Vale of Glamorgan Local Service Board – Business Intelligence Group Meeting
31ˢᵗ January 2014, Committee Room 2, Civic Offices

Present

Mike Jones (Chair) – VoGC	Rob Jones – VoGC
Huw Isaac - VoGC	Jenny Lewington – VoGC
Helen Moses – VoGC	Bron Blake-Smith – VoGC
Francesca Howorth – VoGC	Tim Cousins – VoGC
Andrew Stephens – Local Government Data Unit	Anita Weir - VoGC
	Nisha Shukla – VoGC
Duncan MacKenzie – Local Government Data Unit	Phil Southard - VoGC
	Chris Williams – VoGC (agenda item 6)
Sion Ward – Cardiff Council	
Gethin Robinson – VoGC	Rhys Gibbon – Cardiff and Vale Public Health Team (agenda item 8)
Laura Eddins – VoGC	
Richard Evans – VoGC	
Russ Watts – VoGC	

Apologies

Seth Newman – Local Government Data Unit
Garry Davies – South Wales Fire & Rescue Service
Rachel Connor – Vale Centre for Voluntary Services
Denise Dyer – VoGC
Meredith Gardiner – VoGC/ Cardiff and Vale UHB
Hugo Cosh – Cardiff and Vale Public Health Team
Chris Habberley - VoGC

	Action
1. **Apologies & Introductions** Introductions were made and apologies noted.	
2. **Minutes of Previous Meeting – 22ⁿᵈ November 2013** The minutes were agreed as an accurate record.	
3. **Unified Needs Assessment Update – Mike Jones / Fran Howorth, Vale of Glamorgan Council** Mike advised that the changes identified at the last meeting have all been made. The UNA was endorsed by the Local Service Board (LSB) on the 12ᵗʰ December 2013 and has now been published on the LSB website: http://www.valeofglamorgan.gov.uk/en/our_council/local_service_boar	

d/unified_needs_assessment.aspx	
4. InfoBase Vale – Andrew Stephens / Duncan MacKenzie, Local Government Data Unit	- 2 -
Duncan gave an overview and demonstration of InfoBase Vale, including the structure, content and functionality of the system. Duncan highlighted that there is a mix of Vale wide and LSOA level data in the system. Huw asked how many indicators were available at LSOA level and it was advised that the data is always uploaded to the system at the lowest level available. There was a discussion regarding the mapping functionality of the system and it was advised that maps can be exported as a Jpeg image for officers to use within any reports etc. they are producing. Russ asked whether maps are available at ward level and it was advised that there are a number of challenges associated with aggregating LSOA data up to ward level. It was suggested that the best approach would be to overlay an LSOA level map with ward boundaries. It was highlighted this approach may be particularly useful for Members and Sion stated that he supports this as being the best approach. There was a discussion about how much individuals on the group would and currently use the system. Although the group were receptive to its potential and the usefulness of the data in the system Jenny advised that it is difficult to access housing data as it is not all in one place. It was agreed that there may be some benefits to having different themed routes in to the system in addition to the priority outcome sections. Andrew advised that these additional themes could be placed in a password protected area of the site so that officers are able to access the data sorted by themes that best suit their area of work without making the public facing system confusing. Sion also suggested that inserting a 'search' box in the system may be a useful addition.	
It was agreed that suggestions for additional themes for data to be structured around should be forwarded to Mike and the Data Unit.	**MJ/AS/ DM**
It was also agreed that it would be a useful exercise to compare the data contained within LSB Insight to InfoBase Vale and identify if there are any additional datasets which would be useful to include in InfoBase.	**MJ/DM**
5. Maintaining and Updating the UNA – All	
There was a discussion around how to keep the UNA updated as new pieces of research/ data become available. It was agreed that the	

