

**Vale of Glamorgan Business Intelligence Group**

**5<sup>th</sup> May 2016**

**Committee Room 1, Civic Offices, Barry.**

**Present:**

Helen Moses – VoGC, Performance and Development (Chair)  
Fran Howorth – VoGC, Performance and Development  
Richard Evans - VoGC, Strategy, Community Learning and Resources  
Dee Hickey - Public Health Wales/ Cardiff and Vale UHB  
Laura Eddins – VoGC, Social Services

Emma Davies – Natural Resources Wales  
Hannah Dineen - Creative Rural Communities  
Wayne Thomas – South Wales Fire and Rescue Service  
Colin Davies – Barry Communities First  
Nisha Shukla – VoGC, Strategy, Community Learning and Resources

**Apologies:**

Huw Isaac – VoGC, Performance and Development  
Hannah Davies - VoGC, Media and Engagement  
Russ Watts – VoGC, Visible Services and Transport  
Bron Blake-Smith – VoGC, Environment and Housing Services  
Gethin Robinson – Safer Vale  
Tim Cousins – VoGC, Information Governance  
Laura Stacey – VoGC, Information Governance  
Rachel Connor – Glamorgan Voluntary Services

	<b>Action</b>
<b>1. <u>Apologies and Introductions</u></b>	
<b>2. <u>Minutes of Previous Meeting – 10<sup>th</sup> March 2016</u></b>  The minutes were agreed as an accurate record.  HM advised that the Vale of Glamorgan and Cardiff PSBs were successful in applying for the Assessment of Local Well-being Fund grant made available by Welsh Government as advised at the previous meeting of the group. The funding is for £45,000 across the region which has been allocated as follows; £17,500 for each local authority to fund officer time to undertake the Well-being Assessment and £10,000 to fund coordinated engagement activity across the region.  In the Vale of Glamorgan the £17,500 will part fund a lead officer to undertake the data gathering, analysis work and drafting of the assessment. The funding allocated for engagement activity will contribute to the development of materials, translation, venue costs and officer time as a programme of engagement is developed to include surveys, focus groups and workshops to inform the analysis.	



sessions. CD highlighted that Communities First will be holding a session during July and there may therefore be opportunity to undertake engagement relating to the well-being assessment at this session.

HM highlighted that in addition to undertaking engagement for the assessment, there is also opportunity to use the information that has already been gathered by partners through previous consultation and engagement exercises within the assessment. In order to establish what information already exists, a template has been developed and will be circulated following the meeting. Partners were asked to complete the template in relation to high level strategic engagement exercises that have taken place within their organisation. In relation to Council officers on the group, it was advised the Council's media and engagement team have begun to undertake a similar exercise and therefore a pre-populated version of the template will be circulated shortly for officers to add to.

It was highlighted that further engagement will continue to take place both in terms of consulting on the draft assessment and moving into the second stage of the process to develop the Well-being Plan.

### **Common Data Set**

FH thanked the group for comments received on the draft common data set which was circulated previously and advised that these have been fed back to the Data Unit. The final draft of the data set was circulated to the group.

The group were reminded that in order to provide a starting point for undertaking the assessment, Welsh Government commissioned the Local Government Data Unit to produce a common data set which consists of a list of indicators and links to where the data can be accessed. This provides a list of suggested indicators for PSBs to consider using in the assessment; however it is emphasised that it is not a statutory requirement to include all of these indicators and this set of indicators is only a starting point to be supplemented by local evidence/ data and engagement activities.

In order to establish any further local data/ evidence that should be included in the assessment; the group were asked to consider the common data set from their own service area perspective and feedback to FH on any gaps which may exist.

It was also highlighted that the LGDU have been commissioned to provide the InfoBase Vale System for a further 1 year period until March 2017. As part of this package, the LGDU will provide the Vale of Glamorgan with all of the indicators included in the common data set as graphs or as maps in cases where the data is available at geographies below local authority level. This will include Welsh translated versions.

### **Community Areas**

The group were reminded that when undertaking the assessment, in addition to assessing well-being at a Vale level, community level analysis is also required. Discussions at the workshop held in November 2015 and at the February 2016 Local Service Board meeting identified the three communities of Barry, Western Vale and Eastern Vale as the most appropriate to use within the Vale's assessment.

**ALL**

**ALL**

<p>A map showing these three areas and a list of electoral wards to be included in each area was highlighted. These boundaries align to those used previously when area working groups were trialled within the Vale of Glamorgan, fit well with data availability and broadly align to GP cluster areas (with one exception – Sully surgery). Meetings with colleagues across all statutory PSB members have indicated that these community areas are acceptable for all partners; therefore the map will be presented to the first meeting of the Public Services Board in May for final approval to base the assessment on these three areas.</p>	
<p><b>4. <u>Social Services Population Needs Assessment (PNA) Update</u></b></p> <p>HM advised that a steering group consisting of the leads for the Well-being Assessments in the Vale and in Cardiff in addition to Tom Porter from Public Health who is leading on the Social Services Population Assessment has been established.</p> <p>The Social Services Population Assessment is to be undertaken on a regional basis and the group will therefore ensure alignment across the three assessments.</p> <p>There will be extensive engagement as part of this work including a survey and focus groups with particular groups e.g. carers, people with disabilities. The timetable for the PNA is the same as for the Well-being Assessment and will inform a plan to be developed by the regional partnership board.</p>	
<p><b>5. <u>Schools Super Survey</u></b></p> <p>FH advised that the Children and Young Peoples Partnership will be undertaking a Schools Super Survey in the Autumn using Viewpoint software.</p> <p>It was advised that the survey has been run in previous years and is delivered through school lessons. The interactive software is used to ask children and young people a range of questions and it was highlighted that every school across the Vale is signed up to take part in this survey. Therefore a large amount of information will be gathered through this exercise.</p> <p>The survey will be rolled out in the Autumn and it is envisaged that all schools will have completed the survey by December 2016. Therefore an exercise is being undertaken to develop the question set, it is envisaged that the survey will contain approximately 80-90 questions which will be based on previous surveys to allow comparisons of results. Where appropriate the survey will also be aligned to the questions being asked to adults through the Well-being Assessment Survey and Social Services Population Assessment engagement exercises in order to gather responses to these questions from children and young people.</p> <p>It was highlighted that the data is available live as soon as the survey has been undertaken by pupils. The results can be sorted by schools and a question will also be included asking pupils to indicate which of the three community areas which will be used in the Well-being Assessment they live in, to allow analysis to be undertaken on this basis.</p> <p>Once the draft question set has been developed it will be circulated widely for any comments, if there are particular questions that anyone would like to include please let FH know.</p>	<p><b>ALL</b></p>

<p><b>6. <u>ESVG Information Sharing Briefing</u></b></p> <p>FH advised that the Effective Services for Vulnerable Groups Board recently published a briefing report on current practice in relation to data and information sharing across public sector partners. The briefing report highlights a number of case studies demonstrating good practice and has therefore been circulated to the group for information.</p>	
<p><b>7. <u>Any Other Business</u></b></p> <p>HM advised that the first meeting of the new Vale Public Services Board (formerly Local Service Board) will take place on the 19<sup>th</sup> May. Membership of the new Board in relation to the four statutory Members and the invited participants has now been confirmed and is broadly similar to the previous LSB with the addition of a representative for the Police and Crime Commissioner. HM highlighted that a discussion regarding resourcing the work of the Board will take place at the first meeting.</p> <p><b>Date of next meeting – 28<sup>th</sup> July 2016, 10am – 11:30am, Committee Room 2, Civic Offices.</b></p>	