://www.health.vic.gov.au/regions/eastern/initiatives.htm>

For further information regarding this resource contact:
Brian McDowell
Manager Public Health
Eastern Metropolitan Region
Department of Health
Phone: 03 9843 1709

If you would like to receive this publication in an accessible format please phone 03 9843 1709 using the National Relay Service 13 36 77 if required, or email <Brian.McDowell@health.vic.gov.au>.

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Introduction

The purpose of this module is to assist in developing a Municipal Public Health and Wellbeing Plan (MPHWP) evaluation strategy that will guide and support evaluation over the four year life of the MPHWP and beyond.

The module is one of a suite of seven resources entitled **Tools to assist in the evaluation of MPHWP**s designed to provide evaluation support and guidance to practitioners involved in the planning, implementation and evaluation of MPHWP as required under the *Public Health and Wellbeing Act 2008*. See **Module 1: MPHWP evaluation at a glance** for more information.

The following table describes each module and its use against MPHWP evaluation actions¹.

Table 1: Alignment of Tools to assist in evaluation of MPHWPs modules with evaluation actions

MPHWP evaluation action	Tools to assist in evaluation of MPHWPs modules
Understanding MPHWP evaluation	Use Module 1: MPHWP evaluation at a glance to: <ul style="list-style-type: none"> understand the legislative requirements for MPHWP evaluation under the <i>Victorian Public Health and Wellbeing Act 2008</i>. understand the multilayered approach applied to MPHWP evaluation applied in this resource.
Develop an MPHWP evaluation strategy	Use Module 2: Building an MPHWP evaluation strategy to: <ul style="list-style-type: none"> establish the governance mechanisms for MPHWP evaluation clarify how each evaluation question will be approached and what will be evaluated establish systems to coordinate evaluation elements design summary MPHWP evaluation reporting
Determine role of internal partners, external partners and the community	Use Module 3: Achieving a culture of evaluation to develop internal relationships that promote MPHWP evaluation across council Use Module 4: Evaluating with partners to work with external partners to include assisting in the design and conduct of MPHWP evaluation in their MPHWP roles Use Module 5: Engaging the community in evaluation to engage the community more effectively in the design and conduct of MPHWP evaluation
Design systems to support the evaluation strategy	Use Module 6: Making evaluation sustainable to develop approaches to the design and conduct of MPHWP evaluation that are sustainable
Conduct MPHWP evaluation	Use Module 1 to guide how answers to evaluation questions will be brought together, analysed and reported Use Modules 3, 4,5 to guide the way in which internal partners, external partners and the community are engaged in the conduct of evaluation Use Module 7: Designing and conducting an evaluation to design and conduct an evaluation of selected MPHWP topics or to support someone else to do so

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¹ Victorian Department of Health, 2013, *Guide to municipal public health planning*, DH, Melbourne

Six steps to an MPHWP evaluation strategy

The aim of developing an MPHWP evaluation strategy is to clarify what to evaluate and how it will be evaluated, including by *when* and by *whom*.

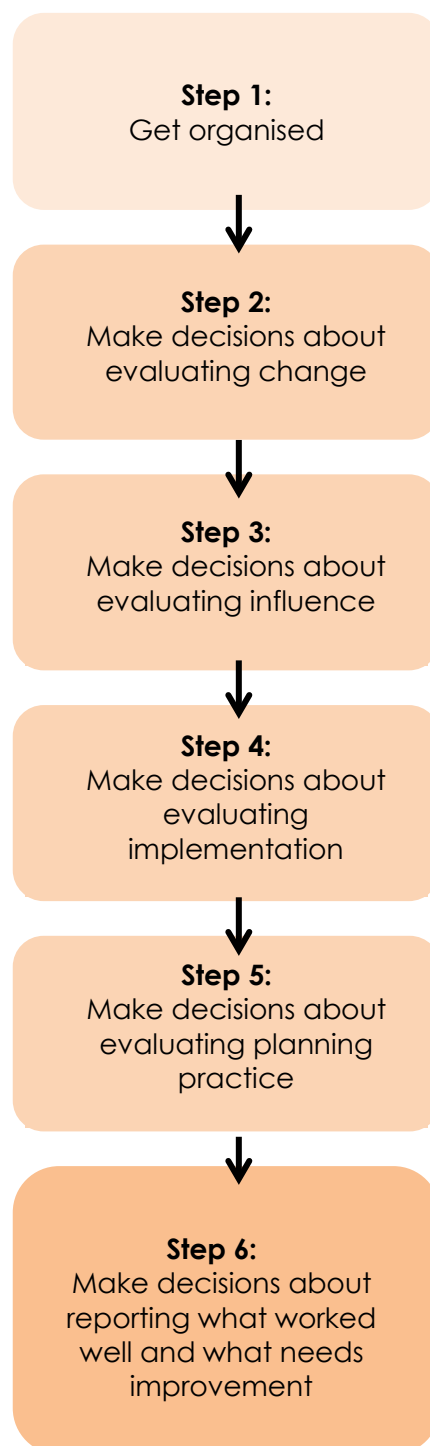
This will allow you to put in place the mechanisms you need to gather information and will also assist when seeking management endorsement for your approach to MPHWP evaluation.

