

# **Peer Networks Programme**

## **Metrics and reporting**

**Procuring, setting up and running the programme**

Version 2, April 2021



Department for  
Business, Energy  
& Industrial Strategy

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## Importance of the metrics and evaluation process

This pack outlines the information reporting metrics for the Peer Networks programme and is designed to ensure that the performance and benefits of the Programme are captured, can be understood and that this is based on a common information standard used by all organisations supporting the delivery of the programme.

Delivered locally in England through the Local Enterprise Partnership (LEP) network, their respective Growth Hubs and delivery partners, the programme's longer-term aims are focused on reducing the UK productivity gap by helping business leaders find practical solutions to strategic and operational challenges. It also forms part of the Government's response to the COVID-19 pandemic, seeking to improve the resilience of SMEs, their capability to adapt their business models to the "new normal" and position themselves for future success, driving longer-term productivity gains in England.

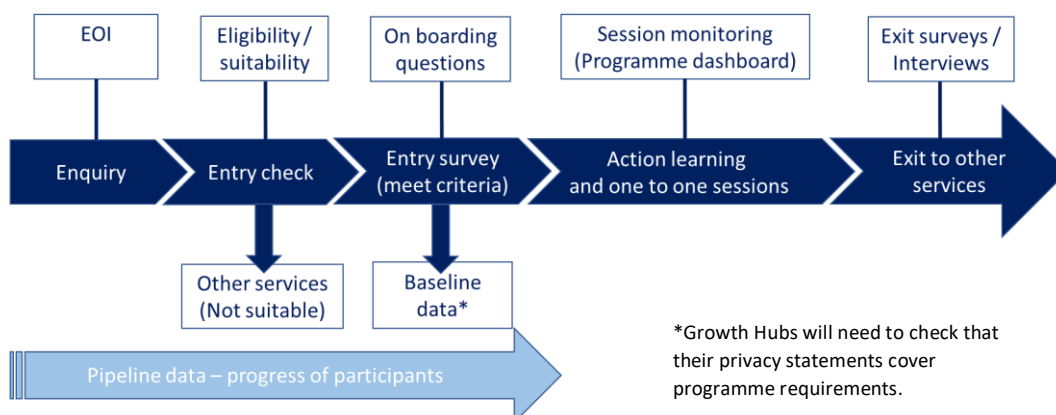
The emphasis is not only on providing a high quality and valued experience for target participants, but to also acquire a strong evidence base that will, through evaluation, assist BEIS in understanding who in the target group benefits most from access to Action Learning Sets and one to one support. This will provide the base data to influence the design of future programmes, who they should be targeted at, the key success factors and mix of service activities needed to deliver the best outcomes for participants and for economic growth generally.

## Components of the programme metrics

The metrics and reporting information outlined in this document consist of 5 component parts, which are intended at the end of the programme to provide a complete picture of the programme for the evaluator. This will be complemented by information required about the progression of participants through the onboarding process (the participant pipeline). The 5 components are:

- Expressions of interest (EOI) submitted via [www.peernetworks.co.uk](http://www.peernetworks.co.uk) or locally<sup>1</sup>
- Baseline data (business and individual participant level data)
- Onboarding questions
- Session feedback and progress monitoring including dropout data.
- Exit survey

These components should be seen as the key steps in the programme customer journey as shown below.



<sup>1</sup> Note: National landing page EOI data will be provided by the Programme Co-ordinator direct to the evaluator.

## Collection of the programme metrics

For absolute clarity, the responsibility for the collection of programme metrics information is as follows. A full responsibilities Matrix is provided in Annex B.

