

Vale of Glamorgan Local Service Board – Business Intelligence Group
Meeting
20th December 2012, Committee Room 2, Civic Offices

Present

Anne Wei – Cardiff & Vale UHB
 Seth Newman – Data Unit
 Duncan Mackenzie – Data Unit
 Rob Jones – VOGC
 Mike Jones – VOGC
 Denise Dyer - VOGC
 Gethin Robinson – VOGC
 Jason Horton – VOGC
 Richard Evans – VOGC
 Russell Watts – VOGC
 Chris Haberley – VOGC
 Joe Walsh – VOGC
 Colin Davies – Communities First
 Laura Bryon – VOGC
 Tim Cousins - VOGC

Apologies

Gemma Williams – Youth Offending Service
 Meredith Gardiner – Cardiff & Vale UHB
 Rachel Connor – VCVS
 Beverley Searle – VOGC
 Jenny Rogers – South Wales Police
 Jenny Lewington – VOGC
 Gail Reed – Wales Probation Trust

Agenda Item	Action
Introductions	
Introductions and apologies were made.	
Minutes of Previous Meeting (23rd November 2012)	
The minutes of 23 rd November 2012 were agreed as an accurate reflection of the meeting.	
The group were reminded to complete the Training and Skills development audit questionnaire and return as soon as possible to Duncan. The majority of responses, to date, have come from VOGC council officers. The data unit would like to have a broader response in order to accommodate the development needs of all LSB partners.	All
Mike asked the Data Unit whether there had been any further discussions with CACI regarding the potential for the authority to have access to data free of charge as a way of showcasing data in a geographical context. It was agreed a meeting	SN

<p>between the Data Unit, Mike, Gethin and Laura Bryon take place to discuss requirements/potential opportunities. The link with InfoBase Vale was discussed. Mike had arranged for colleagues from the Data Unit who deal with InfoBase Vale to attend the next BIG meeting on 25th January.</p> <p>It was agreed there was a need to progress as a priority potential indicators relating to community cohesion.</p> <p>The group were reminded to forward all strategies and plans to Duncan in order for him to map out requirements.</p>	<p>LB/SN/ GR/MJ</p> <p>All</p>
<p>Responses to Training & Skills Development Audit to inform capacity building event – Local Government Data Unit/All</p> <p>Duncan reiterated the importance of completing and submitting training and skills questionnaires, explaining that the information provided will influence the capacity building event. Mike highlighted the wider role of members as representatives of their organisation and the need to improve take-up and responses to the questionnaire.</p> <p>This event will now take place in February 2013 to give all analytical and consultation staff from each organisation extra time to submit their completed questionnaires. The group were informed that the event will not be postponed again.</p> <p>It was agreed that members with existing skills and knowledge may be asked to run a workshop at the event. An invitation will be sent out as soon as a date is finalised.</p>	<p>All</p> <p>DM/MJ</p>
<p>Data Gaps/Data Development areas/Opening up of information flows/Lessons from other areas</p> <p>Duncan informed the group that meetings are still ongoing. Mike asked for the Police held data on the number of instances of deliberate fire setting which is categorized under the anti social behaviour heading to be added to the data development action plan, as requested by South Wales Fire & Rescue.</p> <p>Gethin has signed a confidentiality agreement with the NHS on behalf of Safer Vale, in order to have access to A&E data. The portal is currently being set up and access should be granted by January 2013.</p> <p>Richard informed the group an NHS data sharing agreement has been signed to allow VOGC access to dental data for young children. Richard will forward the details to Mike and Duncan.</p>	<p>DM</p> <p>RE</p>

<p>Audit of current available data and its use – Local Government Data</p> <p>Work on how Welsh Government supports LSBs develop need assessments and Single Integrated Plans is now underway. Duncan highlighted the role of the data unit in terms of helping to pull data together for the needs assessment.</p> <p>The Welsh Statistical Liaison Committee will in future support the development of data sets, strategies and policies. The Data Unit will ensure the business intelligence group is kept up-to-date on developments.</p>	<p>SN/DM</p>
<p>Future Work Programme – Local Government Data Unit/All</p> <p>The work programme has been updated based on the number of development days available this year. In future an additional column will be added to show the amount of time committed to date and the resource available for deployment.</p> <p>The intention is to prioritise actions within the data development action plan at the next LSB Business Intelligence Group meeting in January. The plan to be updated and circulated prior to the meeting.</p>	<p>SN/DM</p> <p>SN/DM</p>
<p>LSB Website</p> <p>The new VOGC website will be live in March 2013. Mike gave a brief explanation to the group regarding the proposed LSB website structure and content. It has been agreed that this group will be responsible for content on the business intelligence group pages.</p> <p>A report is going to the partnership co-ordinators meeting this afternoon naming individuals who will be responsible for providing content on for the individual sections/WebPages. The Corporate Partnership Team will then take responsibility for importing content to the website. Although Mike awaits details of how the new site will operate, he understands automatic reminders can be sent to individuals responsible for content if pages are not updated.</p> <p>A meeting between Mike and Joe with the Web Editor leading on the new website has been scheduled for the new year. It is likely guidance for content providers etc will follow. Any comments or questions on the new website are welcomed to be sent to Mike Jones including ideas re content or any suggestions re user friendly names for specific sections. For example currently entitled business development.</p>	<p>All</p>
<p>InfoBase Vale</p>	

<p>Mike highlighted following a meeting with colleagues in the Data Unit who deal with InfoBase Vale, the current site is being refreshed with a few minor improvements. The data unit have been invited to the next meeting of the business intelligence group where they will highlight the content of the current site and there will be an opportunity for a discussion regarding ideas for further improvements/any problems/issues encountered. Mike informed the group a number of proposed changes to the site had been discussed when they met the Data Unit including better navigation within the site and the possibility of having information at ward level in addition to lower super outputs area etc. He also highlighted the possibility of a general awareness raising workshop for LSB partners to publicise the site and that the Data unit may attend a future meeting of partnership co-ordinators.</p>	<p>SN/DM</p>
<p>Exchange of Information</p> <p>The publication scheme which looks at the obligations on public authorities to disclose information, subject to a range of exceptions, is currently being reviewed. It was agreed that Tim would forward the information to Mike for wider distribution.</p> <p>Members were warned that they may receive requests for data in preparation for the Estyn inspection.</p>	<p>TC</p>
<p>Any Other Business/Date and Time of Next meeting</p> <p>Next meeting 9.30, 25th January 2013 , Committee room 2, Civic Offices</p> <p>Subsequent meetings are:</p> <p>9.30am, 22nd February 2013, 9.30am, 22nd March 2013 10am, 26th April 2013; 10am, 24th May 2013; 10am, 21st June 2013; 10am, 19th July 2013; 10am, 23rd August 2013; 10am, 20th September 2013 10am, 18th October 2013; 10am, 22nd November 2013; 10am, 20th December 2013.</p>	