The complexity of MPHWP means that MPHWP evaluation cannot not be designed or conducted in the same way a single program might be. It requires a multilayered and sometimes pragmatic approach - balancing risks, resources and opportunities.

An effective MPHWP evaluation strategy will capture the decisions you make about answering MPHWP evaluation questions in a way that is easy and clear for all to understand. It will schedule evaluation activity so that findings are brought together in a timely manner and competition for time and effort is minimised.

The six steps to an MPHWP evaluation strategy (opposite) works through the tasks required to develop an evaluation strategy from setting up the structures to manage evaluation activities through to the delivery of a summary MPHWP evaluation report.

The completed Evaluation Strategy can be reviewed each year as part of the MPHWP Annual Review, to make sure it remains on target and relevant.



Step 1:
Get organised

MPHWP evaluation is most effective when designed early in the planning cycle. It is therefore critical to think about how you will evaluate the MPHWP at the same time as it is being drafted. This will help you to check whether your MPHWP goals, objectives and strategies are written in a measurable way and will prompt you to consider using indicators or other performance measures in the MPHWP itself.

Completing your MPHWP Evaluation Strategy to coincide with the completion of your MPHWP will also enable you to include it, or a précis of it, in your MPHWP.

It will be important to gain (and maintain) support across council for building MPHWP evaluation into MPHWP planning and implementation. High level management support in particular will assist in securing adequate resources for the task and ensuring cooperation across council.

Finding opportunities to raise awareness among councillors and senior managers of the importance of MPHWP evaluation and seeking out allies among those responsible for implementing MPHWP strategies can build support.

Fostering support for MPHWP evaluation among MPHWP partners and the community can also help to create an environment in which the accountability and learning afforded by evaluation is valued and expected.

Assembling an MPHWP evaluation team to make strategic evaluation decisions is one way to bring together a mix of stakeholders and harness this support. An MPHWP evaluation team will also ease the burden on the health planner and their immediate colleagues and provide robust decision making capability for both strategic and operational considerations.

An evaluation team can be made up of diverse representation and might include:

- ❖ A senior management champion
- ❖ Health and social planners
- ❖ Strategic and corporate planners
- ❖ Representatives from each of the four environments for health across council – built, natural, economic and social
- ❖ Partners with experience in evaluation or who make a significant contribution to the MPHWP
- ❖ Community members with an interest or expertise in evaluation.

The work of the evaluation team, which should be documented in a terms of reference, might involve:

- ❖ Determining the draft evaluation strategy for senior management sign-off
- ❖ Determining the purpose of each evaluation priority
- ❖ Making decisions about research design and elements of the evaluation
- ❖ Providing clarity about who is managing information collection, storage and analysis
- ❖ Appointing and managing external consultants
- ❖ Interpreting results
- ❖ Monitoring progress of evaluations
- ❖ Recommending evaluation reports for publication.

Note:

If you have convened an advisory group or groups already to provide input into the development of the MPHWP this might be ready-made to take on the evaluation strategy task. Consider the tasks described above to make sure it is the right fit. If it is, make the evaluation strategy tasks explicit in the advisory group's existing terms of reference.

Step 2:

Make decisions about evaluating change

Step 2 is concerned with deciding how the evaluation question: **Have we achieved the change we sought?** will be answered.