- Expressions of interest (EOI) submitted via [www.peernetworks.co.uk](http://www.peernetworks.co.uk) - National co-ordinator.
- EOIs submitted locally – Growth Hub, and or Delivery partner(s)
- Baseline data (business and individual participant level data) – Growth Hub, and or Delivery Partner(s)
- Onboarding questions – Growth Hub, and or Delivery Partner(s)
- Participant pipeline data – Growth Hub
- Session feedback, cohort progress monitoring including dropout data – Growth Hub, and or Delivery Partner(s)
- Exit surveys - Evaluator

The following sections set out the requirements for each of the 5 components that make up the programme customer journey and pipeline metrics. This includes details of information to be supplied to the evaluator.

## [www.peernetworks.co.uk](http://www.peernetworks.co.uk): EOI data capture

Information collected by the national landing page (see table below), which is forwarded to local Growth Hubs will be stored centrally by the programme co-ordinator and will be shared directly with the programme evaluator under the co-ordinators Privacy policy. Growth Hubs will not be required to provide this EOIs data to the evaluator as most this information will be captured as part of the Baseline data each Growth Hub will collect.

Table 1. EOI dataset

	Type	Format	Notes
	First name	Free text	NA
	Last name	Free text	NA
	Email address	Free text	NA
	Job title	Free text	NA
	Contact phone number	Free text	NA
	Business name	Free text	NA
	Postcode of trading address	Free text	NA
	Number of employees	Free text	NA
	Additional information – How did you hear about the Peer Networks Programme?	Drop down box:  Search Engine Twitter LinkedIn Radio	NA

		Print and Media Word of Mouth Digital Advertising Other – BEIS Other – Business Advisor Other – Employer Other – Event Other – Via partner/network activity	
	Additional information - Any other comments	Free Text	NA

## Baseline data and onboarding questionnaire

### Baseline data

Baseline data will be largely made up from the existing information collected by Growth Hubs under the **Monitoring and Evaluation Framework for Growth Hubs – 2021-2022**. This should be referred to separately to the additional requirements set out in this pack.

In addition to the information required under the Growth Hub Evaluation Framework, Growth Hubs will also collect the information set out below to improve the programme's understanding about participants:

Table 2. Baseline – additional dataset requirements

Type	Format	Notes
What is your ethnic group?	(1. English / Welsh / Scottish / Northern Irish / British 2. Irish 3. Gypsy or Irish Traveller 4. Any other White background, please describe 5. White and Black Caribbean 6. White and Black African 7. White and Asian 8. Any other Mixed / Multiple ethnic background, please describe 9. Indian 10. Pakistani 11. Bangladeshi 12. Chinese 13. Any other Asian background, please describe 14. African 15. Caribbean 16. Any other Black / African / Caribbean background, please describe 17. Arab 18. Any other ethnic group, please describe)	Relating to participant. Data to captured locally and reported via the Dashboard functionality
What gender do you most identify with?	(1 = Female, 2 = Male, 3 = Prefer to self-describe, 4 = Prefer not to say)	Relating to participant–t - Data to captured locally and reported via the Dashboard report functionality

Which age bracket do you belong to?	(1 = 16-24, 2 = 25-34, 3 = 35-44, 4 = 45-54, 5 = 55-64, 6 = 65+)	Relating to participant-t - Data to captured locally and reported via the Dashboard functionality
Total 'TE's in whole company / Group	Decimals allowed. e.g. 13.5	Full time, part time only – Data to be entered via the Full Programme Dataset Template
Do you currently export?	Yes or No	Related to determining if they are an exporter
Are they a new Growth Hub client?	Yes or No	Data to be entered via the Full Programme Dataset Template

Delivery organisations should note that the above includes Special category, or sensitive personal data under UK GDPR guidelines and therefore care should be taken to ensure an appropriate Privacy Notice and policy is in place.

### Onboarding questionnaire

To understand where business are as they join the Peer Networks programme, a set of onboarding questions have been developed by the evaluator so that this feedback can be compared with responses received in Exit questionnaires (referred to later in this pack). It is at the discretion of each Growth Hub as to their local method for obtaining this information, providing it is entered into the Dashboard. The set of questions are intended to be asked once as part of onboarding process. Growth Hubs may choose to use appropriate electronic survey methods such as MS Forms etc but should be mindful of the UK GDPR, potential transfer of data overseas and their Privacy Notice.

