



# **LEADER PERFORMANCE INDICATORS**

## **GUIDANCE AND DEFINITIONS**

- 1. MALT REPORTING**
- 2. LAG REPORTING**



## 1. LEADER PERFORMANCE INDICATORS – GUIDANCE AND DEFINITIONS FOR MALT REPORTING

Indicator	Definition	Example	Audit Evidence
No of new/innovative methods introduced which improve quality of life.	The development of new and innovative approaches for products or services previously unavailable in the local area.	Social enterprise like a 'Time Bank'.	Details of the approach that has been developed, evidence that approach does not replicate existing methods, reviews. Claim and monitoring forms.
No of new/innovative methods of adding value to local products.	Support for new processes or approaches to selling, marketing or delivering existing local products which add value by improving the attractiveness of a product in the marketplace and were not previously adopted in the locality.	Development of a local brand. Events promoting new combinations of local products.	Evidence of activity increasing value of product. Claim form. Monitoring of project.
No of new products developed.	The development of a new product not previously available.	New local food products or rural craft goods introduced.	Details of approach that has been developed, evidence that the new product is being implemented/has been introduced. New product catalogue, photographs, samples, adverts.



Indicator	Definition	Example	Audit Evidence
No of jobs created (gross).	A permanent post created due to support given which did not exist prior to project activity.	New full time jobs (and FT parts thereof) created.	Details of post holder. Recruitment verification. Claim form.
No of jobs safeguarded.	A post which was forecast to be lost within next year but which is now permanent.	Full time jobs (and FT parts thereof) safeguarded.	Details of post. Evidence showing how continuation of post is dependant on project support. Claim form.
No of training courses delivered.	A formally organised course being provided to a number of people or organisations for the acquisition of knowledge, skills and/or competencies.	Courses providing a specific qualification or knowledge based courses e.g. marketing, finance, diversification.	Copies of promotional material for course, syllabus, attendance records and feedback forms.
No of individuals trained, gaining new skills or re-skilled.	Number of people who attend and complete a training course, workshop or event which passes on new skills.	Number completed.	Certificates of completion, course participants list, letter from training provider. Claim form.
No of joint projects within the UK.	A project which is being undertaken with group(s) in another part of Scotland or the UK.	A number of communities from different LAGs create a joint structure to sell their products.	Copy of Cooperation Agreement. Application and claim form.
No of transnational projects.	A project which is being undertaken with group(s) from EU or third country.	Joint project between Scottish LAG and at least one EU or 3 <sup>rd</sup> country LAG to build community capacity and achieve a common aim – music festival, food project, training skills exchange.	Copy of Cooperation Agreement. Reports, outcomes achieved. Application and claim form.



Indicator	Definition	Example	Audit Evidence
No of community led projects.	A project led by a formal or informal group with a membership of residents from the targeted area or individuals from a community of interest carrying out activities for community benefit.	Community groups given funds to develop an area of need, or public benefit.	Written confirmation from beneficiary of support received. Written record of financial support provided from claim form.
No of jobs created in tourist sector.	A job directly created by providers of accommodation, tourist attractions and facilities and other entertainment activities. (Not catering)	Full time or part time equivalents.	Details of post holder. Recruitment verification. Post project monitoring.
No of jobs created in craft sector.	A job directly created in areas such as art, pottery, glass, jewellery, textiles and furniture and quality giftware.	Full time or part time equivalents.	Details of post holder. Recruitment verification. Post project monitoring.
No of jobs created in retail sector.	A job directly created for retailing goods and services to consumers.	Full time or part time equivalents.	Details of post holder. Recruitment verification. Post project monitoring.
No of jobs created in renewable energy production sector.	A job directly created by providers of energy produced using renewable sources e.g. wind energy, solar power, hydro power, biomass.	Full time or part time equivalents.	Details of post holder. Recruitment verification. Post project monitoring.



Indicator	Definition	Example	Audit Evidence
No of jobs created in voluntary (third or non-profit) sector.	A job directly created by a independent organisation run on a not for profit basis e.g. a local community group.	Full time or part time equivalents.	Details of post holder Recruitment verification. Post project monitoring.
Under employed.	People within the community who are under employed including individuals not in education, employment or training, people registered as disabled, people in receipt of incapacity benefits, people in early retirement.	Qualified/skilled people not in job using skills/knowledge. People not able to work through disability, or able to work but taken early retirement.	Information provided in application form.
Unemployed.	Jobless people who want to work, are available to work, and are actively seeking employment.	People not in work for whatever reason.	Information provided in application form. Participant data form.
People on low income.	A household with an income before housing costs of below 60%of the UK average income before housing costs (e.g. mortgage, rent, insurance etc) (alternatively low income such as the SIMD income domain can be used).		Information provided in application form.