The broad approach to answering this question is set out in **Module 1: MPHWP Evaluation at a glance** as follows:

Approach

- Revisiting health and wellbeing indicators provides a way of answering this evaluation question, particularly for those indicators where change is conceivable within the MPHWP lifecycle. Beyond this it can be embraced as providing insight into in the community's wellbeing over time.
- The challenge for councils is to be practical in their approach to gathering health and wellbeing data, for example using reliable secondary sources, and to be realistic about analysing and interpreting the results.
- High level health and wellbeing indicators can be selected that will be used to assess the progress of goals. This would occur during the early stages of planning and once the goals are agreed.
- Evaluation reporting would occur towards the end of the MPHWP's four years of operation to inform planning for the next MPHWP.

Evaluating change tasks

Select health and wellbeing indicators	<p>For each goal in your MPHWP identify appropriate indicators. You might have already done so in writing your MPHWP.</p> <p>The extent of information you need as a planner can be quite extensive and might be daunting to others. Therefore, if you want to use indicators to engage with the community it can be useful to distil a much smaller number of indicators that can represent key influences in health and wellbeing for the community.</p> <p>These headline indicators can support a transparent approach to MPHWP planning and evaluation. Their meaningfulness must resonate strongly with partners and the community which means they must each have a clear rationale and be based on robust data.</p>
Identify who is responsible for collation and analysis	<p>The task of collecting and analysing the information will sit with the person responsible for the municipal scan and stakeholder and community engagement processes.</p> <p>However, the sources used for such indicators will predominantly be drawn from secondary sources.</p>
Decide when collection and analysis will occur	<p>Given the information deals with change over time, it is anticipated that evaluation of this kind will only occur once – towards the end of the MPHWP cycle.</p> <p>Determining when to collect and analyse the information will depend on the timeframes needed by each council to complete the evaluation in preparation for the next MPHWP.</p> <p>The availability of the data will also depend on their sources. For example, the availability of Census data or the Victorian Population Health Survey might not align with the four year MPHWP cycle. Pragmatic decisions will need to be made about the impact of such information gaps on the decisions confronting councils.</p>

Use **Tool 1** to consider how and what indicators you use and when they will be collected – see **page 16**.

Step 3:

Make decisions about evaluating influence

Step 3 is concerned with deciding how the evaluation question: **Are we having the influence we expected?** will be answered. This is arguably the most challenging aspect of MPHWP evaluation because this is where the portfolio of MPHWP policies, programs and activities needs to be unpacked.

The broad approach to answering this question set out in **Module 1: MPHWP Evaluation at a glance** is as follows:

Approach

- This evaluation question can be answered by selecting key policies, programs or activities for evaluation in appropriate depth based on assessed risks (for example, a program with pre-existing high evidence for effectiveness would mean lower risk than an innovative or trial program) available resources and opportunities.
- Individual evaluations can be scheduled across the full four-year MPHWP cycle.
- These evaluations might be designed and conducted in-house or by other internal or external partners.
- Some strategies included in the MPHWP might already be agreed for evaluation as part of other council or external planning processes. These evaluation activities can be included as selected topics.
- The findings of such evaluations would be summarised towards the end of the MPHWP's four years of operation to provide a picture of the effectiveness of the MPHWP in key areas.

Evaluating influence tasks

<p>Select priority strategies for evaluation</p>	<p>Strategies not already slated for evaluation by others should be assessed to determine whether they warrant evaluation. This can be achieved by asking the following questions for each strategy:</p> <ul style="list-style-type: none"> ❖ Is the strategy derived from strong evidence? ❖ Is the strategy an innovative or experimental approach that is untested? ❖ What level of risk does this strategy present to the community? ❖ How important is evaluating the strategy to its continuance? ❖ Are there likely to be funding or other opportunities if evidence of this strategy's effectiveness is demonstrated? ❖ How important is evaluating the strategy to its stakeholders? ❖ How technically demanding will it be to evaluate? Is it within our capability? ❖ How resource intensive would it be to evaluate the strategy? What funds or people might be required? ❖ Are there opportunities to resource evaluation of the strategy from external sources? ❖ Are there opportunities to undertake evaluation of the strategy in partnership with others?
<p>Identify who is responsible for each evaluation</p>	<p>Assessments of strategies will need to be conducted in collaboration with relevant business units as they will be responsible for undertaking or commissioning any agreed evaluations.</p> <p>Once the list of evaluations has been agreed, it will be possible to document the business unit and person responsible.</p>
<p>Decide when each evaluation is due to report</p>	<p>Evaluations can be staggered over the life of the MPHWP. This will depend on priority and opportunity and can be negotiated with each business unit.</p>

Use **Tool 2** to identify what evaluation topics you will pursue over the life of the MPHWP – see **page 17**.