The onboarding survey will need to be completed via the Dashboard reporting functionality. This is processed via the Company registration section of the Dashboard.

Table 3 – Onboarding questionnaire dataset

Question	Responses options
<b>Sign Up Motivation</b>	
What motivated you to sign up for Peer Networks? (Select all that apply by answering yes or no)	<ol style="list-style-type: none"> <li>1. To solve a specific challenge my business is facing</li> <li>2. Understand how to enhance my business performance</li> <li>3. Understand how to better engage staff in improving the business</li> <li>4. Understand how to set strategic goals for my business</li> <li>5. To learn from other businesses</li> <li>6. Other - what? (Use box to describe)</li> <li>7. Don't know</li> <li>8. Not applicable</li> <li>9. Description of other reason [free text]</li> </ol>

Topics Interested In	
Which of the following topics of peer support are you interested in? (select all that apply by answering yes or no)	<ol style="list-style-type: none"> <li>1. Finance</li> <li>2. Leadership and management</li> <li>3. HR</li> <li>4. Sales and marketing</li> <li>5. Adjusting to social distancing</li> <li>6. Business model innovation</li> <li>7. Change management</li> <li>8. Embedding formal management processes and systems</li> <li>9. Digital (including adoption and implementation of technology, cyber security)</li> <li>10. Use of data to drive value in the business</li> <li>11. EU transition</li> <li>12. Net Zero</li> <li>13. Other - what? (Use box to describe)</li> <li>14. Don't know</li> <li>15. Not applicable</li> <li>16. Description of other reason [Free text]</li> </ol>
Improvement Benefits	
Which of the following improvement benefits do you hope the Peer network will help you achieve? (select all that apply by answering yes or no)	<ol style="list-style-type: none"> <li>1. Increased chance of business survival</li> <li>2. Recovery from Covid-19 impacts</li> <li>3. Increased productivity</li> <li>4. Improved leadership and management skills</li> <li>5. Improve ability to recruit and retain staff Understand how to access cash to continue trading</li> <li>6. Understand what technology is available for my business</li> <li>7. Other - what? (Use box to describe)</li> <li>8. Don't know</li> <li>9. Not applicable</li> <li>10. Description of other reason</li> </ol>
Skills & Leadership	
If you selected understanding and adopting technology do you know how to access technology that would benefit your business?	(1 = Yes, 2 = No, 3 = Don't know, 4 = Not applicable)
I have all the skills I need to manage my employees over the next three years	Thinking about the way you feel today, to what extent do you agree or disagree with the statement: (1 = Strongly disagree, 2 = Disagree, 3 = Neither agree nor disagree, 4 = Agree, 5 = Strongly agree, 6=Don't know, 7=Not applicable)
I have all the skills I need to lead my business over the next three years	Thinking about the way you feel today, to what extent do you agree or disagree with the statement:

