

Vale of Glamorgan Local Service Board – Business Intelligence Group
Meeting
26th October 2012, Committee Room 2, Civic Offices

Present

Meredith Gardiner – Cardiff & Vale UHB
Seth Newman – Data Unit
Duncan Mackenzie – Data Unit
Sian Griffiths – Public Health
Jay Winslade-Gregory – South Wales Police
Tim Cousins - VoG
Rob Jones – VoG
Mike Jones – VoG
Denise Dyer - VoG
Russ Watts – VoG
Rachel Connor – VCVS
Gethin Robinson - VoG
Richard Evans – VoG
Colin Davies – VoG
Laura Bryon – VoG
Jenny Rogers – South Wales Police
Matt Griffiths – South Wales Police
Jenny Lewington - VoG

Apologies

Trina Nealon – Public Health
Gemma Williams – Youth Offending Team
Gail Reed – Wales Probation Trust
Deb Gibbs – VoG
Bev Searle - VoG
Phil Pinches – South Wales Fire & Rescue
Jason Horton – VoG
Chief Inspector Gary Osbourne – South Wales Police
Laura Eddins – VoG
Wendy Williams – Cardiff & Vale College
Tim Greaves – VoG
Chris Habberley – VoG

Agenda Item	Action
1. Introductions As there were a number of new members to the group it was agreed it would be useful for everyone to introduce themselves and their area of work.	
2. Data Gaps/Data Development areas/Opening up of information flows – There was a general discussion regarding how we take forward the data development areas identified by the LSB/key partnerships in the Vale and reported in the annual report under each of the priority outcomes.	

<p>The importance of being specific on the data required, why the data is needed and how the data would be used was emphasised. Mike highlighted the membership of the group included officers/personnel involved in partner organisations/partnerships either involved in providing analytical support or were a member of groups which proposed the data development areas identified. Therefore it is expected they would be familiar with the specifics of the data development areas proposed.</p> <p>There was a discussion regarding volunteering. The only data currently available relates to the monetary value of volunteering. Mike highlighted this had been identified as an area requiring attention in the unified needs assessment produced to support the Community Strategy. Seth/Duncan to explore potential indicators used in other areas.</p> <p>Laura highlighted her role in terms of community cohesion co-ordinator for Cardiff & the Vale of Glamorgan. She was particularly interested in data such as volunteering which could help monitor whether people felt there was a cohesive community spirit. Seth highlighted a lot of work had already been undertaken in some areas to develop a cohesion indicator which pulls together appropriate data sources. Seth to investigate.</p> <p>Mike highlighted the need to take forward the data development areas identified. It was agreed meetings be arranged between Mike, Seth/Duncan and the relevant officer/s responsible for identifying/supporting the data development areas identified to plan a way forward. MJ to organise meetings, as appropriate. Seth proposed a table providing an update on progress for each of the development areas be produced for future meetings. It was agreed this would be useful.</p> <p>There was a discussion regarding the potential of the LSB Insight tool to provide the core data required by LSBs. It was agreed the site has potential. Views on the pilot site and data sets recommended to be added should be feed into the consultation.</p> <p>Duncan requested copies of partner's plans and strategies to help map out requirements. Mike had already forwarded the Community Strategy, LSB annual report and Denise had forwarded the Families First guidance.</p>	<p>SNDM</p> <p>SN</p> <p>MJ</p> <p>SN</p> <p>All</p> <p>All</p>
<p>3. Data Sharing Protocols (e.g. WASPI)</p> <p>Tim Cousins explained some of the principles regarding data sharing and the Information Act.</p>	

