

Vale of Glamorgan Local Service Board – Business Intelligence Group
Meeting
21st June 2013, Committee Room 2, Civic Offices

Present

Mike Jones – VoG
 Joe Walsh – VoG
 Nisha Shukla – VoG
 Seth Newman – Data Unit
 Robert Jones – VoG
 Bron Blake-Smith - VoG
 Hugo Cosh – Public Health
 Gethin Robinson - VoG
 Denise Dyer - VoG
 Francesca Howorth - VoG
 Russell Watts - VoG
 Colin Davies - VoG
 Meredith Gardiner – Cardiff & Vale UHB
 Steve Thomson - Cardiff & Vale UHB

Apologies

Jenny Rogers – South Wales Police
 Jenny Lewington - VoG
 Jason Horton - VoG
 Phil Pinches – South Wales Fire & Rescue
 Tim Greaves - VoG
 Christopher Seal – Cardiff & Vale College
 Gemma Williams – Youth Offending Service
 Chris Habberley - VoG
 Duncan Mackenzie – Data Unit
 Sally Pritchard – Data Unit
 Bev Searle – VoG
 Sian Griffiths – VoG

Agenda Item	Action
<p>1. Apologies/Introductions</p> <p>It was agreed for everyone to introduce themselves and their area of work.</p>	
<p>2. Minutes of previous meeting</p> <p>The minutes from the previous meeting were agreed as an accurate record.</p> <p>Due to Denise being on annual leave, no progress with liaising with Sion Ward had taken place to consider opportunities to learn lessons regarding the tracking of NEETs. Denise to contact Sion.</p> <p>Denise to forward to Sion the joint piece of work regarding pupil attainment.</p>	<p>DD</p> <p>DD</p>

<p>It was confirmed that the LSB Information and Engagement Strategy was considered by the LSB Implementation Group on the 30th May and was on the agenda for the Local Service Board meeting taking place on 27th June. Following approval by the LSB, work will start to deliver the strategy and action plan.</p> <p>Joe circulated the Communities First 'Framework of Performance Measures' document to the group and to partnership co-ordinators. Colin confirmed no comments received to date.</p> <p>It was confirmed that Duncan will attend the next Welfare Reform meeting.</p> <p>Denise and Colin to arrange to meet to consider linkages between Families First and Communities First data.</p>	<p>DM</p> <p>DD/CD</p>
<p>3. Presentation on Community Safety Data</p> <p>Gethin gave a brief presentation regarding the availability of community safety data and how he liaises with partners. He highlighted on going work with the fire service and with health regarding details of where patients last had a drink.</p> <p>Colin Davies asked: 'Has crime generally increased?' Gethin replied that crime had generally increased. Burglary has increased by 10% over the last year or so, specifically in Penarth.</p> <p>Gethin to forward data to Colin regarding crime levels. Colin expressed an interested in any data linking crime and poverty and the impact of welfare reform changes.</p>	<p>GR</p>
<p>4. Refresh of the Unified Needs Assessment</p> <p>Mike asked each priority outcome group to give a short update on progress to refresh the data and complete the templates:</p> <p>Outcome 1: Rob informed the group that they are in the process of updating the data which was used in the current unified needs assessment (Economic activity rates, lack of qualified residents within the Vale of Glamorgan). Rob had contacted the Vale Volunteering Bureau who recorded data on volunteering (Rob to send information to Francesca for the annual report, when received).</p> <p>Rob highlighted he was working on the basis that Richard Evans would be able to supply the learning data, for example learning opportunities for those aged 16+. Richard Evans was happy to provide.</p> <p>Rob informed the group that the 'Welsh Government National Survey for Wales' data was useful, and Meredith suggested contacting VCVS for data on community groups in the Vale.</p>	<p>RJ</p> <p>RE</p> <p>RJ</p>

<p>Rob had contacted Anne Wei for health data.</p>	
<p>Outcome 2: Rob highlighted that progress with both outcome one and two is very similar. Rob informed the group that he intends to contact C1V regarding the out of hours GP service and also contact Cardiff UHB and the Police.</p>	<p>RJ RJ</p>
<p>Rob to meet with Tony Curliss in the Contact Centre. Seth commented that the Police have a number of performance indicators which may be helpful. Rob to pursue. Meredith highlighted that health also have data available.</p>	<p>RJ/MG</p>
<p>Outcome 3: Russell highlighted that he is working with the Data Unit to update the data sets used previously. He has also contacted Clifford Parish, Helen Moses, David Powell and Kristian James in the Council to seek any additional sources of data which they can suggest. It was discussed that most of the available data is national and not local. Seth to check the availability of data used in other needs assessments</p>	<p>SN</p>
<p>Outcome 4: Francesca informed the group that after some initial difficulty updating some of the data used previously, a meeting with Duncan took place which addressed the majority of the issues. Francesca has now updated the majority of the data which had been circulated with questions for the drafting group to answer. Francesca also highlighted a consultation event had been organised on Monday at VCVS to seek views from voluntary sector organisations.</p>	
<p>Outcome 5: Denise highlighted that there is a wide variety of data available. It was discussed that the aim was to initially update the data sets used previously but try and go down to Ward or LSOA level. Additional data could be proposed if deemed appropriate by the experts on the group. Denise had started to refresh the data and the next step was to circulate to the group for comments.</p>	
<p>Outcome 6: Richard highlighted that due to the Estyn Inspection there had been a delay in the group meeting. Work has now started to update the data and complete the template, a meeting had taken place which was productive. Richard informed the group that he had been notified by the College that Chris Seal and Wendy Williams would no longer attend. 'Evan Davies' from Cardiff & Vale College has been indentified to provide information and potentially join the BIG group The aim was for everything to be circulated by Wednesday. Richard to forward correspondence to Mike to pursue.</p>	<p>RE/MJ</p>
<p>Outcome 7: Colin informed the group that a meeting had been arranged but work was on-going to refresh the data. A discussion took place regarding whether the data used in the current needs</p>	

