

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

Present

Helen Moses (Chair) – VoGC	Laura Eddins – VoGC
Francesca Howorth – VoGC	Richard Evans – VoGC
Duncan MacKenzie – Local Government Data Unit	Russ Watts – VoGC
Phil Pinches – South Wales Fire & Rescue Service	Chris Habberley – VoGC
Rachel Connor – Vale Centre for Voluntary Services	Hugo Cosh – Public Health Wales
Denise Dyer – VoGC	Peter Shellens – Wales Probation Trust
Gethin Robinson – VoGC	Meredith Gardiner – VoGC/ Cardiff and Vale UHB

Apologies

Seth Newman – Local Government Data Unit
 Dr. Sian Griffiths – Public Health Wales
 Rob Jones – VoGC
 Mike Jones – VoGC
 Jenny Lewington – VoGC
 Gail Reed – Wales Probation Trust
 Jenny Rogers – South Wales Police
 Joe Walsh – VoGC

Agenda Item	Action
1. Apologies & Introductions	
2. Minutes of previous meeting – 20th September 2013 The minutes were agreed.	
3. Draft Unified Needs Assessment Update – Helen Moses Helen advised that the draft unified needs assessment had been well received by the Local Service Board in its draft form with members of the LSB recognising the amount of work involved to produce the document and the value of the information contained within it. It was also advised that a presentation based on the needs assessment was given at the Local Service Forum event held in October.	

Helen went on to advise the group of the timetable for finalising the document and made reference to a paper distributed to the group to explain the process. The introduction and executive summary section of the unified needs assessment will be noted by Cabinet on the 2nd December and in advance of this a number of amendments have been made.

The structure of chapters 7 and 8 has been amended to better reflect the wording of each priority outcome, avoid duplication between the chapters and add additional information as suggested previously by the group such as homelessness data. The structure of the chapters is now as follows:

Priority Outcome 7 – The underlying causes of deprivation are tackled and the regeneration of the Vale continues, opportunities for individuals and businesses are developed and the quality of the built and natural environment is protected and enhanced

- Disposable income
- Business start up/closure rates
- Economic activity rate
- Work based learning
- Unemployment and JSA claimant rates
- Impact of welfare reforms
- Affordable housing
- Condition of private sector housing stock
- Homelessness

Priority Outcome 8 - The Vale maximises the potential of its position within the region working with its neighbours for the benefit of local people and businesses, attracting visitors, residents and investment.

- Business start up and survival rates by sector
- Employee jobs by sector and area
- Learning offer report
- Commuting patterns
- House prices
- Tourism

The introduction and executive summary has been amended to reflect these changes to chapters 7 and 8 along with a number of other additions. A section on equalities – ‘diverse population’ has been added which provides data on groups with protected characteristics in the Vale of Glamorgan and advises of the need to be mindful of this data when considering other datasets contained within the needs assessment. There has also been an addition to the ‘methodology’ section highlighting the need for future work to take place through the Business Intelligence Group in order to compare indicators to performance in England.

<p>Russ advised that he is aware of more up to date data on the gypsy traveller population in the Vale of Glamorgan for the section on equalities. Russ to send this data to Francesca to incorporate.</p>	<p>RW/FH</p>
<p>Helen went on to highlight that following these changes in preparation for the document being noted for Cabinet, several other amendments will be made before the document is finalised.</p>	
<p>There will be an addition to chapter 4 on older people to highlight the predicted population of those in the Vale of Glamorgan aged 80+ over the next 20 years. A map showing the current population density of people aged 85-89 by LSOA will also be included in this chapter. Meredith asked where the issue of population 80+ had been raised and Helen advised that the LSB had felt it important to include data on this in the needs assessment due to the demand a future increase in population age 80+ will place on budgets and services. Meredith also advised that she has circulated the draft needs assessment to ABM health board and is expecting to receive comments shortly.</p>	<p>FH</p>
<p>Richard advised that amendments will also be made to chapter 6 on learning and skills to begin to compare datasets on educational attainment in the Vale of Glamorgan to other authorities with similar socio-economic profiles. This will take place following comments from the LSB Implementation Group that comparisons should be made to English performance which is often higher than the Welsh average in relation to these datasets.</p>	<p>FH</p>
<p>Finally Denise advised that additions will be made to chapter 5 on children and young people to include recently available results of a schools survey to gather the views of children and young people on a range of issues.</p>	<p>DD/FH</p>
<p>Helen highlighted that the above changes will be made in advance of the Local Service Board meeting taking place on the 12th December in order for the LSB to endorse the needs assessment. The updated chapters will also be uploaded to the unified needs assessment webpage on the Council website. Francesca will circulate an email to the group once the updated chapters have all been uploaded explaining the changes that have been made.</p>	<p>HM/FH</p>
<p>It was highlighted that following endorsement by the LSB of the content of the document, the final piece of work to ensure the formatting of the document is correct and consistent will take place. Links will be added where datasets on a certain issue are included across two or more chapters and an abbreviations page and index will also be drafted. The final unified needs assessment will then be brought to the January meeting of the Business Intelligence Group for approval for publication as the final document.</p>	<p>HM/FH</p>