	(1 = Strongly disagree, 2 = Disagree, 3 = Neither agree nor disagree, 4 = Agree, 5 = Strongly agree, 6=Don't know, 7=Not applicable)
As a business leader I feel I can achieve my goals even if there are obstacles	Thinking about the way you feel today, to what extent do you agree or disagree with the statement: (1 = Strongly disagree, 2 = Disagree, 3 = Neither agree nor disagree, 4 = Agree, 5 = Strongly agree, 6=Don't know, 7=Not applicable)
Within my role as a business leader I feel able to adapt when changes occur	Thinking about the way you feel today, to what extent do you agree or disagree with the statement: (1 = Strongly disagree, 2 = Disagree, 3 = Neither agree nor disagree, 4 = Agree, 5 = Strongly agree, 6=Don't know, 7=Not applicable)
<b>Growth</b>	
Over the next three years, do you aim to grow the sales of your business?	(1 = Yes, 2 = No, 3= Don't know)
If yes, how likely is it that you will be able to do this?	(1 = Extremely unlikely, 2 = Unlikely, 3 = Neutral, 4 = Likely, 5 = Extremely Likely, 6 = Don't know, 7 = Not applicable)
How you would rate your ability to grow your business?	(1 = Very poor, 2 = Poor, 3 = Average, 4 = Strong, 5 = Very strong, 6 = Don't know, 7 = Not applicable)
<b>Business Plans and Risk</b>	
My business has a plan in place for responding to economic change	(1 = Yes, 2 = No, 3 = Don't know)
To what extent do you agree or disagree that your business is able to survive negative national or local economic changes?	(1 = Strongly disagree, 2 = Disagree, 3 = Neither agree nor disagree, 4 = Agree, 5 = Strongly agree, 6 = Don't know, 7 = Not applicable)
How long do you believe you can sustain your organisation on your existing financial reserves?	(1 = No cash reserves, 2 = Less than 1 month, 3 = 1 to 3 months, 4 = 4 to 6 months, 5= Don't know)
<b>COVID 19</b>	
In the last six months, how has the coronavirus (COVID-19) pandemic affected your business's turnover, compared with normal expectations for this time of year?	(1 = Turnover has increased by more than 50%, 2 = Turnover has increased between 20% and 50%, 3 = Turnover has increased by up to 20%, 4 = Turnover has not been affected 5 = Turnover has decreased by up to 20%, 6 = Turnover has decreased between 20% and 50%, 7 = Turnover has decreased by more than 50%, 8 = Don't know)
How has the coronavirus (COVID-19) pandemic affected your business's risk of insolvency?	(1 = Risk has increased, 2= Risk has stayed the same, 3 = Risk has decreased, 4 = Don't know)



## Programme participation reporting - (Growth Hubs and suppliers)

To monitor the ongoing progress of the Peer Networks programme on a monthly basis, Growth Hubs or their programme suppliers are asked to enter the information listed in the table below into the Peer Networks Dashboard in addition to what has also been specified earlier in the document. The Dashboard will be accessible via a Log in, which will be issued to individuals in each Growth Hub, or supplier with the responsibility for inputting this information on a regular basis (at least monthly). Growth Hub admin accounts are responsible for the setting up of associated Delivery Partner accounts. Please refer to the Dashboard user guide for further information

The Dashboard will enable Growth Hubs, or their suppliers to set up and record the progress of each cohort and the individuals within them. The data entry is designed to minimise the administration burden following initial set up, whilst providing BEIS with the minimum level of information needed to understand how the programme is progressing. Growth Hubs will have access for quality assurance, where suppliers are entering the data.

When setting up a cohort for the first time, the system will generate a unique reference code, which will denote the LEP/Growth Hub and cohort. A reference number will also be generated for each of the individuals in that cohort to be used with the local Growth Hub CRM identifier for each individual. With these reference codes it will then be possible to marry up Dashboard, Baseline, Onboarding and final Exit questionnaire at the end of the programme. Annex A at the back of this Metrics pack shows the Dashboard's main data entry page once logged in.

Table 4 – Programme Reporting Dashboard dataset

Type	Format	Notes
Number of expressions of interest received	Numeric	Reported into the Dashboard via Growth Hub section. Monthly volume. Reported Monthly
Number of ineligible businesses	Numeric	Reported into the Dashboard via Growth Hub section. Monthly volume. Reported Monthly
<b>Registration/Onboarding Not Complete Data</b>		
Number of participants not allocated to a cohort	Numeric	Reported into the Dashboard via Growth Hub section. Monthly volume. Reported Monthly
Number of participants allocated to a cohort	Numeric	Reported into the Dashboard via Growth Hub section. Monthly volume. Reported Monthly
<b>Registration/Onboarding Complete Data</b>		