<p>assessment is the most useful available and whether any additional data could be sourced. Mike highlighted that support is available from the Data Unit and himself if required but the importance of keeping to the deadline of 8th July for completion of the templates.</p> <p>Outcome 8: Nisha informed the group that she had meet with Colin to discuss linkages between Outcome 7 and 8. It was highlighted that there is a lot of data available on: Nomis, Stats Wales etc. The group were scheduled to meet with Seth from the Data Unit after the BIG meeting to go through the data sets used previously.</p> <p>'Post meeting note: Seth has directed Nisha to where the datasets from the previous UNA are contained within InfoBase Vale. There was a discussion amongst the group around increasing the amount of datasets to also include sub local authority level data which was not contained last time. Denise Dyer volunteered to provide support to NS to assist her in downloading the data from InfoBase Vale and formatting charts and tables. Nisha to contact Seth in the first instance if further support is required.'</p> <p>Outcome 9: Gethin highlighted that the group met on Tuesday. They were in the process of refreshing the datasets and analysing the data at LSOA level. He commented that work regarding the availability of Fire and Rescue data was on going.</p> <p>Outcome 10: Meredith informed the group that a meeting of the drafting group has taken place and they are meeting again straight after the BIG meeting. There was a lot of health data available however it is recognised that there is a considerable delay in health data being published due to verification procedures. There was a discussion regarding the availability of public health data and the gap in life expectancy between areas in the Vale.</p> <p>Mike reminded the group that the deadline for the templates to be returned is the 8th July 2013. Please return to Joe, copied to Mike, Duncan and Seth at the Local Government Data Unit. There was a discussion regarding the process following the completion of the templates. Mike highlighted it is proposed information gathered from the priority outcome templates will be collated, there will be an identification of gaps/data development areas and the drafting of an introductory chapter. An attempt will be made to include a prioritisation of issues based on the findings. During this second stage it will be important the unified needs assessment is considered holistically and an attempt is made to identify the key issues impacting on the Vale.</p>	<p>ALL</p>
<p>5. Opportunities for collaboration with Cardiff Council</p> <p>Discussion was postponed as unfortunately nobody was able to attend from Cardiff. It was agreed that this will be a standing item.</p>	

<p>Mike highlighted the project specification for the 'Joint Cardiff & Vale LSB project'</p>	
<p>6. Data Unit Update on Development of InfoBase Vale</p> <p>Seth advised that the Data Unit are in the process of making all relevant datasets which were contained within the last UNA available on InfoBase Vale starting firstly with datasets which are contained within existing Data Unit systems i.e. InfoBase Cymru, LSB Insight followed by datasets from other systems such as StatsWales. The initial focus is on Priority Outcomes 3, 4 and 8 as these are the areas where the most support in sourcing the required data is required.</p> <p>Seth advised that the work to develop InfoBase Vale is running alongside the work to refresh the UNA and it was not going to be possible for all previous UNA datasets to be loaded before July 8th. He also suggested it would be pertinent to wait until the refreshed UNA is agreed and the delivery plan updated so that there can be an agreement by the LSB on the most appropriate indicators which are required to be monitored within InfoBase Vale going forward. The BIG can then use the report function within InfoBase Vale for each of the priority outcomes which will generate automatic performance monitoring reports. Seth also reminded attendees that InfoBase Vale is a resource for members of the public so the report function will be very useful. There was a general agreement on this point. Steve Thomson advised caution on how data which is available to the public can on occasion be misinterpreted.</p> <p>Seth reminded the group that InfoBase Vale can be shaped according to the needs of the LSB and requested further feedback and comments. He suggested that InfoBase remain a standing item on the agenda for future meetings.'</p> <p>.</p>	
<p>7. Work Programme 2013/14</p> <p>Seth presented the draft work programme which illustrates the work that is currently on-going and to be carried out for the remainder of the financial year.</p> <p>Comments were sought back to Seth and Duncan, copied to Mike.</p>	<p>All</p>
<p>8. Annual report/performance management</p> <p>Francesca gave a brief update on the Annual Report. She informed the group work was progressing and the draft annual report will be circulated to partnership co-ordinators on Wednesday. Mike agreed to circulate to the BIG group.</p>	<p>MJ</p>

<p>9. Exchange of Information</p> <p>Rob highlighted the National Survey for Wales contained useful data.</p>	
<p>10. Date and Agenda for next meeting</p> <p>19th July 2013, Civic Offices, Barry, Committee Room 2, 10am</p>	
<p>11. A.O.B</p> <p>None</p>	