Indicator	Definition	Example	Audit Evidence
People with disabilities.	The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.		Information provided in application form. Participant data form.
Micro businesses.	Support which is provided to encourage the development of new and established micro-enterprises (less than 10 FTE's and a turnover of less than €2m).	Farm business, social enterprise, rural hairdresser etc.	Written confirmation from beneficiary of support received. Written record of financial support provided.
Social enterprises.	Support which is provided to a business with a mainly social objective which reinvests surpluses for that purpose in the business or community.	Community project which produces an income greater than running costs e.g. recycling.	Written confirmation from beneficiary of support received. Written record of financial support provided.
Ethnic minorities.	People of white, mixed, Asian, black etc origin.		Information provided in application form. Participant data form.
Migrant workers.	Someone who has come from abroad to work in the UK.	Fruit pickers, mushroom pickers, fish process workers etc.	Information provided in application form.



<b>Indicator</b>	<b>Definition</b>	<b>Example</b>	<b>Audit Evidence</b>
Area of project benefit (km2).	The whole area which the project will benefit.	Towns, villages and surrounding countryside which benefits from project.	Information provided in application and claim form.
Geographic location.	Main HQ of project identified by parish number.	Main parish code the project is located in. If a town select nearest parish to it.	Information provided in application and claim form.
Best practice transferred.	A technique, method, process, activity, incentive or reward that is more effective at delivering a particular outcome. What works, how and why.	Cooperative joint, project, LEADER workshop, discussion with other coordinators.	Number of joint projects, number of events, number of LAGs and projects learning and using best practice transferred.
Beneficiary	Group/claimant/applicant receiving LEADER funding		Information provided in application and claim form.
Participant	Person who might gain or receive benefit from a project	Attendance at a workshop	Information provided in application and claim form. Participant data form



## 2. LEADER PERFORMANCE INDICATORS – GUIDANCE AND DEFINITIONS FOR LAG REPORTING

Indicator	Definition	Audit Evidence
Improvement in rural community capacity.	Rural community capacity refers to an increase in skills, knowledge, confidence and support.	Questionnaires, site visits, claims workshops, rural network events.
No of projects that primarily address economic growth.	Projects that help establish a diverse economic base, generate employment and add value to rural goods and services.	Reports, recruitment verification, budgets.
No of projects that primarily address social cohesion.	Projects that increase the accessibility of information, support and services to sustain vibrant communities.	Quality of life assessments, questionnaires, reports.
No of projects that primarily address protection of the environment.	Projects which make a clear improvement to a specific element of the environment, enhance countryside access or promote sustainable resource management.	Photo evidence, studies.
No of communities participating.	A community for monitoring purposes is considered by post code area.	Provision of printed material stating project locations e.g. event programme, training courses, questionnaires, booking forms.
No of community facilities created.	A community facility established where none existed prior to the project.	Physical evidence, photographs, brochures.
No of community facilities improved.	An existing community facility enhanced/expanded/improved as a direct result of project activity.	Physical evidence, photographs, brochures.



Indicator	Definition	Audit Evidence
No of promotions undertaken.	Any planned and targeted activity that promotes an idea, project or service.	Record of exhibition, print produced, press releases, websites.
Marketing activity undertaken.	Any planned and targeted activity that promotes a product or service to a customer/potential user of service.	Record of attendance at events, literature produced, articles, press releases, websites, written summary.
New markets accessed.	Occurs where support from the project has led to a new market (geographical or customer based) for an existing product or service.	Evidence of sales in new market area.
Awareness raising event.	An event specifically designed by project to raise knowledge and awareness of a particular topic.	Details collected via event register.
Feasibility study.	Technical study or similar to establish if a particular project is feasible.	Hard copy of final document.
Development plan.	Activities would include community needs analysis, audits, appraisals, surveys, development strategies, delivery framework.	Hard copy of final document.
Heritage sites with interpretation introduced.	Covers all activities that interpret natural and cultural heritage sites e.g. boards, brochures, events, staff, IT based activities.	Hard copy of materials, photographs, website, written summary.
Amenity access improved.	Covers all activities that contribute to improving amenity access.	Before and after photographs, website.