

**Vale of Glamorgan Local Service Board – Business Intelligence Group**  
**Meeting**  
**26<sup>th</sup> April 2013, Committee Room 2, Civic Offices**

**Present**

Meredith Gardiner – Cardiff & Vale UHB  
 Duncan Mackenzie – Data Unit  
 Mike Jones – VoG  
 Richard Evans – VoG  
 Russell Watts – VoG  
 Joe Walsh – VoG  
 Gemma Williams – YOT  
 Francesca Howorth – VoG  
 Phil Pinches – South Wales Fire & Rescue  
 Rachel Connor – VCVS  
 Robert Jones – VoG  
 Denise Dyer – VoG  
 Jenny Rogers – South Wales Police  
 Chris Habberley – VoG

**Apologies**

Dr Sian Griffiths – Public Health  
 Laura Eddins – VoG  
 Gethin Robinson – VoG  
 Jenny Lewington – VoG  
 Beverley Searle - VoG  
 Colin Davies – Communities First  
 Sion Ward – Cardiff County Council  
 Jonathan Day – Cardiff County Council  
 Hugo Cosh – Public Health  
 Jason Horton - VoG  
 Tim Cousins - VoG

<b>Agenda Item</b>	<b>Action</b>
<p><b>1. Introductions/Apologies</b>                      It was agreed for everyone to introduce themselves and their area of work.</p>	
<p><b>2. Data Presentation – Communities First</b>                      Due to Communities First unable to attend, the presentation was postponed for a future meeting.</p>	
<p><b>3. Minutes of Previous Meeting</b>                      The minutes of the previous meeting were approved subject to amending the reference to volunteering data.</p>	
<p><b>4. Information &amp; Engagement Strategy</b>                      Rob Jones presented the draft Information &amp; Engagement Strategy, informing everyone that it had been circulated and discussed at the Partnership Co-ordinators meeting yesterday. Rob specifically highlighted the strategic approach to engagement outlined and the</p>	

<p>proposed methods to engage in a partnership approach to engagement. The strategic approach to engagement means planning projects jointly, combining projects whenever possible and sharing information and results effectively. Rob highlighted a number of simple ways we can start to work together.</p> <p>He asked for any comments before 10th May as the Strategy will be presented to the LSB Implementation Group at the end of May. A delivery plan will be drafted to accompany the strategy.</p> <p>Rachel Connor proposed that the Vale Volunteering Bureau should have the opportunity to provide comments on the strategy.</p> <p>Meredith highlighted that LSB partners need to take advantage of methods used by partnerships and LSB partners to consult and engage, maximising expertise and use of new technology.</p> <p>A list to be forwarded to Rob on different ways to engage with residents.</p>	<p><b>All</b></p> <p><b>RJ</b></p> <p><b>All</b></p>
<p><b>5. Children &amp; Young People’s Questionnaire</b></p> <p>Denise updated everyone on the Children and Young Peoples’ survey of young people. The survey is currently in the process of being finalised and is going to be circulated to the primary schools before the summer term and secondary schools in the autumn.</p> <p>She also mentioned there had been some initial discussion with DECIPHer regarding them being involved in the schools survey in the future.</p>	
<p><b>6. Next Unified Needs Assessment</b></p> <p>Mike presented the Unified Needs Assessment report and its key points to all members.</p> <p>A discussion took place, explaining the process of drafting the refreshed unified needs assessment and the timescale agreed by the LSB. The first stage of the process will be an analysis of the datasets to include, where possible an analysis below County level. The work is to be complete within the next three months to enable LSB partners on the Business Intelligence Group to consider the initial findings, improve the contextual background information, begin the process of identifying gaps and evaluating performance. Mike highlighted that during this stage it is important that the unified needs assessment is considered holistically. The refreshed needs assessment will be completed and approved by end of September.</p> <p>It was agreed that a link to the current Unified Needs Assessment would be sent out to everyone on the Business Intelligence Group.</p> <p>Mike highlighted Joe has created a Project Log which will keep track of all the work that is being carried out and identify issues as they occur. It is the responsibility of project leads to keep Joe informed of progress and of any problems encountered.</p>	<p><b>JW</b></p>

Meredith highlighted that Public Health had undertaken a review of needs assessments. She also highlighted it would be useful to compare the Community Wellbeing Bill against the Unified Needs Assessment Priority Outcomes.

