

## Arrangements for reporting and evaluation

It is necessary to collect information to help understand how the Scottish Government's 'Programme for Government' commitment is being implemented in different institutions, refine estimates of costs and uptake for future funding, and find out what works well and less well in delivering access to free sanitary products. This proposal is for the FY 2018-19 period of August 2018 to March 2019 only. Reporting and evaluation arrangements will be reconsidered after year 1; less data is likely to be needed in the future. The Scottish Government is funding a post at the SFC to support this policy, including reporting.

## Objectives

- Assess the cost of, and estimate levels of uptake of, products in different institutions, and how this varies by type of institution, level of deprivation of population, size of institution.
- Understand the different models of access being implemented including what works well in providing access to sanitary products and any lessons learned.
- Gain insight into the views and experiences of students, including what impact, if any, providing access to sanitary products has had on them.

## Information to be collected

The types of information considered necessary to meet the objectives are outlined in the table below:

Topic	Key data	Frequency
<b>Products</b>	<ul style="list-style-type: none"> <li>• Type and variety of products available.</li> <li>• Number and cost of products purchased.</li> </ul>	Biannual (Feb/Aug 19)
<b>Uptake</b>	<ul style="list-style-type: none"> <li>• Number of products distributed each month.</li> <li>• An estimate of uptake<sup>1</sup>.</li> </ul>	Biannual (Feb/Aug 19)
<b>What works/ lessons learned</b>	<ul style="list-style-type: none"> <li>• Provide any updates on changes to the delivery model.</li> <li>• Provide an assessment of what has worked well in delivery and lessons learned.</li> </ul>	Annual (Sept 19)
<b>Student views</b>	<ul style="list-style-type: none"> <li>• Students' views on and experiences of provision.</li> <li>• Students' perceptions of what impact, if any, the provision has had on them.</li> </ul>	Annual (Sept 19)

<sup>1</sup> Ideally, an estimate of uptake would consider both the percentage of students taking up provision and the proportion each student takes of their annual requirement. For example, taking 300 products as the average yearly requirement: 100% uptake would be all female students taking 300 products each; while 25% uptake could break down as 10% of students taking no products, 10% taking their full requirement of 300 products and 80% of students taking 20% of their yearly requirement (e.g. an average of 60 products each). We appreciate that in many delivery models it will not be possible to record the number of students taking up provision. Instead, institutions could divide the total number of products distributed each month by the total number of female students in their institution.

It is proposed that reporting take place at college / university level (with relevant breakdowns e.g. campus provided if available).

### **Biannual reporting**

We are finalising plans for the format and timing for reporting with the Working Group. We are proposing this information be collected via a simple online survey distributed to the lead at each college / university to reduce administration.

However in order to be able to complete this information, institutions should keep a record of:

- The type and variety of products you are making available.
- The quantity and cost of products purchased initially, then each month thereafter. If possible broken down by tampons / pads / reusable products (e.g. X boxes of tampons with X individual tampons in each box at £X per box).
- The quantity of products distributed each month.
- The quantity of products remaining each month.

### **Annual data collection**

It is proposed that annual reporting be focussed on assessing how well an institutions' delivery model has worked, gathering the views of both administrators and students. It is envisaged that each college / university would provide a short report on their experience delivering the commitment in response to the following prompts:

1. Provide an overview of any consultation undertaken with students and how this shaped your delivery plans and ongoing provision.
2. Provide any updates on changes to your delivery model proposed in Implementation Plans and the rationale for these.
3. Provide an assessment of what has worked well in delivery.
4. Provide an assessment of the key lessons learned.

### **Students' views**

We are considering the best method for gathering data on students' views with the Working Group. It is proposed that data on students' views on and experiences of provision during 2018-19 be gathered via an online survey administered by the Scottish Government. In consultation with the Working Group, the Scottish Government could develop an online survey to be used in all institutions towards the end of the 2018-19 academic year (timing to be discussed with the Working Group and college / university representatives). Institutions would be responsible for distributing and promoting the survey link to their students. The Scottish Government would share relevant data with stakeholders and conduct national-level analysis and reporting of the data.

This would ensure standardised questions are asked across all locations and minimise the input needed from institutions. Additional local data collection could take place if desired (e.g. focus groups with staff and students to understand issues raised in the survey).