Number of participants that have completed registration /onboarding	Numeric	Reported into the Dashboard via Growth Hub section. Monthly volume. Reported Monthly
Number of participants <b>not allocated to a cohort</b>	Numeric	Reported into the Dashboard via Growth Hub section. Monthly volume. Reported Monthly
Number of participants allocated to a to a cohort and <b>waiting to start</b>	Numeric	Reported into the Dashboard via Growth Hub section. Monthly volume. Reported Monthly
Number of participants <b>who have dropped out prior to starting a cohort</b>	Numeric	Reported into the Dashboard via Growth Hub section. Monthly volume. Reported Monthly
Number of Action Learning Set (ALS) sessions planned	Numeric	Together with the number of hours per session this enables the system to calculate how many hours individual have had of ALS time
Number of planned hours per session	Numeric	Together with the number of sessions this enables the system to calculate how many hours individual have had of ALS time
Participant unique identifier (local reference)	Text/numeric	Unique individual reference from Growth Hub CRM
Business name	Text	Reference for administrators and later for the evaluator
Sector	Drop down box	Main sector to be selected
Age	Drop down box	As per Baseline bands
Gender	Drop down box	As per Baseline options
Ethnicity	Drop down box	Top level Baseline category only
Disability	Drop down box	As per Baseline options
Attendance	Tick box	Ticked for each ALS session attended by the participant
Dropped out	Tick box	Ticked for each participant, who leaves before the final ALS session
Start date for 121 support	Numeric date	

Type of 121 support	Drop down box	Advice, Mentoring or Coaching
Supplier of support	Drop down box	Inhouse / Outsourced
End date for 121 support	Numeric date	
Total hours of 121 support provided	Numeric	Entered on completion
How would you rate your overall satisfaction with the session	Numeric (total number)	Very dissatisfied
How would you rate your overall satisfaction with the session?	Numeric (total number)	Somewhat dissatisfied
How would you rate your overall satisfaction with the session?	Numeric (total number)	Neither satisfied, or, dissatisfied
How would you rate your overall satisfaction with the session?	Numeric (total number)	Somewhat satisfied
How would you rate your overall satisfaction with the session?	Numeric (total number)	Very Satisfied

## Programme satisfaction and discussion topic monitoring

As each participant progresses through each Action Learning sessions with their cohort, BEIS are keen to understand attendance levels and to obtain feedback from participants about their experience. Five questions have been devised which participants should be asked after each session (see the table below). The feedback from this survey work will need to be captured and retained for sharing with the evaluator and should be able to be attributable to the participant responding. This feedback will only be accessible by the individual Growth Hub and the evaluator as part of the final evaluation process. The overall satisfaction numbers for the cohort will added to the programme dashboard for ongoing monitoring of progress i.e. 1 Very dissatisfied, 1 Somewhat dissatisfied, 0 Neither satisfied, nor dissatisfied, 2 Somewhat satisfied, 7 Very Satisfied, but the figures will not be directly linked to individuals.

In addition to feedback from participants, BEIS would like to capture the main topics of discussion from each session. This is at a very headline level and only relates to the cohort and not individuals. The specified questions are included below, and the information should be captured from a survey return completed by the group facilitator. As with onboarding questions, it is at the discretion of each Growth Hub as to their local method for obtaining/recording this information, providing it can be shared electronically when required as part of the future sharing of data with the evaluator.