Use **Tool 3** to briefly describe each evaluation, who will undertake it and when – see **page 18**.

Remember, the purpose of the MPHWP evaluation strategy is simply to identify the priorities for evaluation and agree when the selected evaluations will be conducted and by whom.

Each selected evaluation will require its own evaluation plan which will be developed by the person agreed in the MPHWP evaluation strategy. This is likely to be someone from the business unit responsible for the topic who will oversee the evaluation and report to the MPHWP evaluation team as agreed. This evaluation project manager will work in collaboration with relevant internal and external stakeholders including people responsible for the MPHWP, who would be able to provide support with aspects of evaluation design.

For more on developing an evaluation plan for selected evaluations, see **Module 7: Designing and conducting an evaluation.**

Step 4:

Make decisions about
evaluating
implementation

Step 4 is concerned with deciding how the evaluation question: **Have we done what we said we would do?** will be answered.

The broad approach to answering this question is set out in **Module 1: MPHWP Evaluation at a glance** is as follows:

Approach

- This evaluation question can be answered by coordinating and analysing regular reports on the progress of all MPHWP strategies
- It is useful to clarify that existing reporting systems adequately report on MPHWP strategies and if necessary design additional methods to collect implementation information methods and collate routine implementation reports.
- Routine reporting might be aligned with other council reporting systems and processes, which might occur monthly, quarterly or less frequently.
- Reports can simply note progress against agreed timelines or report on key aspects of implementation, for example, program participation targets, reach, satisfaction, and quality. However, practically, this is more likely to feature in fuller selected evaluations.

Evaluating implementation tasks

<p>Decide what information to collect</p>	<p>The information needed to answer the question ‘Have we done what we said we would do?’ can be as simple as checking whether <i>each strategy been completed or not</i>. The measures in this case are simply progress against agreed timelines.</p> <p>However, if you are interested in the progress of implementation of specific strategies you might wish to create milestones that report on different aspects of implementation, for example, program participation targets, reach, satisfaction, quality and so on.</p>
<p>Decide how information is collected</p>	<p>Business units responsible for identified MPHWP strategies will be responsible for reporting implementation progress. This information might be gathered in a number of ways. For example, business units might advise progress by:</p> <ul style="list-style-type: none"> ❖ completing an online whole-of-council reporting system ❖ completing a purpose-built spreadsheet – hard copy or electronic ❖ responding to health planner interviews with business units.
<p>Decide who is responsible for collation and analysis</p>	<p>This will be a health planner task overseen by appropriate line management.</p>
<p>Decide how frequently information is collected and reported</p>	<p>A decision on information frequency is about how often, or when, decisions might be made to chase up strategies that have stalled or to intervene in implementation.</p> <p>A whole-of-council reporting system might collect progress information on a monthly or quarterly basis. In this case managers might adjust implementation accordingly.</p> <p>Where purpose-built or interview methods are used, it is suggested that information is collected at least annually. This can be then used to inform the MPHWP Annual Review.</p>

Use **Tool 4** to briefly describe your implementation reporting systems, who will undertake it and when – see **page 19**.

Step 5:

Make decisions about evaluating planning practice

Step 5 is concerned with deciding how the evaluation question: **How effective is the way we plan?** will be answered.

The broad approach to answering this question set out in **Module 1: MPHWP Evaluation at a glance** is as follows:

Approach

- This evaluation question can be answered by selecting key planning principles to evaluate based on available resources, assessed risks and opportunities
- Individual evaluations can be scheduled across the full four-year MPHWP cycle.
- These evaluations might be designed and conducted in-house or by other internal partners.
- The findings of such evaluations would be summarised towards the end of the MPHWP's four years of operation to provide a picture of the effectiveness of the MPHWP planning in key areas.
- Alternatively, a simple review could be conducted using the planning milestones in the *Guide to municipal public health and wellbeing planning* ² as a checklist and will inform how you plan for the next MPHWP.

