

**UK Shared Prosperity Fund (UKSPF) in West Yorkshire**

**Output and outcome definitions and evidence requirements guidance for West Yorkshire Combined Authority**

**(Rural England Prosperity Fund Support V1 – FINAL 21 April 2023)**

**Introduction**

This document sets out definitions and evidence requirements for outputs and outcomes for UKSPF in West Yorkshire, for **the Rural England Prosperity Fund**. This guidance should be read alongside the government’s guidance on outputs and outcomes for UKSPF: ‘UK Shared Prosperity Fund: outputs and outcomes definitions (version 2)’ available on gov.uk [UK Shared Prosperity Fund: reporting, monitoring and performance management (3) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-reporting-and-performance-management-3)

Both sets of guidance should be used when preparing applications for funding, developing projects, when developing your project systems, compiling claims, collating statistical analysis and evaluation. It is a grant funding obligation that output and outcome evidence is retained for a minimum of six years. Evidence will be requested at various stages throughout the lifetime of the project.

**D****efinitions**

This guidance document provides definitions for each output (OP) and outcome (OC) indicator. It sets out:

• The unit of measurement for the indicator (as specified by government)

• The UKSPF intervention to which they relate (as specified by government)

• Evidence and records that must be retained to demonstrate the indicator has been achieved (specified by government and West Yorkshire Combined Authority)

• Further explanatory notes where appropriate (as specified by West Yorkshire Combined Authority)

**E****quality and diversity**

Effective monitoring of diversity characteristics is a legal requirement under the [2010 Equality Act](https://www.gov.uk/guidance/equality-act-2010-guidance), which sets out the public sector equality duty in relation to the following protected characteristics <https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

For UKSPF in West Yorkshire this should include, as a minimum, capturing project data on beneficiaries regarding:

* Gender
* Age
* Disability
* Ethnicity - a list of categories can be found here <https://www.ethnicity-facts-figures.service.gov.uk/style-guide/ethnic-groups>

**For businesses**

Equality and diversity information should be collected for the individual from the business that is engaging with the project. **“About You” questions** that have been developed by the consultation team, may be useful to help you to ask about more of the protected characteristics. Please see [Annex 1: “About You” questions](https://westyorksca.sharepoint.com/sites/UKSPF/Shared%20Documents/UKSPF/Template%20Folder/O%20%26%20O%20EVIDENCE/About#_Annex_1:_).

**E****ssential requirements for all businesses supported**

In accordance with government requirements for UKSPF, you will need to capture and report details of Company Record Numbers (CRN) for all enterprises that directly benefit from UKSPF funded activity. Additionally, you must check and collect evidence of proof of existence for all enterprises supported. Evidence may include registration on Companies House or a unique tax reference (UTR).

**OUTPUTS**

**O****utput** **definitions and evidence requirements**

| **Output Indicator name** | **Unit of Measurement** | **Definition (provided by the UK government)** | **Notes provided by UK government** | **WYCAs evidence requirements** | **WYCA’s additional information required** |
| --- | --- | --- | --- | --- | --- |
| **Number of Enterprises Supported** | Number of enterprises  | The increase in number of enterprises supported.* Enterprise means a sole trader, micro and small business. It also includes social enterprises where these engage in economic activity.

 Reporting will also facilitate the option to report a decrease metric.  | Not Applicable | Baseline used to measure the increase.A registration process for collating beneficiary data and tracking the end-to-end customer journey including* Name of business
* address
* post code
* company registration number
* Contact details

For evaluation purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise, noting the total number. | Equalities data including Gender, Age, Ethnicity and Disability on named business contact.  |
| **Number of Farm enterprises Supported** | Number of Farm enterprises  | The increase in number of Farm enterprises supported.* Enterprise means a sole trader, micro and small business. It also includes social enterprises where these engage in economic activity.

 Reporting will also facilitate the option to report a decrease metric.  | Not Applicable | Baseline used to measure the increase.A registration process for collating beneficiary data and tracking the end-to-end customer journey including* Name of business
* address
* post code
* company registration number
* Contact details

For evaluation purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise, noting the total number. | Equalities data including Gender, Age, Ethnicity and Disability on named business contact.  |
| **Number of micro enterprises supported** | Number of enterprises  | Not available  | Not applicable | The increase in number of micro enterprises supported.* Micro Enterprise means a sole trader or enterprise with fewer than 10 employees.

