

Vale of Glamorgan Local Service Board – Business Intelligence Group
Meeting
6th June 2014, Committee Room 2, Civic Offices

Present

Helen Moses – VoGC (Chair)
 Francesca Howorth – VoGC
 Anita Weir – VoGC
 Laura Stacey – VoGC
 Rob Jones – VoGC
 Paul James – South Wales Police

Richard Evans – VoGC
 Laura Eddins – VoGC
 Gethin Robinson – VoGC
 Jenny Lewington – VoGC
 Dee Hickey – Public Health Wales/
 Cardiff and Vale UHB

Apologies

Huw Isaac – VoGC
 Duncan MacKenzie – LGDU
 Sally Pritchard – LGDU
 Rachel Connor – VCVS
 Colin Davies – VoGC
 Garry Davies – SW Fire & Rescue
 Denise Dyer – VoGC

Phil Southard – VoGC
 Sion Ward – Cardiff Council
 Meredith Gardiner – VoGC/ Cardiff
 and Vale UHB
 Nisha Shukla – VoGC
 Jason Horton – VoGC
 Russ Watts - VoGC

	Action
<p>1. <u>Apologies & Introductions</u></p> <p>Introductions were made and apologies noted.</p> <p>Helen advised that Mike Jones will be leaving the Council in July and she will now chair the group. Huw Isaac will also attend meetings as necessary.</p> <p>The Business Intelligence Group formally thanked Mike Jones for his work to establish the group and to coordinate producing the unified needs assessment.</p>	
<p>2. <u>Minutes of previous meeting – 31st January 2014.</u></p> <p>Agreed.</p> <p>Helen advised that the Local Service Board had responded to the Public Service Leadership Group's discussion paper and request for information regarding Information Sharing Protocols. Helen to circulate any future updates from the PSLG on this matter to the group.</p>	HM

<p>Richard advised that following the previous meeting he has contacted Sion Ward from Cardiff Council regarding NEETs data.</p> <p>Helen informed the group that discussions with the Local Government Data Unit are taking place regarding the support to be provided for this financial year.</p> <p>Francesca advised that herself and Mike Jones attended the Welsh Government 'Future Generations Bill – Strategic Needs Assessment Workshop' held in March. The workshop was an opportunity for officers who had been involved in drafting a unified needs assessment to provide feedback to Welsh Government on the process. The feedback will help inform the code of practice regarding needs assessments to be included in the forthcoming Future Generations Bill.</p>	
<p><u>3. LSB update and Community Strategy Delivery Plan 2014-18</u></p> <p>Helen provided an update on the LSB and advised that the joint Cardiff and Vale LSB will meet for the first time at the end of June. At this meeting, the board will discuss which areas it intends to focus on and identify regional priorities. Local arrangements will be retained to ensure work continues to address Vale specific issues, and both authorities will keep their individual Single Integrated Plans. It is likely that local structures will be reviewed including partnership structures and membership of the Vale LSB, which is likely to merge with the Implementation Group.</p> <p>Work has also commenced to draft the new Community Strategy Delivery Plan 2014-18 based on the findings of the unified needs assessment. Discussions at the LSB and Implementation Group recognised the need for the new delivery plan to be focused on a smaller number of actions than the existing delivery plan and on areas where the LSB can add value. It has also been recognised that a large amount of work to deliver the Community Strategy already takes place through the partnerships which have additional plans and strategies in place, and including all work in the new delivery plan would lead to unnecessary duplication. The new plan will also need to complement the work of the joint Cardiff and Vale LSB to avoid duplication.</p> <p>Helen advised that the proposals agreed by the LSB in April are that a number of LSB workstreams are developed aligned to the Welsh Government Anti-Poverty Strategy. It was agreed by the LSB that the workstreams could incorporate aligning work around Communities First, Families First and Flying Start, work around NEETs and employment and skills for wider age ranges including the over fifties, and work around digital inclusion and potentially childhood obesity.</p>	

<p>Paul highlighted that the PCC has recently published plans outlining 12 priorities and local delivery plans should take account of these. Helen advised that the PCC will be represented on the joint LSB and that partnerships like Safer Vale already have robust plans in place to deliver on a range of issues, but that these may not be included in the new delivery plan.</p> <p>Helen advised that she will keep the group updated on developments with the new delivery plan and joint LSB.</p>	HM
<p>4. <u>Unified Needs Assessment update</u></p> <p>Francesca advised that herself and Helen met with Sally Pritchard from the Local Government Data Unit to discuss the use of InfoBase Vale as a tool to keep the unified needs assessment 'live'. Work has taken place to ensure that, where possible, the data included within each priority outcome chapter is included under the respective priority outcome in InfoBase Vale. Therefore, the LGDU will develop a report for each of the priority outcomes to display the most up to date data available for each dataset under that outcome. It is proposed that reports are refreshed every 6 months to ensure than an up to date version of each UNA chapter is available. Each report can then be considered by relevant officers on the group to establish whether any of the updated data has a significant effect on the findings of the needs assessment.</p> <p>Francesca also advised that the 'resources' section can be utilised to include any significant pieces of research/ reports that compliment/enhance the UNA alongside the relevant chapter on InfoBase Vale. If any partners would like to include a report please let Francesca/Helen know.</p> <p>It was also advised that Francesca now has a MapInfo License and if partners would like any of the information included in the UNA to be displayed in map format she is happy to produce them, so long as it is possible to map the data.</p> <p>Finally it was advised that work will take place to promote the use of InfoBase Vale more widely, including placing an article in the Council's Core Brief which is circulated to all staff.</p>	<p>FH/ALL</p> <p>FH</p> <p>FH</p>
<p>5. <u>LSB Development Grant</u></p> <p>Helen advised that the Council currently receives an LSB development grant from Welsh Government which is used to fund the LSB Support Officer post, for engagement activity and for support from the LGDU.</p> <p>It was advised that discussions are on-going regarding how the grant can be best used to support our intelligence base for this financial</p>	