² Victorian Department of Health, 2013 (a), pp 13-22

[http://docs.health.vic.gov.au/docs/doc/AABF8E86DC916DFECA257AF2007CAA46/\\$FILE/1209008_guide_mphwp_WEB-v02.pdf](http://docs.health.vic.gov.au/docs/doc/AABF8E86DC916DFECA257AF2007CAA46/$FILE/1209008_guide_mphwp_WEB-v02.pdf)

Evaluating planning tasks

<p>Decide what to evaluate</p>	<p>You might choose to undertake an overall evaluation of your approach to planning in the lead up to the next MPHWP. However, if this is considered too resource intensive, you might choose to evaluate specific aspects of planning throughout the life of the MPHWP, for example consider using the planning milestones in the <i>Guide to municipal public health and wellbeing planning</i>³ or the enablers at Table 2.1 as a checklist.</p> <p>Planning practices that have a high level of innovation should be a priority for evaluation.</p>
<p>Decide who is responsible</p>	<p>It is assumed that the business unit responsible for developing the MPHWP will be responsible for undertaking or commissioning any agreed evaluations. However, in some cases another business unit might take the lead role, for example, evaluating community engagement is undertaken by Community Development. Agreeing such evaluations would need to be done collaboratively with relevant business units.</p> <p>Once the list of evaluations has been agreed, it will be possible to identify the business unit and person responsible for each.</p>
<p>Decide when evaluation reports are due</p>	<p>Your assessment might assure you that a single evaluation of your approach to planning in the lead up to the next MPHWP would work for your council. This means the timing of the evaluation will be in the fourth year of the MPHWP.</p> <p>Alternatively, evaluations might be staggered over the life of the MPHWP and be drawn together towards the end of the MPHWP cycle. This will depend on priority and opportunity and can be negotiated with responsible business units.</p>

Use **Tool 5** to identify what planning practice evaluation topics you will pursue over the life of the MPHWP – see **page 20**.

Use **Tool 6** to briefly describe each evaluation, who will undertake it and when – see **page 21**.

³ Victorian Department of Health, 2013 (a), pp 13-22
[http://docs.health.vic.gov.au/docs/doc/AABF8E86DC916DFECA257AF2007CAA46/\\$FILE/1209008_guide_mphwp_WEB-v02.pdf](http://docs.health.vic.gov.au/docs/doc/AABF8E86DC916DFECA257AF2007CAA46/$FILE/1209008_guide_mphwp_WEB-v02.pdf)

Step 6:

Make decisions about reporting what worked well and what needs improvement?

Step 6 is concerned with deciding how the evaluation question: **What worked well and what needs improvement?** will be answered.

The broad approach to answering this question is set out in **Module 1: MPHWP Evaluation at a glance** is as follows:

Approach

- **Routine implementation reports** – see *Have we done what we said we would do?*
- **MPHWP annual reviews** MPHWP annual reviews and their relationship to evaluation activities is dealt with in *A practical guide to conducting annual reviews of MPHWP*⁴
- **Summary MPHWP Evaluation**

As a summary evaluation this will compile findings from the assessment of significant change in health and wellbeing indicators; the results of the selected evaluations; and any other evaluation activity. It will identify achievements and challenges and make recommendations about what needs to be done differently.

⁴ Victorian Department of Health Southern Metropolitan Region, 2012, *A practical guide to conducting annual reviews of MPHWP*, DH SMR, Dandenong
[http://docs.health.vic.gov.au/docs/doc/E2DCDF76848BC286CA257AC3006E4DB2/\\$FILE/Final%20SMR%20Annual%20Review%20Guide_Mar2012.pdf](http://docs.health.vic.gov.au/docs/doc/E2DCDF76848BC286CA257AC3006E4DB2/$FILE/Final%20SMR%20Annual%20Review%20Guide_Mar2012.pdf)

Summary MPHWP evaluation tasks

As described above, evaluation tasks will occur throughout the life of the MPHWP and help to inform each MPHWP annual review as it falls due.

However, in the lead up to the next MPHWP it will be necessary to bring together the evaluation information you have to assess the overall effectiveness of the MPHWP and, importantly, to answer the question: *What has worked well and what can be improved?*

The lessons you have learnt from answering the question: *How effective is the way we plan?* will inform how you plan for the next MPHWP.

In addition, the lessons you have learnt from answering the three questions about what the plan produces for the community will inform your thinking about where to direct effort in the next MPHWP, including the goals you set and the selection of new strategies or continuance of existing ones.