<p>There was a discussion on the availability of up to date data and Russ highlighted the example of data regarding 'ecological footprint' that is included in chapter 3 on sustainability. Helen highlighted that through work she has undertaken with a consultant on sustainability, she is aware that current data on this topic is recognised as a gap and a similar issue has been found by other authorities when producing a needs assessment. The group agreed that ensuring that current and robust data is available to complete a unified needs assessment is an area where the LSB can help and is a challenge for all LSB partners to overcome.</p> <p>Finally the group discussed the process for keeping the unified needs assessment up to date once it has been finalised in January given that new data becomes available regularly. Francesca felt that Infobase Vale should be utilised for this and seen as an online needs assessment tool/document. Although all the supporting information included in the needs assessment won't be online, Infobase Vale will display the most current data for indicators used by priority outcome theme. It was highlighted that although it is important that the data is refreshed regularly it would be impractical to continuously update the final version of the document and it was suggested that a discussion on how to best keep the data refreshed is included on the agenda for the next meeting.</p>	HM/FH
<p style="text-align: center;">4. Community Strategy Delivery Plan 2014-18 – Helen Moses</p> <p>Helen advised the group that as the current Community Strategy Delivery Plan comes to an end in March 2014, work to draft a new Delivery Plan 2014-18 is beginning to take place. It was advised that an information gathering exercise is currently taking place to ask the coordinators for each of the LSB partnerships to consider what needs to be included in the new delivery plan based on the findings of the unified needs assessment among other considerations. Therefore the group were advised that partnership leads may be in touch with them if clarification is needed on any of the data in the needs assessment or if they have any queries.</p> <p>It was advised that once the initial information gathering exercise has taken place, work will continue to consider how to best structure the new plan and finalise the actions and details of the plan. Helen highlighted that there are a number of issues that will need to be taken into consideration when the plan is drafted including issues around budget pressures, partnership structure arrangements and the outcomes of the Regional Collaboration Fund project examining the potential for a joint Cardiff and Vale LSB.</p>	
<p style="text-align: center;">5. Draft Work Programme 2013/14 – Duncan MacKenzie</p> <p>Duncan introduced the draft work programme paper and advised that</p>	

the paper makes a number of suggestions on potential areas for support from the Data Unit with the remaining support days for this financial year.

Suggestions include providing training to Business Intelligence Group members on how to use GIS to create maps, training on how to interpret and analyse data which could be tailored to meet the group's needs or supporting work to identify areas where comparison can be made to English performance. Duncan also suggested that support on how to produce long documents to assist officers to write reports such as the needs assessment and make best use of the functionality of word could be given.

The group agreed that the suggestion of training around GIS mapping would be the preferred option and it was highlighted that the LSB would also be keen on having maps produced to support documents such as the needs assessment. There was a discussion around licenses for the software and it was agreed that enquires should be made as to whether any licenses already exist such as through the Council's planning department.

There was also a discussion over how GIS could be used to enhance future work regarding the unified needs assessment. However care will need to be taken and appropriate training given as not all the data within the needs assessment can be mapped at a low level, not everything would be useful in map format and there are also issues around disclosure when dealing with small numbers.

It was agreed that an item on GIS mapping should be included on the agenda for the next meeting and that initially it would be useful to assess what skills/knowledge on GIS already exist within the group.

HM/FH

6. National Intelligence Event – Duncan MacKenzie

Duncan advised that the National Intelligence Event 2013 was organised by the Data Unit with support from commercial partners and took place in the Liberty Stadium, Swansea. The event was attended by around 130 delegates and feedback on the day was positive. It is hoped that a similar event will take place next year.

Duncan highlighted the note of the event which was drafted by Francesca and circulated with the agenda which provides an overview of the presentations given on the day and advised that copies of the materials used i.e. presentation slides are available on the Data Unit website.

<p>7. Exchange of Information – All</p> <p>Duncan advised of the ‘Beyond 2011 consultation’ from the Office for National Statistics which will review how the Census is undertaken. Duncan advised that the consultation proposes two options; firstly that the Census will continue to take place every ten years for the whole population but there would be a shift towards completing it online or secondly a move towards a more regular publication using administrative data. Duncan advised that the second option would use data such as national indicators to produce results for 1% of the population every year and 4% of the population every 4 years.</p> <p>It was highlighted that the first option would mean the data would continue to be good quality and available at a low level geography when it is first published but becomes outdated after 7/8 years. The second option would mean more current data is available but would mean analysis at a low level geography or a multi-variable analysis would not be available. Duncan emphasised that whichever option is chosen there would be big implications for local authorities and Local Service Boards and advised that the Data Unit’s response to the consultation will highlight the predicted impacts.</p> <p>Hugo advised that the Public Health Wales Observatory will shortly be releasing a report on the health of children and young people.</p>	
<p>8. Next Meeting – 20th December 2013 10:00am Committee Room 2</p> <p>Due to the date of the next scheduled meeting meaning a number of members will be on annual leave for the Christmas period, it was agreed that the next meeting will be deferred until the end of January.</p> <p>Details of the time and date of the next meeting will be circulated once arranged.</p>	<p>JW</p>