Vale of Glamorgan Local Service Board – Business Intelligence Group Meeting
25th January 2013, Committee Room 2, Civic Offices

Present
Meredith Gardiner – Cardiff & Vale UHB
Duncan Mackenzie – Data Unit
Dr Sian Griffiths – Public Health
Rob Jones – VOGC
Denise Dyer - VOGC
Mike Jones – VOGC
Gethin Robinson – VOGC
Jason Horton – VOGC
Richard Evans – VOGC
Russell Watts – VOGC
Iwan Thomas – Data Unit Wales
Hugo Cosh – Public health Wales
Beverley Searle – VOGC
Shelley Lloyd – VOGC
Emily Higgins – VOGC
Jenny Lewington - VOGC

Apologies
Gail Reed – Wales Probation Trust
Joe Walsh – VOGC
Colin Davies – Communities First
Laura Bryon – VOGC
Jenny Rogers – South Wales Police

Agenda Item	Action
Introductions Introductions and apologies were made.	
Minutes of Previous Meeting (20th December 2012) The minutes of 20th December 2012 were agreed as an accurate reflection of the meeting. The group were thanked for completing and returning the Training and Skills development audit questionnaire. Anyone who did not complete the questionnaire, please complete and return even though the deadline has passed. The data unit would like to have a broader response in order to accommodate the development needs of all LSB partners. Mike and Joe will meet with the web editor, once the company who support the site have been chosen. The new layout has been approved by VOGC Officers. A Government delivery service has been purchased which will	 **All** **MJ/JW**

allow large amounts of emails to be sent. The group were reminded to forward all strategies and plans to Duncan in order for him to map out any new requirements.	**All**
ValeInfoBase – Iwan Thomas/Sally Pritchard (Local Government Data Unit) Iwan gave a description on how the new system will be used. The system will bring data together from across all local authorities within Wales. This will be made easy to access for partners and members of the public. Data comparisons will initially be made using towns and villages, clusters, wards and strategic areas. Iwan proposed that the LSB insight work with the council, so that it can be used as a tool in order to monitor the different priorities in place in the vale. The next step for the system is to rebrand and promote in the next month. The public will be able to access the system and see progress of the partnership. Iwan requested member look at the system as it is already available online and comment on any improvements and amendments that could be made. Mike to send out link. It was agreed that the group would look at the Flintshire tool and how it is used when the Infobase presentation is given at the next meeting. The nine priority (There are ten priorities, but for purpose of the website two have been combined) outcomes will match the data. The priority outcomes will be updated accordingly to show what progress has been made. This will also show why the nine priorities have been chosen and should help when the plan is written. There is a five day window for the data unit to align new data across partnerships once released by WG. It was suggested that that some of the terminology should be simplify for members of the public who wish to access the website. The public will also be able to use their postcode to find out which ward, etc they come under.	**MJ**

It was also suggested that area profiles should be made interactive - Gethin will look into. The site is being refreshed which should take about four weeks to complete as it has not been modified since it first started two years ago.	
Business Intelligence Group Development Event – Local Government. The development event will take place on the 28th February 2013 at the Barry Memorial hall, in the Glamorgan Suit. The agenda for the day is to be sent out by Duncan. A diary marker has already been sent. The questionnaires sent by partners have helped to give areas for discussion. The morning will include presentations and workshops, which will hopefully help to identify the correct Vale of Glamorgan Council Officers involved in consultation. This will help us to align consultations and information sharing. It was agreed that health and education would produce a ten to fifteen minute presentation showing the key data they are using to see if it is of use to others. Consultation events within The Vale of Glamorgan Council are starting to be recorded in the hope of rolling out to the LSB, if successful internally. It will also be put on to the vale website for the public to view. It was suggested that the chair of the LSB should be invited to present at the event. Duncan and Mike will look into the possibility. **Data Gaps/Data Development areas/Opening up of information flows/Lessons from other areas - (Date Development Action Plan & Paper re CACI attached) - ALL** It was pointed out that data requests aren't always clear and care needs to be taken in the amount of data obtained to ensure it is quality data. Gethin attended a successful meeting with the Vale Volunteering Bureau. Alison from VVB has expressed an interested in the LSB.	**DM** **RE/SG** **MJ/DM**

The Cardiff & Vale Smoking Action Plan is available and could provide useful indicators.	
Maths and English data will be available once Mike and Gethin have discussed how to input the information onto info vale.	**MJ/GR**
Members were asked to look at the CACI paper (included in mailout) and let the Laura know if this information is worthwhile.	**All**
Audit of current available data and its use – Local Government Data Unit The data unit are currently completing an analaysis of other authorities LSB action plans in order to compile a list of data sets used in their outcome measures. The list will be sent to all members to see if any of the information will be useful for infobase.	**DM/SN**
Future Work Programme – Local Government Data Unit/All Duncan gave a brief update of the future work programme. Rob and Mike have begun to draft the Emersion Engagement Strategy.	
Exchange of Information The WASPIE team are expanding and are refreshing their paperwork. Denise has requested refresher training; this will be rolled out to partners in the near future. Health are currently running a consultation with young people.	
Any Other Business/Date and Time of Next meeting Next meeting 9.30, 22nd February 2012 , Committee room 2, Civic Offices Subsequent meetings are: 9.30am, 22nd March 2013 10am, 26th April 2013; 10am, 24th May 2013; 10am, 21st June 2013; 10am, 19th July 2013; 10am, 23rd August 2013; 10am, 20th September 2013 10am, 18th October 2013; 10am, 22nd November 2013; 10am, 20th December 2013.	