document needs to be dynamic and that a method should be devised to ensure that the group continue to monitor trends in the data used in the needs assessment.	
There was a discussion around the group producing regular reports for the LSB, partnerships and other groups which would bring through more up to date data. A combination of national and local information will be needed, including local engagement information and potentially this could be done through InfoBase Vale as this provides a means to access up-to-date data structured around the priority outcomes of the Community Strategy.	
It was advised that the Local Government Data Unit (LGDU) have recently completed a piece of work to collate all the indicators used by LSBs across each authority in Wales to monitor their single integrated plans (SIPs). The findings of this work will be published shortly. It was also advised that national data can be loaded onto InfoBase Vale within 5 days of it becoming available and reports can be set up and produced quite easily.	
It was agreed for Mike to establish if all the key data contained within the UNA is on InfoBase Vale and consider how it will be used moving forward.	**MJ**
Andrew agreed to create a pilot report to show what could be produced for the BIG to take to the LSB and other groups. It was suggested the LGDU could develop a consistent report card format for these reports which could be created as either a PDF or through Microsoft Excel.	**AS/DM**
Duncan highlighted that findings of the Williams Commission along with information on the Future Generations Bill place an emphasis on UNAs being produced more efficiently with more resource spent on analysing the data rather than producing the document. It is therefore important that an efficient method is agreed for keeping the data up-to-date to assist with producing future UNAs.	
6. MapInfo Demonstration – Chris James Williams, Vale of Glamorgan Council	
Chris Williams from the Council's planning department gave a presentation which provided an overview of the potential uses of GIS which the group are keen to explore as a method of enhancing the UNA and any future work undertaken.	
The presentation gave a demonstration of a number of GIS maps that were created using a variety of data sources including WIMD data. The presentation showed how data is imported into GIS to create the maps and different ways to display information on maps including coloured shading, symbols and bar charts.	

Chris also highlighted some challenges such as ensuring equal area units are compared, that certain data sets are not suitable for mapping and that maps can often be interpreted incorrectly. The group agreed that the use of GIS maps would be a useful enhancement to any future work. Andrew advised that data can be exported out of InfoBase Vale into an excel spreadsheet which can then be used to create a map in GIS. Francesca asked how GIS works with regards to plotting the location of services and it was advised that either postcodes or co-ordinates can be used. Co-ordinates will give a more precise location although it was advised that where maps have been created using sensitive data at household level, postcodes are more appropriate. There was a discussion over licenses for GIS and it was advised that the Council are able to provide GIS training for officers and hold a number of licenses which may no longer be in use and could potentially be transferred to members of the group. It was agreed for Mike to explore this and discuss with Huw.	**MJ/HI**
7. Community Strategy Delivery Plan 2014-18 – Helen Moses, Vale of Glamorgan Council Helen updated the group on how work is progressing to develop a new Community Strategy Delivery Plan 2014-18. It was advised that the approach to drafting the new Delivery Plan was discussed at last week's LSB Implementation Group meeting. It was suggested that the new Delivery Plan is more focused than it is currently and should be linked to the UNA by using the three key findings of 'an ageing population', 'disadvantaged communities and inequalities' and 'the importance of early intervention' as themes in the plan. In order to make the new Delivery Plan more focused it was agreed that only high profile/significant issues would be included or areas where a gap has been identified. Suggestions from the Implementation Group included actions around NEETs, mental health in children and young people and housing for older people. Helen advised that discussions are ongoing and this will be discussed by the LSB next week.	
8. Children and Young People Health Presentation – Rhys Gibbon, Cardiff and Vale Public Health Team Rhys Gibbon from Cardiff and Vale Public Health Team gave a presentation on the recently published 'Health of Children and Young	