 Reporting will also facilitate the option to report a decrease metric. Baseline used to measure the increase. A registration process for collating beneficiary data and tracking the end-to-end customer journey including* Name of business
* address
* post code
* company registration number
* Contact details

For evaluation purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise, noting the total number. | Equalities data including Gender, Age, Ethnicity and Disability on named business contact.  |
| **Number of Farm diversification projects supported** | Number of projects | Not available  | Not applicable | The number of diversification projects completed as a result of the grant funding. Completed means that all diversification project activities have been completed and all further contractual obligations have been met.Confirmation of which projects, purpose, deliverables and outcomes. | Projects must have been completed in line with contractual requirements and must have delivered what was proposed in the original application. |
| **Number of Visitor Experiences**  | Number of people | Not available  | Not applicable | The increase in number of visitor experiences to the local area, including eg. markets, town centre, tourist attractions, green and blue spaces and cultural and heritage venues. Baseline used to measure the increase.Survey / venue count of visitor numbers where possible.Number oflocal events or activities supported to be split**-** * Number of live (f2f) ticketed events and total audience.
* Number of live non-ticketed (e.g. public space) events with footfall estimates.
* Number of virtual events and online audience
* Number of schools events and schools audience (segmented by key-stage).
 | **Ticketed/online events:**Segmentation of audience by·       * Age·
* Ethnicity·
* Gender·
* LGBTQIA+·
* Disability
* Postcode)

**Non ticketed events*** Target audience (if there is one)
* Delivery postcode/s
 |

**OUTCOMES**

**Outcome definitions and evidence requirements**

| **Output Indicator name** | **Unit of Measurement** | **Definition (provided by the UK government)** | **Notes provided by UK government** | **WYCAs evidence requirements** | **WYCA’s additional information required** |
| --- | --- | --- | --- | --- | --- |
| **Jobs created** **as a result of support** | Number of Full time equivalent (FTE) | The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.* New means it should not have existed with that employer before the intervention.
* Created jobs exclude those created solely to deliver the intervention (e.g. construction).
* Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created.
* Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year)
* FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time workweek.
 | Not applicable | Written confirmation from a senior member of staff or business owner in the supported enterprise confirming the individual number of jobs created as a result of the support provided.The confirmation should include details of the job as advertised and started, duration, and the number of hours per week. Sector/role SIC code. | Equalities data including Gender, Age, Ethnicity and Disability.*Of the jobs created how many paid above the Minimum Wage.**Of the jobs created how many paid above the Living Wage.*Of the jobs created how many were***green jobs2*** (*see footnote for the definition of a green job).* |
| **Jobs safeguarded as a result of support**  | Number of full time equivalent (FTE) | A safeguarded job is a permanent and paid job that was at risk prior to support being provided, and which the support helped the business to retain. This includes sole traders and business owners.Safeguarded jobs exclude those created solely to deliver the intervention (e.g., construction). This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE).* FTE should be based on the standard full-time hours of the employer.
* At risk is defined as being forecast to be lost within 6 months.
* Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year)
* FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time workweek.
 | Not applicable | Written confirmation from a senior member of staff or business owner in the supported enterprise that the support provided did safeguard an at-risk job- - which job, level of job, salary, location of job, job title and how long the job has been at risk.Sector/role SIC code. | Equalities data including Gender, Age, Ethnicity and Disability.Of the jobs created how many paid above the Minimum Wage.Of the jobs created how many paid above the Living Wage.Of the jobs created how many were***green jobs2*** (*see footnote for the definition of a green job).* |
| **Number of new enterprises created as a result of support** | Number of new enterprises | A new enterprise is one which has been registered at Companies House or HMRC as a result of the support provided.  Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.  | Not applicable | Evidence of registration on Companies House or HMRC dated after support has commenced. | Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project. Minimum should include gender, age, ethnicity and Disability.  |
| **Number of enterprises adopting new to the firm technologies or processes** | Number of enterprises | The number of enterprises introducing a new to the firm technology or process (through external sources e.g., procurement).* Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.
* A technology or process is new to the firm if it did not use a technology or process with the same functionality before, or the production technology or process is fundamentally different from those already used. This may be tangible or intangible.
* If an enterprise introduces multiple new technologies or processes, it is still counted as one enterprise.
 | Not applicable | Evidence might include the date a new or improved process became operational or the date the new product or service was launched from market information or marketing literature. If product has not progressed to market, the enterprise should provide information on the status of the product.A self-declaration from the enterprise to confirm the product, process or service is new to the firm. | Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project. Minimum should include gender, age, ethnicity and Disability. |
| **Number of enterprises increasing their export capability** | Number of enterprises | The number of enterprises engaged in new or enhanced export-readiness activity, including but not limited to production of an export strategy for the firm, undertaking research into overseas markets or actively preparing a product or service for export.* New means activity that was not undertaken prior to the UKSPF support. Enhanced means additional activity to deepen or widen activity already underway.
* Appropriate evidence may include a declaration from the enterprise owner or senior leader that they have undertaken export-readiness activity as a result of UKSPF support.
 | Not Applicable | Documentation by the business to confirm details that thy have undertaken export-readiness activity – type of impact the support has led to. | Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project. Minimum should include gender, age, ethnicity and Disability |
| **Number of businesses with improved productivity**  | Number of enterprises  | Not available | Not available | Number of enterprises with improved productivity.  * Enterprise means a sole trader, partnership or limited company. business. It also includes social enterprises where these engage in economic activity.
* Productivity refers to the gross value added per hour worked or gross value added per worker. Measured against a baseline at the point of application.
 | Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project. Minimum should include gender, age, ethnicity and Disability |
| **Number of enterprises Experiencing Growth**  | Number of enterprises | Not available | Not available | . * Enterprise means a sole trader, micro and small business. It also includes social enterprises where these engage in economic activity.