To develop an MPHWP evaluation report:

- ❖ Assess the health and wellbeing measures comparing baseline data (collected at the outset of the MPHWP) with up-to-date data:
 - Are there significant changes in any of the measures?
 - Do they indicate change in the direction of the long term benefit sought by the MPHWP?
 - Are there other factors that might have influenced the change?
 - What are the implications for the next MPHWP?
- ❖ Assess the findings of the selected evaluations on key topics that were conducted at different times throughout the MPHWP cycle:
 - How effective were the evaluated programs?
 - Are any programs proving ineffective or producing adverse results? If so, how and why?
- ❖ Assess implementation:
 - What has been completed?
 - Were any actions stalled or abandoned? If so, why?
- ❖ Assess how the current MPHWP was developed and supported:
 - What aspects of the way we plan are effective?
- ❖ Summarise:
 - What has been achieved?
 - What needs to be done differently?

Share your findings with stakeholders and other key people responsible for the MPHWP as preliminary findings so that you can consider implications for the next phase of the MPHWP. Then consider how you might share your evaluation or aspects of it more widely.

Tool 1: Evaluating change – Have we achieved the change we sought?

This question will be answered by looking at changes in the health and wellbeing indicators that were used to identify priority needs and set MPHWP goals.

To complete Tool 1:

Column 1: List each stated MPHWP goal from your plan

Column 2: For each stated goal describe the indicator(s) that will measure any changes in evidence of need.

Consider whether you need a whole of population picture or one differentiated by age group or other population group characteristic.

Choose indicators consider the following criteria;

Criteria	Ask...
Relevant	<i>Does it reflect what is important to council and the community?</i>
Clear	<i>Is it easy to understand?</i>
Credible	<i>Does it measure what it claims to measure? Is the source trustworthy?</i>
Reliable	<i>Is data stable and routinely available?</i>
Sensitive	<i>Does it support useful comparison between groups and over time?</i>
Affordable	<i>Is collection and analyse cost effective?</i>

Column 3: Record when you will view updated indicators. This can be scheduled towards the end of the MPHWP cycle as you are preparing for the next MPHWP. Some councils might choose to do this more often or as the source data is updated.

MPHWP Goals	Indicators	Timeframe
<i>To improve community safety</i>	<i>% of residents who feel safe in the community after dark Recorded incidents of family violence per 100,000 people benchmarked against Metro councils</i>	<i>Year 3 of MPHWP</i>

Tool 2: MPHWP Evaluation Topic Selection Tool

This tool can be used to identify strategies that warrant evaluation and might be included in your MPHWP Evaluation Strategy. Some clusters of strategies (including whole objectives) might be combined as a single evaluation.

How critical is evaluating the strategy?

Rate the following statements for each MPHWP strategy:

		Strongly disagree				Strongly agree
		1	2	3	4	5
1	The strategy presents a high risk to the community					
2	The strategy is not derived from strong evidence					
3	The strategy is an innovative or experimental approach that is untested					
4	Evaluating the strategy is critical to its continuance					

Note: There is no need to add up the columns.

A high score against one or more statements indicates evaluating the strategy could be critical and proceeding with evaluation should be considered.

How feasible is evaluating the strategy?

Rate the following statements for each MPHWP strategy identified as critical:

		Strongly disagree				Strongly agree
		1	2	3	4	5
1	The evaluation will be technically within our capability					
2	Evaluating the strategy appears affordable and not too resource intensive					
3	The evaluation can be resourced from internal or external sources					
4	The evaluation can be undertaken in partnership with internal or external parties					
5	Evaluating the strategy is likely to receive management support					

Note: There is no need to add up the columns.

A high score against one or more statements indicates evaluating the strategy could be feasible and it might be considered for inclusion in your MPHWP Evaluation Strategy.

Tool 3: Evaluating influence – Are we having the influence we expected?

This question will be answered by looking at the findings of selected evaluations conducted in various years of the MPHWP.

- Include relevant topics that are already earmarked for evaluation.
- Use the **Tool 2: MPHWP Evaluation Topic Selection Tool** to identify other strategies that warrant evaluation and are feasible.

To complete Tool 3:

Column 1: List the evaluation topics that have been identified and agreed as priorities for each year of the MPHWP

Column 2: For each listed evaluation, record who will be responsible for conducting the evaluation.

Column 3: Record when each listed evaluation is due.

Selected evaluations	Responsibility	Timeframe
<i>Evaluation of Positive Ageing Strategy</i>	<i>Aged Services Team</i>	<i>December 2014</i>
<i>Pedestrian Safety Review</i>	<i>Community Safety Team</i>	<i>June 2015</i>

Tool 4: Evaluating implementation – Have we done what we said we would do?

