**Vale of Glamorgan Local Service Board – Business Intelligence Group
Meeting
24th May 2013, Committee Room 2, Civic Offices**

Present
Meredith Gardiner – Cardiff & Vale UHB
Duncan MacKenzie – Data Unit
Phil Pinches – South Wales Fire & Rescue
Rachel Connor – VCVS
Robert Jones – VoG
Mike Jones – VoG
Denise Dyer – VoG
Gethin Robinson – VoG
Colin Davies – VoG
Joe Walsh – VoG
Francesca Howorth – VoG
Hugo Cosh – Public Health
Sion Ward – Cardiff Council
Sian Griffiths – Public Health
Sally Pritchard – Data Unit

Apologies
Jenny Lewington – VoG
Russell Watts – VoG
Beverley Searle – VoG
Seth Newman – Data Unit
Jenny Rogers – South Wales Police
Chris Habberley – VoG
Jonathon Day – Cardiff Council

Agenda Item	Action
1. Introductions It was agreed for everyone to introduce themselves and their area of work.	
2. Minutes of previous meeting Any comments received on the draft Information & Engagement Strategy had been incorporated into the latest draft (agenda item 7). Rob had contacted the Vale Volunteer Bureau for comments. Joe had circulated the link to the current Unified Needs Assessment to all members of the Business Intelligence Group. Mike had circulated templates for the refreshed Unified Needs Assessment with a deadline of 8th July for completion.	
3. Refresh of the Unified Needs Assessment Mike informed the group that the templates for each priority outcome	**All**

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have been circulated with a deadline of 8th July for completion. Lead officers for each of the priority outcome groups confirmed that they are happy with the templates. It was confirmed that Mike or a representative from the Data Unit will attend where possible every initial meeting that takes place for each priority outcome group. The group were reminded by Mike to keep Joe informed of any problems encountered/progress which will enable him to update the project log regularly.	**MJ/DM/SN** **All**
4. Presentation on refresh of InfoBase Vale website A presentation was given by Sally on the new InfoBase Vale website. A comparison between the Vale of Glamorgan Council's new website and the InfoBase Vale's new website was shown. A number of changes have been made to the new InfoBase Vale site, a few of them being: • The appearance of the website (mirroring the Vale of Glamorgan Council's site I.E primary and secondary colour's) • Different methods to access data. • Themes have been changed to mirror the Priority Outcome headings. Comments and feedback was requested. Duncan informed the group that any source data, that is available on InfoBase Cymru or LSB Insight, or which is available locally from Vale officers (e.g. survey data), to be added under the appropriate priority theme in InfoBase Vale. It was confirmed that area profiles have been inputted onto the new site and from now on the majority of the data will be updated automatically. Officers to be identified to provide any information which cannot be automatically updated.	 **DM/SP** **MJ/SP**
5. Opportunities for collaboration with Cardiff Council Sion Ward, Principal Research Officer from Cardiff Council gave a presentation regarding the work of the business intelligence group in Cardiff. This included: • Development of the Business Intelligence Partnership Data Group in Cardiff • 'What Matters' (the Needs Assessment for Cardiff) – a new infrastructure for delivery • Developing and implementing an LSB Information and Engagement Strategy • Opportunities for joint working	