Table 5 – Participant Post Session Survey dataset

Type	Format	Notes
How would you rate your overall satisfaction with the session?	“Very dissatisfied”, “Somewhat dissatisfied”, “Neither satisfied nor dissatisfied”, “Somewhat satisfied”, “Very Satisfied”	Relating to participant
How satisfied or dissatisfied were you with the quality of input from other businesses in your peer network	“Very dissatisfied”, “Somewhat dissatisfied”, “Neither satisfied nor dissatisfied”, “Somewhat satisfied”, “Very Satisfied”	Relating to participant
How satisfied or dissatisfied were you with the quality of facilitation of the Peer Network session you attended	“Very dissatisfied”, “Somewhat dissatisfied”, “Neither satisfied, nor dissatisfied”, “Somewhat satisfied”, “Very Satisfied”	Relating to participant
How satisfied or dissatisfied were you with the relevance of the session to your business needs	“Very dissatisfied”, “Somewhat dissatisfied”, “Neither satisfied nor dissatisfied”, “Somewhat satisfied”, “Very Satisfied”	Relating to participant
To what extent were your expectations from the session met?	“Much less than expected”, “Less than Expected”, “As expected”, “More than expected”, “Much more than expected”. “Don't know”, “NA”	Relating to participant

Table 6 – Facilitator Post Session Survey dataset

Type	Format	Notes
What were the headline topics raised by participants in the session?	<ol style="list-style-type: none"> <li>1. Finance</li> <li>2. HR</li> <li>3. Sales and marketing</li> <li>4. Adjusting to social distancing</li> <li>5. Business model innovation</li> <li>6. Change management</li> <li>7. Embedding formal management processes and systems</li> <li>8. Digital (Including adoption and implementation of technology, cyber security)</li> <li>9. Use of data to drive value in the business</li> <li>10. Working with the EU</li> <li>11. Net zero</li> <li>12. Other – what? Use box to describe)</li> </ol>	Links back to both Onboarding topics list and individual sessions (To be completed by the facilitator at the end of each session)

The output from the information provided by Growth Hubs and their suppliers will be aggregated Statistics and charts.

## Programme final evaluation

As part of conducting an evaluation of the Peer Networks programme, a post completion survey will be developed by the programme evaluator. This survey will be issued directly to cohort participants by the evaluator during February or early March 2022. Growth Hubs will be given advance notice of this, provided with a copy of the survey for reference and provided with some common content that can be used to inform programme participant that they will shortly receive a survey, which they should be encouraged to complete. Growth Hubs' Privacy Notices will need to reflect that Personal Data will be transferred to the evaluation partner for evaluation purposes.

## Data Security, Privacy and Data Sharing

Programme participants right from initial engagement should be informed via a Privacy Notice that their Personal Data will be shared with the BEIS programme evaluator for research and evaluation purposes only and in pseudonymised form with the programme co-ordinator for the purposes of performance monitoring. This needs to be covered under the Growth Hubs local Privacy policy and must be UK GDPR compliant. Growth Hubs via LEPs will therefore need to ensure that any data sharing agreement with suppliers must enable information gathered from participants to be shared with the above to support ongoing progress monitoring and evaluation of the impact of the Peer Networks programme.

To fully evaluate the programme and gain valuable insights into the businesses who take part in the programme, each Growth Hub will be required to supply electronically the baseline and participant level session satisfaction data. To support this process, the evaluator will be making available a template, which sets out the data fields. This is designed to ensure the information provided by all 38 Growth Hubs is provided in a common format. The onboarding survey data will be entered into the Dashboard.

All evaluation evidence gathered as part of the programme will be required to be shared with the evaluator. We would anticipate this being data transfers before 31 March 2022. The programme evaluator will provide details of the timeline and secure mechanism for doing this once they are appointed.

## Where to find help and advice on the metrics

Any questions around the metrics and reporting process should be directed to following email addresses.