This question will be answered by monitoring and assessing implementation of the MPHWP.

To complete Tool 4:

Column 1: Describe how information on the progress of all MPHWP actions will be collected, for example, using a database such as Interplan, or a purpose-built spreadsheet for responsible officers to report or health planner ‘audits’ with business units.

It will be useful to have a full set of MPHWP actions that you can refer to when necessary. They do not need to be recorded on this tool.

Column 2: Record who will be responsible for coordinating, providing and analysing progress information. This might be a number of different council officers.

Column 3: Record frequency of progress reports or when progress reports are due. This might be monthly with electronic databases but at least annually with alternative systems to inform Annual Reviews.

Progress reporting system	Responsibility	Timeframe
<i>'Interplan' requires business units to report on all MPHWP actions</i>	<i>'Interplan' coordinated by Corporate Services Analysis of overall MPHWP progress undertaken by MPHWP planner</i>	<i>Reports available monthly Analysis undertaken annually to support Annual Review and final year MPHWP evaluation</i>
<i>Provision of excel spreadsheet to all business units with MPHWP actions requesting progress report</i>	<i>Process design, coordination and analysis undertaken by MPHWP planner</i>	<i>Process undertaken annually to support Annual Review and final year MPHWP evaluation</i>

Tool 5: Evaluation Planning Topic Selection Tool

This tool can be used to identify aspects of planning that warrant evaluation and might be included in your MPHWP evaluation strategy. Some clusters of strategies might be combined as a single evaluation.

What aspects of MPHWP planning are we concerned about?

Rate the following statements:		Strongly disagree				Strongly agree
		1	2	3	4	5
1	Our Pre-planning practice is effective					
2	Our Municipal Scan practice is effective					
3	Our Engagement practice is effective					
4	Our Planning decisions practice is effective					
5	Our Implementation practice is effective					
6	Our Evaluation practice is effective					
7	We have strong leadership support for MPHWP planning					
8	We use strong evidence in determining our community's health and wellbeing needs					
9	We use strong evidence in determining the most effective strategies to address needs					
10	We work effectively across the whole of council to identify needs					
11	We work effectively across the whole of council to address needs					
12	We work effectively with the community to identify needs					
13	We work effectively with the community to address needs					
14	We work effectively with external partners to identify needs					
15	We work effectively with external partners to address needs					
16	We allocate adequate resources to MPHWP planning					

Note: There is no need to add up columns.

Consider those statements above scoring 1, 2 or 3 and list the specific aspects you would like to evaluate:

How feasible is evaluating the aspects of planning that have been listed?

Rate the following statements for each aspect listed above:

		Strongly disagree				Strongly agree
		1	2	3	4	5
1	Evaluating this aspect of planning is critical to building capacity across council					
2	The evaluation will be technically within our capability					
3	Evaluating this aspect of planning will be affordable and not be resource intensive					
4	The evaluation will be costly but can be resourced from internal or external sources					
5	The evaluation can be undertaken in partnership with internal or external parties					
6	Evaluating the strategy is likely to receive management support					

Note: There is no need to add up columns.

A high score against one or more statements indicates evaluating the strategy could be feasible and it might be considered for inclusion in your MPHWP Evaluation Strategy.

Tool 6: Evaluating planning – How effective is the way we plan?

This question will be answered by looking at the findings of selected evaluations of planning practice conducted in various years of the MPHWP.

- Include relevant topics that are already earmarked for evaluation.
- Use the **Tool 2: MPHWP Evaluation Topic Selection Tool** to identify other strategies that warrant evaluation and are feasible.

To complete Tool 6:

Column 1: List the planning evaluation topics that have been identified and agreed as priorities for each year of the MPHWP

- ❖ Include relevant topics that are already earmarked for evaluation.
- ❖ Use the **MPHWP Planning Topic Selection Tool** to identify other aspects of planning that warrant evaluation and are feasible.

Column 2: For each listed evaluation, record who will be responsible for conducting the evaluation.

Column 3: Record when each listed evaluation is due.

Selected topics	Responsible	Timeframe
<i>Partnership engagement in addressing needs</i>	<i>Community Development team</i>	<i>June 2014</i>
<i>Aligning planning processes review</i>	<i>MPHWP and Corporate planners</i>	<i>December 2015</i>

