

Vale of Glamorgan Local Service Board – Business Intelligence Group
Meeting
28th September 2012 , BSC

Present

Meredith Gardiner – Cardiff & Vale UHB
 Andrew Stephens – Data Unit
 Seth Newman – Data Unit
 Duncan Mackenzie – Data Unit
 Sian Griffiths – Public Health
 Trina Nealon – Public Health
 Jay Winslade-Gregory – South Wales Police
 James Rees – VoG
 Rob Jones – VoG
 Mike Jones – VoG
 Alan Sinclair – VoG
 Gemma Williams – Youth Offending Team
 Gail Reed – Wales Probation Trust
 Bev Searle – VoG
 Russ Watts – VoG
 Shelley Lloyd – VoG
 Phil Pinches – South Wales Fire & Rescue Service

Apologies

Shelley Bellamy – VoG
 Gethin Robinson – VoG
 Deb Gibbs - VoG
 Laura Eddins - VoG
 Denise Dyer - VoG

Agenda Item	Action
1. Apologies Denise Dyer (VoG), Laura Eddins (VoG), Shelley Bellamy (VoG), Gethin Robinson (VoG), Deb Gibbs (VoG)	
2. Introductions As this was the first meeting of the new group it was agreed it would be useful for everyone to introduce themselves and their area of work. Jay explained he was attending on behalf of South Wales Police and the SaferVale Partnership.	
3. The formation of the LSB ‘business intelligence group’ Name of New Group It was agreed the group should be called ‘LSB Business Intelligence Group’. Chair Mike sought volunteers to Chair the group. He suggested it	

<p>would be useful if the Chair was not from the Council and was a member of the Local Service Board. As there were no initial volunteers it was agreed Mike Chair the group as an interim measure and seek volunteers.</p> <p>Terms of reference</p> <p>There was a discussion regarding the draft terms of reference forwarded to the group by Mike.</p> <p>The group supported the principle of establishing an LSB business intelligence group which could help to avoid duplication of effort, maximise opportunities to share information and data and hopefully result in cost effective ways to collaborate in terms of building a business intelligence function available to the LSB.</p> <p>Jay said he would wish for a Police analyst to accompany him at the meetings involving any technical discussions regarding the sharing of specific data or proposed joint work to analyse data sets and information etc. Mike confirmed the invitations for the group had been sent to named representatives on the LSB. He said it was the decision of each organisation who would be the most appropriate representative/s to attend future meetings. Where deemed appropriate, an analyst to attend in addition to the senior representative from the organisation to aid discussions whilst ensuring representatives have the appropriate authority to commit to actions.</p> <p>Rob asked whether the purpose of the group was to share information or be involved in specific projects. Mike said the purpose of the group was both. One aim of the group was to improve how partners work together to co-ordinate consultations, data collection and data analysis. However it was also formed to explore how we pool intelligence and information to enable a better understanding of our communities needs. It is envisaged the sharing of expertise, capacity and knowledge would help create a sustainable business intelligence function available to the LSB. The pooling of intelligence and information from the range of sources available to LSB partners would enable a better understanding of data trends and the effectiveness of services.</p> <p>Mike highlighted the diverse responsibilities of the BIG which include information and engagement, needs analysis etc. The group raised the issue of either arranging meetings to concentrate on specific topics (for example better collaboration in terms of consultations, a separate meeting to explore data gaps etc) or possible the establishing of task and finish groups to work on a specific project. It was agreed this should be discussed at a future meeting. The need to ensure the BIG group took overall responsibility for the delivery of outcomes was raised.</p>	<p>All</p> <p>All</p> <p>All</p>
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<p>Gail highlighted the range of data available to the Wales Probation Trust which may be useful to partners. There was a discussion regarding the availability of health data and the importance of linking data. For example, data from A&E is important to the community safety partnership.</p> <p>Frequency of meetings It was agreed to initially meet on a monthly basis. The corporate partnership to arrange meetings for the next 6 months.</p>	
<p>4. Future Work Programme/Engagement of the Local Government Data Unit</p> <p>There was a discussion regarding the role of the Data Unit who has been engaged by the LSB via the LSB Development grant to develop business intelligence capacity within the Vale. The importance of delivering specific outcomes per financial year was raised as there is a requirement to illustrate to Welsh Government the money was being used effectively.</p> <p>There was a discussion regarding the data development areas identified in the Vale of Glamorgan Community Strategy annual report for 2011/12. Seth highlighted this forms part of the work programme being drafted for the group by the Data Unit. The Data Unit to draft a work programme for discussion at the next meeting.</p> <p>AS raised data requirements for the next housing strategy. There was a discussion regarding data gaps, and specific data which would be useful to help provide evidence of need or support the design/monitoring of projects/services. Mike and Sian highlighted the danger of data for data sake. It was agreed each organisation would look at data gaps/data which a partner currently has which is currently not shared to explore the opening up of information flows between organisations. When responding organisations to identify the data, why the data is needed and how the data would be used.</p> <p>There was a discussion regarding how we build and embed capacity locally and the support available from the Data Unit which includes individual coaching, role shadowing, informal skills transfer or formal training. It was agreed to organise a capacity building event for analyst in the Vale in January. The Data Unit to draft proposals to be discussed at the next meeting.</p> <p>AS highlighted LSB Insight, a pilot tool to be launched by the Local Government Data Unit next week aimed to assist partners involved within Local Service Boards. The pilot aims to demonstrate a potential support tool that could be developed for LSB partners, which holds key data and associated intelligence</p>	<p>SN/MJ</p> <p>All</p> <p>SN/DG/MJ</p>

<p>in a single place which is kept up to date. It is hoped this could avoid duplication of effort and support consistency in the use of key statistics. Not all data is currently available within the pilot, which will be further developed and expanded following feedback and comments. Views are particularly welcomed in terms of additional data sets you think should be included and how the structure and functionality could be improved.</p> <p>Mike to forward details following the launch of the site next week.</p>	MJ
<p>5. Exchange of Information/Data Developments/New Releases</p> <p>It was agreed BS make a presentation on the Census later in the year.</p> <p>RJ raised Vale ViewPoint, an LSB citizen panel of approximately 900 residents. The consultation is conducted every 3 months, with the next scheduled for January. The mechanism can be used by all LSB partners. Partners requested to forward proposed topics for the next consultation by the end of November.</p> <p>RW raised the issue of sharing contact details for the group. Mike to forward a contact list for the group.</p>	<p>BS</p> <p>All</p> <p>MJ</p>
<p>6. Date and agenda for Next Meeting</p> <p>To be arranged by the corporate partnership team.</p>	MJ/SL
<p>7. Any Other Business</p> <p>None</p>	