Vale of Glamorgan Local Service Board – Business Intelligence Group Meeting
22nd March 2013, Committee Room 2, Civic Offices

Present
Meredith Gardiner – Cardiff & Vale UHB
Duncan Mackenzie – Data Unit
Mike Jones – VoG
Gethin Robinson – VoG
Richard Evans – VoG
Russell Watts – VoG
Joe Walsh – VoG
Sally Pritchard – Data Unit
Gemma Williams – YOT
Colin Davies – Communities First
Francesca Howorth – VoG
Annabel Batt – Communities First
Hugo Cosh – Public Health
Dr Sian Griffiths – Public Health

Apologies
Seth Newman – Data Unit
Gary Osborne – South Wales Police
Tim Greaves – VoG
Rachel Connor – VCVS
Rob Jones – VoG
Jenny Rogers – VoG

Agenda Item	Action
1. Introductions/Apologies It was agreed for everyone to introduce themselves and their area of work.	
2. Minutes of Previous Meeting (25th January 2013) The minutes from the previous meeting were agreed as an accurate record. Mike highlighted two action points from the previous meeting, one of them being to remind everyone to forward their own strategies and plans to Duncan, and the second one regarding Mike and Gethin putting Maths and English data onto InfoBase Vale.	
3. Feedback from Business Intelligence Event – Local Government Data Unit Duncan told everyone he had received positive feedback on how the day went and he also said that two sessions out of the four were very well received. Duncan also commented on how successful the feedback was regarding the presentations, especially Public Health	

Trim Ref: M12/797

and Education.
Mike asked all the attendees of the meeting what they thought of the event.
Sian Griffiths wasn't able to attend the event but had received feedback that it was a good and beneficial day.
 	
Duncan also highlighted that there was a short consultation workshop that took place which included discussions regarding whether partnerships thought it was beneficial to work closer together in terms of consultation activity and engagement activity. It was also said 6 or 7 people attended representing the partners (Health, Police, Local Authority etc)
 	
Mike proposed the group discuss potential future data presentations that can be presented at the start of every meeting and which would be held over the next four Business Intelligence Group meetings. Colin Davies spoke and volunteered himself to give a presentation in the next meeting.
The four presentations being:
   • Communities First Data
   • Police Data
   • Health Data
   • Social Service Data
   • And a suggestion has also been made for possibly a benefits data presentation.
 	
Meredith Gardiner asked about the results of the latest ValeView Point Consultation. Results should be processed after Easter. Mike to discuss with Rob Jones providing feedback at the next meeting.
	**MJ/CD/
	GR/MG**
	
	MJ/RJ

4. Data Gaps/Data Development areas/Opening up of information flows/Lessons from other areas
 	
Gethin said discussions were on going with the Vale Volunteering Bureau regarding Volunteering data.
Sally informed the group that InfoBase Vale has now been uploaded with a number of Census 2011 indicators that can be viewed as a table or an interactive map. The indicators have been grouped into the following data groups:
   • Demography
   • Ethnicity, Identity, Language and Religion
   • Health
   • Housing and Accommodation
   • Qualifications
   • Labour Market
   • Migration	

5. LSB Insight/Vale InfoBase – Sally Pritchard/Duncan	

Mackenzie (Data Unit) . Sally gave a short presentation regarding the InfoBase Vale website. Everyone was updated on the voluntary data available and was shown the new maps and tables that can be displayed on the website. Sally also mentioned that there is new census data that has been put onto the website. Sally mentioned that InfoBase Vale has been uploaded with some commercial data which goes down to lower super output area (LSOA) level. The indicators include the percentage of adults who are over 18 who include charity/voluntary work as an interest. It was also mentioned from Sally that there is some new British Crime Survey indicators from CACI. Mike agreed to explore giving InfoBase Vale a higher profile on the Council's StaffNet, possibly via a button or a link on the front page. It was discussed that the email regarding Key Indicators which are published on the website would be circulated to a wider range of people. A discussion was held regarding the Vale InfoBase website being refreshed to look and feel like the Council's new website.	**MJ**
6. Timetable for new needs assessment It was discussed that a new needs assessment will need to be drafted within 6 to 8 months. It was agreed that a new formal timetable regarding the new needs assessment will be drafted and discussed at the next meeting.	**Data Unit/M J**
7. Audit of currently available data and its use – Local Government Data Unit Due to the Business Intelligence event that took place in February there were no updates.	
8. Future Work Programme – Local Government Data Unit/All Duncan highlighted that the work programme needs to be updated and reflect support to be provided between the 1st April 2013 and 31st March 2014. It was also discussed that the 50 days support available from the Data Unit needs to be spread out throughout the year, therefore the support needs to be shared and other members of the Business Intelligence Group need to take on responsibilities and carry out some of work of the group.	**DM**
9. Exchange of Information	

Trim Ref: M12/797

Hugo discussed that after Easter a report will be released specifically on Public Health and will go down to LSOA level, there will be comparisons between Local Authorities. Gethin updated the group on police releasing data regarding community safety. A police questionnaire had been sent out and returned. A full report will be available soon. Francesca updated everyone on the next annual report. Templates and documents are currently being drafted and also a timetable. The annual report will be submitted to the LSB for approval in August. Mike raised that the 'Sustainable Development Bill' is still under consultation and the response from the LSB is currently being agreed. The proposal is for the LSBs to become statutory and highlights the importance of needs assessments and single integrated plans. Meredith raised the Social Care and Wellbeing Bill consultation.	**HC** **GR**
10. Date and Agenda for next meeting Next meeting – 26th April 2013 10:00am Committee Room 2	
11. A.O.B None	