Growth refers to increasing turnover and/or employment levels, | Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project. Minimum should include gender, age, ethnicity and Disability |
| **Number of enterprises increasing their turnover**  | Number of enterprises | Not available | Not available | .  * Enterprise means a sole trader, micro and small business. It also includes social enterprises where these engage in economic activity.

An increase in turnover means an increase in sales levels against a baseline figure at the point of application.  | Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project. Minimum should include gender, age, ethnicity and Disability |

2 Definition of a green job is as set out by Government - *Employment in an activity that directly contributes to - or indirectly supports - the achievement of West Yorkshire’s net zero emissions target and other environmental goals, such as nature restoration and mitigation against climate risks’.*

**Annex 1: “About You” questions**

**Equality, diversity, and inclusion required questions**

We want to better understand who we are engaging with and hearing from. We are required to act in line with the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents). By asking these questions we can make sure our work reflects the diverse communities we serve.

**These questions are optional. If you choose to answer these questions you will not be identified by the information provided.**

**Area**

**What is your postcode?**

Prefer not to say

**Gender**

**What is your sex?**

Female/ woman

Male/ man

Prefer not to say

**Is the gender you identify with the same as your sex registered at birth?**

Yes

No

Prefer not to say

I self-describe my gender identity as:

1

**Age**

**How old are you?**

0 – 15

16 – 24

25 – 34

35 – 44

45 – 54

55 – 64

65 – 74

75 – 84

85+

Prefer not to say

**Ethnicity**

**How would you describe your ethnicity or ethnic background?**

**Asian, Asian British:**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background, please state:

**Black, Black British, Caribbean or African:**

African

2

Caribbean

Any other Black, African or Caribbean background, please state:

**Mixed or Multiple ethnic groups:**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed or Multiple ethnic background, please state:

**White:**

English, Welsh, Scottish, Northern Irish or British

Irish

Gypsy or Irish Traveller

Roma

Any other White background, please state:

**Other**

Arab

Any other ethnic group

Prefer not to say

3

**Disability**

**Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?**

Yes

No

Prefer not to say

**Do any of your conditions or illnesses reduce your ability to carry out day-to- day activities?**

Yes, limited a lot

Yes, limited a little

No

Prefer not to say

**Sexual orientation**

**How would you describe your sexual orientation?**

Heterosexual or straight

Gay man or gay woman / lesbian

Bisexual

I self-describe my sexual orientation as:

Prefer not to say

**Religion or belief**

**What is your religion or belief?**

No religion (including atheist)

Christian (including Church of England, Catholic, Protestant, and all other Christian denominations)

4

Buddhist

Hindu

Jewish

Muslim

Sikh

Other (specify, if you wish):

Prefer not to say