<p>He highlighted the Draft Anonymisation code of practice issued in May 2012. "The code explains the implications of anonymising personal data, and of disclosing data which has been anonymised, in terms of the requirements of the Data Protection Act 1998 (DPA). It provides practice advice that will be relevant to organisations that need to convert personal data into a form in which the individuals to whom it relates are no longer identifiable – anonymised data".</p> <p>"The code of practice also highlights the definition of "personal data". Personal data means data which relate to a living individual who can be identified from those data or from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller. It follows therefore that information or a combination of information, that does not relate to and identify an individual, is not personal data and that the DPA does not apply to it. Clearly, effective anonymisation depends on a sound understanding of what constitutes personal data"....."And includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual".</p> <p>Tim highlighted the dangers of sharing data inappropriately and the fines imposed by the Information Commissioners Office.</p> <p>The group discussed the "Data Sharing Codes of Practice" and "Privacy Notice Codes of Practice". It was agreed the above be circulated to the group.</p> <p>Mike highlighted the importance of data sharing protocols (e.g. WASPI) as the group was tasked to explore how organisations can collaborate and, where permitted, share data/information to develop a sustainable statistical and analytical resource within the LSB. Denise highlighted Families First had previously arranged for WASPI training and offered to explore the possibility of further training with Mark Davies (CYPP Manager). This was welcomed. Mike highlighted the information on WASPI on the Staffnet which is available for Council employees. He also highlighted discussions to develop a specific LSB website which better illustrated how partners/partnerships were working collectively under the LSB. Although the site would be hosted/part of the new Council website it would have a unique identify and website address. He proposed a specific section relating to LSB business intelligence. Work to start soon for a launch around April 2013.</p>	<p>TC/MJ</p> <p>DD</p>
<p>4. Future Work Programme/training needs analysis/ capacity building event</p>	

<p>Seth from the local Government Data Unit introduced the draft work programme put together by the Data Unit following discussions with Mike.</p> <p>It is proposed a training needs analysis take place next month to scope out the type and level of training required to inform the agenda for a capacity building event in January/February 2013. The primary audience personnel involved in data analysis/sharing data in each of the LSB organisation. There was a discussion regarding including personnel involved in a consultation role within each organisation. It was agreed to include those involved in an analytical and consultation role as part of the questionnaire and the specific audience for the capacity building event in January to be agreed once there was a clearer idea of the numbers involved, the training needs of individuals etc. Consultation staff either to be included in the capacity building event in January/February or a subsequent event.</p> <p>Meredith raised the issue of RBA and whether there was merit in an RBA workshop. Mike proposed the population outcomes as set out in the Community strategy and LSB performance management arrangements would need to be raised to set the context but had concerns on a specific RBA workshop which could dominate the whole event.</p> <p>There was a discussion on the need to be clear on the purpose and outcomes for the capacity building event. A draft agenda and clarity on the objectives of the event to be informed by the training needs analysis and discussed at a future meeting.</p>	<p>MJ/DM/SN</p>
<p>5. Lessons Learnt from Other Areas/LSB Insight</p> <p>There was a general discussion about the pilot LSB Insight site. Duncan highlighted ongoing discussions with LSB partners to identify the most appropriate data sets required to be added to the site to provide a core set of data. This could be supplemented by data required at an LSB local level. He highlighted the lack of commonality at data used by LSBs to produce their Integrated Community Strategies/Single Integrated Plans. The Data Unit are attempting to identify between 50-75 most appropriate data sets, about 350 different sets used in current need assessments. There was a discussion about the number of potential sources of data and how agreement on the most appropriate sets to be used in future would be extremely helpful both in terms of efficiency and enabling better comparison between geographical areas.</p> <p>There was a discussion regarding the public health observatory. Sian Griffiths to forward a list of useful websites from a public</p>	<p>SG</p>

<p>health perspective.</p> <p>The Data Unit highlighted the LSB Insight site could be specifically tailored to meet the needs of the Vale LSB. Seth highlighted how Infobase Vale could be developed as a compatible tool.</p> <p>The Data Unit to start feedback at the next meeting on lessons learnt from other areas.</p>	<p>DM/SN</p>
<p>6. Exchange of Information</p> <p>Rob highlighted the timescale for the next Vale Viewpoint questionnaire.</p>	
<p>7. Any Other Business/Date and Time of Next meeting</p> <p>Next meeting 9.30, 23rd November, Committee room 1, Civic Offices</p> <p>Subsequent meetings are:</p> <p>9.30am, 20th December 2012,</p> <p>9.30am, 25th January 2013,</p> <p>9.30am, 22nd February 2013,</p> <p>9.30am, 22nd March 2013.</p>	