<p>year. Helen asked the group to consider any areas within the needs assessment, which when working on, they felt analysis could be expanded upon. Helen advised that the partnership team are open to suggestions of where further research could take place to enhance the work already undertaken by the group and where the research would prove useful and compliment partnership activity taking place. Suggestions regarding training opportunities are also welcomed.</p> <p>Helen also advised that the LGDU are considering how they could provide support for the coming year based on the UNA and the delivery plan proposals.</p>	<p>HM/ALL</p>
<p>6. <u>Collaboration with Cardiff Council</u></p> <p>It was advised that Cardiff are currently undergoing a restructuring process, however opportunities for collaboration will continue to be sought, particularly in light of the joint Cardiff and Vale LSB.</p> <p>It was also advised that Francesca and Mike attended the inaugural meeting of the Cardiff Partnership Board Research and Consultation Group. Links with this group will continue with information fed back at future meetings.</p>	<p>HM/FH</p>
<p>7. <u>Public Opinion Survey</u></p> <p>Rob advised that the Council's Public Opinion Survey will be undertaken shortly. The survey is undertaken every two years and is the largest corporate consultation exercise that the Council undertake. The surveys take place face to face with residents in their own homes and are undertaken by a market research company. Rob advised that the Council are currently out to tender to commission the company to undertake the surveys and it is hoped that fieldwork will commence at the end of June.</p> <p>Rob advised that questions focus on how residents view/rate Council services and the draft survey has been circulated to Council directorates and LSB partnerships for input. There is still time to refine the survey and if there are any areas not included in the survey which officers require data/information on please let Rob know.</p> <p>Jenny advised that she has contacted the WLGA for advice regarding what housing questions other local authorities have used as she would like to include more on housing in the survey. Rob and Jenny to meet and discuss suggestions for housing questions to include.</p> <p>There was a discussion regarding the questions contained within the survey and it was advised that the questions include ones used previously so that comparisons to previous year's data can be included. A number of questions have been used since the survey</p>	<p>RJ/All</p> <p>RJ/JL</p>

<p>was first undertaken in 2003 and therefore allow comparisons over a long period of time. It was also advised that participants for the survey are selected using probability sampling at ward level.</p> <p>There were a number of discussions regarding the answers available in the survey, particularly the options available regarding question 11 relating to transport services. It was suggested Rhose should be included as an option along with places such as Swansea further west of the Vale. Rob advised that the answer options included have been requested by colleagues in planning; however Rob will feed these suggestions back.</p> <p>Gethin advised that questions contained in the Safer Vale survey, which was undertaken every two years, have now been incorporated into the Public Opinion Survey, with the Safer Vale survey no longer being undertaken.</p> <p>Rob advised that the deadline for final sign off of questions is the 20th of June and any suggestions will therefore need to be submitted to Rob in time to meet this deadline. The findings of the survey will be reported to Cabinet and full Council and will be publically available in September. Rob to report the findings back to the group.</p>	<p>RJ</p> <p>RJ</p>
<p>8. <u>Business Intelligence Group – Next Steps</u></p> <p>Helen suggested that in future the group should meet on a quarterly basis. This was agreed.</p> <p>There was also a discussion regarding the future role of the group now that the unified needs assessment has been produced.</p> <p>Paul highlighted that as an LSB sub-group, the LSB should provide direction on what they require from the group to avoid duplication.</p> <p>With regards to future agendas a number of suggestions were made.</p> <p>Francesca highlighted that the group will have a role to play in considering the updated data produced through the InfoBase Vale reports to determine whether the updated data has a significant effect on the findings of the UNA. It will be important that officers involved in drafting the needs assessment continue to be involved as their expertise/knowledge of certain areas will be important in considering the data and ensuring the focus of the delivery plan remains aligned to the most pressing issues.</p> <p>Laura suggested that future agendas could focus on one service area per meeting to help officers gain a better understanding of the work taking place in other departments/ organisations and to consider where it would be useful to share data/information that is not already shared.</p>	<p>HM</p>

<p>There was a suggestion that the group could also focus on consultation and officers could share examples of consultations they have undertaken and share lessons learnt at meetings.</p> <p>It was also suggested that including a page on the LSB website providing names and contact details of researchers/consultation officers for both the Council and partner organisations that the group could easily access would prove useful.</p> <p>Helen thanked the group for their suggestions and advised that if anyone has any additional thoughts to let her know. She also advised that the joint LSB may identify information sharing as a priority and the group would have a role to play in linking to this agenda.</p>	HM/ALL
<p>9. <u>Exchange of information – All</u></p> <p>Jenny advised that the draft Local Housing Strategy will be taken to Cabinet on the 14th of July for approval to start the formal public consultation process on the 21st of July. Jenny will send a link to this consultation to the group once it has started.</p> <p>Gethin advised that Safer Vale are currently working with Atal y Fro to put together a survey linked to the white ribbon domestic abuse campaign.</p> <p>Dee advised that Public Health Wales are due to publish a report regarding alcohol use broken down by health board and local authority area in September. Dee to present the findings of this report at a future meeting of the group.</p>	<p>JL</p> <p>DH</p>
<p>10. <u>Frequency and date of next meeting</u></p> <p>Meetings to take place quarterly as agreed. The next meeting of the group is scheduled to take place on Friday, 26th September, 10:30am, Committee Room 2, Civic Offices.</p>	