People in Wales' report. The presentation gave an overview of the key findings from the report in relation to the six sections of the report. These are 'population & births', 'socio-economic & environmental conditions', 'families & education', 'health related behaviours', 'immunisation & screening', 'health and use of services' and 'deaths'. In relation to Cardiff and Vale health board the presentation highlighted that: • Cardiff and Vale is the health board with the highest percentage (34%) of people aged 0-24 in Wales. • The population of people aged 0-24 in the Cardiff and Vale health board area is set to increase. • Cardiff and Vale had one of the highest rates of those aged 16-24 who drink above the recommended guidelines although the area has a large student population. • The % of children up to date with routine immunisations by 4 years of age is lowest in Cardiff and Vale at 79.8%. • Transport crashes are the biggest cause of death in the injury/poisoning category for children and young people and at the health board level this was lowest in Cardiff and Vale. Helen asked how often this type of research is conducted by the Public Health Wales Observatory and Rhys advised that as these pieces of work take a large amount of resource they are not conducted very often and the date for the next piece of work has not yet been decided. However Rhys advised that the team are looking to conduct a similar population based piece of research in the near future which could possibly focus on older people or those in deprivation. Mike requested for the group to be informed once this has been decided.	- **RG/HC**
9. Collaboration with Cardiff Council – All Sion advised that a Cardiff Partnership Board Research and Consultation Group is being set up and the first meeting will take place on the 12th February. Sion advised that he would be grateful for a representative of the Vale of Glamorgan to attend this meeting and it was agreed for Mike and Francesca to attend. Sion advised that he will be developing a work programme for the Cardiff group and early suggestions for areas of focus include NEETs, looked after children and issues around Information Sharing Protocols (ISPs). Sion advised that once agreed he will share this work programme with the Vale BIG to examine any areas where work could be undertaken in collaboration. Huw referred to the findings of the Williams Commission and said that	 **MJ/FH** **SW**

work has already been happening across the Cardiff and Vale region and will continue to do so with both Councils keen to explore opportunities for collaboration. He also highlighted that a joint Cardiff and Vale LSB will be set up in April with one of the board's first tasks to identify projects that can take place across the region and research analysis will form a part of this. However regardless of the Williams Commission findings, Huw emphasised that the Vale based UNA will continue to be valid and it is important that decision makers react to the findings of the work to address the Vale's distinct needs. Sion agreed with this and stated that he is hopeful for closer links to be made between decisions made at board level and researchers. With regards to issues around ISPs, it was highlighted that a discussion paper and template on ISPs had recently been sent to LSBs from the Public Services Leadership Group (PSLG). Helen advised that the approach taken in the Vale was for the Council to pre-populate the template on what ISPs the Council are aware exist before circulating to LSB partners to add any additional ISPs to the list to be fed back to the PSLG. It was agreed for Helen and Sion to share the Vale and Cardiff's respective templates. Richard suggested that NEETs would be a good area of focus for collaboration and will contact Sion on this. It was agreed for collaboration with Cardiff to remain as a standing agenda item.	 **HM/SW** **RE/SW** **MJ**
10. **Draft Work Programme/Potential Training Days – Duncan MacKenzie, Local Government Data Unit** Duncan advised that discussions have taken place regarding the remainder of support days available to the group from the Data Unit. It was advised that a programme will be drawn up for a half day training session to take place encompassing a number of up-skilling themes including: • Developing techniques in using word/excel to produce long documents. • Interpretation and analysis of data including where the use of GIS MapInfo would be appropriate/useful. • The role of the UNA Mike advised that this session would be opened up wider than the Business Intelligence Group and suggested partnership co-ordinators may find it useful to attend. Mike will email the group the aims of the day along with potential dates for the session to take place and for the group to register their interest in attending.	 **MJ/DM**

11. Exchange of Information – All Jenny advised that the Local Housing Strategy Evidence Gathering Day event will be taking place on the 19th of February at Barry Memorial Hall. Members of the BIG are welcome to attend and those interested should contact Jenny.	**JL/ALL**
Mike advised that an event will be taking place hosted by Welsh Government in March in relation to the Future Generations Bill and developing a code of practice for producing future unified needs assessments based on what has and hasn't worked for officers involved in producing the current round of UNAs. The event is aimed at LSB support officers and data analysts and those interested in attending should let Mike know.	**MJ/ALL**
Duncan advised that there is currently a Welsh Government consultation on changes to the WIMD and details are available on the Welsh Government website.	
12. Frequency and Date of Next Meeting It was agreed for meetings of the group to be scheduled to take place every other month.	**MJ**
The next meeting will take place on Friday, 21st March @10:30am in Committee Room 1 of the Civic Offices.	