His presentation provided a background to the drafting of the needs assessment for Cardiff, how the needs assessment was drafted around the seven broad outcomes, or aspirations, for Cardiff and the resources available to support the business intelligence function in Cardiff Council.	
Sion informed everyone that Cardiff are monitoring 'What Matters' annually and are in the process of producing an annual report which will enable all data sets to be refreshed. He highlighted that in Cardiff there had not been a separate Community Safety Needs Assessment produced prior to the unified What Matters Needs Assessment.	
Sion highlighted that 11 years ago, 'Health Alliance' had grouped a number of people together to produce a 'Cardiff Community Profile in 2002' which is similar to the aims of a unified needs assessment.	**DD/SW**
Sion highlighted the process in Cardiff to track NEETS. Denise suggested it would be useful to liaise with Sion to consider opportunities to learn lessons.	
Denise mentioned a joint piece of work between Cardiff and the Vale regarding pupil attainment. Denise to forward a copy to Sion.	**DD**
It was proposed by Mike that 'Opportunities for collaboration with Cardiff Council' be a standing item on the agenda of future meetings. Furthermore, it was agreed papers for both, Vale of Glamorgan Council's Business Intelligence Group and Cardiff's BI group be exchanged on a regular basis. Sion commented on how he found the group very beneficial and well organised.	**SW/MJ**
6. Data Unit update Duncan updated the group on two main areas:	
Data Development Action Plan: The group were informed that a new Data Development Action Plan would be drafted following the refreshed Unified Needs Assessment being produced.	**DM**
Work Programme 2013/14 It was confirmed that a meeting between Mike and the Data Unit will be held within the next two weeks to enable a new work programme to be produced and circulated to the Business Intelligence Group for discussion.	**SN/DM /MJ**
7. Information & Engagement Strategy & Action Plan Mike highlighted the information component of the Information &	

Engagement strategy had been expanded. He highlighted the role of partners in information management and went through the action plan. It was confirmed that the Strategy will be presented to the next LSB Implementation Group on 30th May 2013. Comments or feedback were sought a.s.a.p. to Rob or Mike.	**All**
8. Presentation on Communities First Data Colin circulated the 'Framework of Performance Measures' document and a discussion around the document took place. It was requested for the document to be circulated to all members of the group who weren't present at the meeting and also circulated to Partnership Co-ordinators. Colin requested feedback or comments It was agreed Denise and Colin meet to consider linkages between Families First and Communities First.	**JW** **All** **DD/CD**
9. Annual Report/Performance Management/Feedback on LSB support team meeting Francesca gave an update on the drafting of the Annual Report. A number of completed templates have been received from the Partnerships. Feedback was given on the LSB support meeting that took place in Builth Wells. WG gave an update on progress by each Local Authority in producing a Single Integrated Plan. Feedback was also given on the findings from each Local Authority regarding producing a Unified Needs Assessment. Participants were advised that two main approaches had been adopted. For the majority of Authorities it involved assessing data for the Local Authority and this is described as a situational analysis. For others it involved looking at what interventions could be put in place and this is described as a response analysis. With regard to the situational analysis, some used population indicators first and then went into the analysis. Others focused on an amalgamation of existing data and the situational analysis was small. A report to feedback on a study analysing how each authority has produced its SIP and need's assessment has been produced. The report makes several recommendations regarding producing a needs assessment. Recommendations include; that it is important to incorporate more qualitative data, to focus on a smaller number of	

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data sets and to work with partners and other data analysts from LSBs to ensure the Unified Needs Assessment is sustainable. The report also recommends that Welsh Government provide feedback on producing Unified Needs Assessments and provide case studies of best practice.	
10. Exchange of Information Rachel Connor highlighted a new WG consultation called 'Continuity and Change – Refreshing the Relationship between Welsh Government and the Third Sector in Wales'. A consultation event will be held locally on the 20th June 2013 at Barry Community Enterprise Centre. Rachel asked for feedback highlighting the role of local CVC's. Invites to the event to be sent out soon. A meeting with the Data Unit and WLGA is going to be held on the 3rd June 2013 to discuss Welfare Reform. Duncan highlighted that the Data Unit had been engaged to look at the impact of Welfare Reform. It was highlighted that the changes will take place over the next 2 years and it will need to be monitored regularly. Colin highlighted that it would be beneficial to the welfare reform group for Duncan to update them on this work. There was a discussion regarding opportunities for joint working between Cardiff and the Vale Business Intelligence Groups in light of the Regional Collaboration Fund bid for a joint Cardiff and Vale LSB. Mike mentioned the Anti-Poverty Event in Hebron Hall in Dinas Powys on 11th July and the need for statistics to provide a local context. Sion highlighted research into child poverty carried out in Cardiff which he is happy to share.	**ALL** **DM** **SW**
11. Date and Agenda for next meeting 21st June 2013, 10am Committee Room 2	

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