[Peernetworks@beis.gov.uk](mailto:Peernetworks@beis.gov.uk)

[enquires@peernetworks.co.uk](mailto:enquires@peernetworks.co.uk)

## Annex A – Dashboard Data Overview (Outcomes Page)

Participant Identification		Sessions					Dropped Out	One Hour Review		1:1 Support				
		1 11/12	2 29/01	3 26/02	4 26/03	5 26/03				Type	Delivery	Start Date	End Date	Hours
NEGH-10173-4871-10173		✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	Coaching	InHouse	12/01/2021	16/03/2021	3.5
NEGH-9142-4121-9142		✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	Coaching	InHouse	17/01/2021	11/03/2021	3.5
NEGH-9167-4098-9167		✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	Coaching	InHouse	21/01/2021	17/03/2021	3.5
NEGH-9218-4149-9218		✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	Coaching	InHouse	27/01/2021	17/03/2021	3.5
NEGH-9219-4105-9219		✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	Coaching	InHouse	16/02/2021	30/03/2021	3.5
NEGH-9260-4147-9260		✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	Coaching	InHouse	14/01/2021	11/03/2021	3.5
NEGH-9282-4175-9282		✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	Coaching	InHouse	14/01/2021	11/03/2021	3.5
NEGH-9283-4178-9283		✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	Coaching	Choose	03/02/2021	30/03/2021	3.5
NEGH-9284-4539-9284		✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	Coaching	Choose	29/01/2021	17/03/2021	3.5
NEGH-9612-4446-9612		✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	Coaching	InHouse	05/02/2021	30/03/2021	3.5
NEGH-9997-4833-9997		✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	✓ X	Coaching	InHouse	12/01/2021	10/03/2021	3.5
Top Topic #1		Other - specify	Sales and mar	Sales and mar	Choose	Choose								
Top Topic #2		Sales and mar	Embedding for	HR	Choose	Choose								
Top Topic #3		Change manag	Business mode	Choose	Choose	Choose								
Other Topic		Introduction Session												
How would you rate your overall satisfaction with the session?														
Very Satisfied		2	5	6										
Somewhat Satisfied		7	2	1										
Neither Satisfied nor Dissatisfied		2												
Somewhat Dissatisfied														
Very Dissatisfied														

**Annex B – Information collection Roles and Responsibilities**

<b>Information</b>	<b>Collected Using</b>	<b>Inputted to and at what stage</b>	<b>Used By</b>	<b>Supply to evaluator</b>
<a href="http://www.peernetworks.co.uk">www.peernetworks.co.uk</a> Expressions of Interest (EOI)	Peer Networks website	Growth Company to submit to evaluator.	Programme Co-ordinator, Evaluator	Excel data file
Participant Pipeline Data including locally generated Expressions of Interest (EOI)	Preferred Growth Hub mechanism	Programme Dashboard monthly	Programme Co-ordinator, Evaluator	Programme Dashboard
Participant onboarding questions	Preferred Growth Hub mechanism	Programme Dashboard at registration	Evaluator	Excel data file
Baseline Data (business and individual participant level data)	Preferred Growth Hub mechanism	Growth Hub CRM upon completion or delivery of session (as relevant). Dashboard in pseudonymised form.	Evaluator BEIS in pseudonymised form for ongoing monitoring	Excel data file
Session Feedback (satisfaction questionnaire), cohort progress monitoring and dropout data	Preferred Growth Hub mechanism	Headline data to be entered into dashboard microsite as delivered (e.g. following each session). Full data to Evaluation partner on request	Evaluator BEIS in pseudonymised form for ongoing monitoring.	Excel data file
Final Evaluation questionnaire	Evaluation partner survey to participants using data from Growth Hubs	Delivery partner to include link to Evaluation partner survey tool on completion of participation.	Evaluator	Excel data file

## **Annex C – Metrics Pack Supporting Documents**

- Monitoring and Evaluation Framework for Growth Hubs –2021-2022
- Onboarding questionnaire template, which can be found here: [“Peer Networks Client Engagement Survey”](#)
- Participant Post Session survey template, which can be found here: [“Peer Networks Client Satisfaction Survey”](#)
- Facilitator Post Session surveys template, which can be found here: [“Peer Networks Facilitator Session Survey”](#)
- Full Programme Dataset template which can be found here: [“Full Programme Dataset template”](#)
- Programme Playbook which can be found here: [“Programme Playbook”](#)