The leading and key officers who would take charge of each priority outcome regarding the refreshed Unified Needs Assessment was discussed.

The following personnel were agreed as the leading and key officers for each Priority Outcome

**Outcome 1:** Lead Officer – Rob Jones

People of all ages are actively engaged in life in the Vale and have the capacity and confidence to identify their own needs as individuals and within communities.

**Outcome 2:** Lead Officer – Rob Jones, Customer Contact Group to link in.

The diverse needs of local people are met through the provision of customer focused, accessible services and information.

**Outcome 3:** Lead Officer – Russell Watts

Vale residents and organisations reflect the local environment and work together to meet the challenge of climate change.

**Outcome 4:** Lead Officer – Francesca Howorth

Key officers on the group Jason Horton, Meredith Gardiner, Jenny Lewington, John Porter and Linda Pritchard.

Older people are valued and empowered to remain independent, healthy and active. They have equality of opportunity and receive high quality services to meet their diverse needs.

**Outcome 5:** Lead Officer – Denise Dyer

Key officers on the group Gethin Robinson, Gail Reed and Richard Evans. Denise to link with other appropriate personnel as appropriate.

Children and Young people in the Vale are well informed and supported to access a broad range of quality services that enable them to take full advantage of the life opportunities available in their local communities and beyond.

**Outcome 6:** Lead Officer – Richard Evans

Key officers on the group Nisha Shukla, Gemma Williams and a Cardiff and Vale College representative to be sought.

People of all ages are able to access co-ordinated learning opportunities and have the necessary skills to reach their full potential, helping to remove barriers to employment.

**Outcome 7:** Lead Officer – Colin Davies

Key officers on the group Russell Watts, Sian Griffiths and Phil

<p>Chappell</p> <p>The underlying causes of deprivation are tackled and the regeneration of the Vale continues, opportunities for individuals and businesses are developed and the quality and the built and the natural environment.</p> <p><b>Outcome 8:</b> Lead Officer – Nisha Shukla Key officers on the group Russell Watts, Jenny Lewington and a representative from Careers Wales to be sought. 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</p> <p><b>Outcome 9:</b> Lead Officer – Gethin Robinson Key officers on the group Matt Griffiths, Jenny Rogers, Phil Pinches and Gemma Williams. Residents and visitors are safe and feel safe and the Vale is recognised as a low crime area.</p> <p><b>Outcome 10:</b> Lead Officer – Meredith Gardiner or Sian Griffiths Key officers on the group Jason Horton and Hugo Cosh. Health inequalities are reduced and residents are able to access the necessary services, information and advice to improve their wellbeing and quality of life.</p> <p>Duncan outlined the procedure to draft the refreshed Needs Assessment and how each of the ten groups will complete the same task for one of the Priority Outcomes. It was agreed that a draft template and guidance for each priority outcome group will be circulated sometime next week. Mike agreed that an email will be circulated identifying the confirmed leading officers and a draft of the template.</p>	<b>MJ</b>
<p><b>7. Data Unit Update</b></p> <p>An update was given from Duncan on the work of the Data Unit, He explained that the new InfoBase Vale website should be going live sometime in May. The website will have a refreshed look and feel. It was discussed that the Community Strategy Priority Outcomes will be uploaded onto the new InfoBase Vale website and link to the sources of data. Sally and Duncan to email Mike when finalised.</p> <p>Duncan updated the group on the Data Development Action Plan. Additional information has been added from Gethin and the Data Unit.</p> <p>It was agreed that the Data Development Action Plan would be discussed at the next meeting and volunteers will be sought to progress data development areas identified.</p>	

<p><b>8. Opportunities for Collaboration with Cardiff Council</b></p> <p>Due to Cardiff Council sending their apologies, this agenda item was postponed and will take place at the next meeting.</p>	
<p><b>9. Work Programme 2013/2014</b></p> <p>Duncan presented the new Work Programme and highlighted the 50 days support available will need to be spread over the 12 month period. It was also mentioned that an additional column would be added identifying how resources will be deployed.</p>	
<p><b>10. Vale Viewpoint January 2013</b></p> <p>Rob Jones highlighted January's Vale Viewpoint results and that the report has been circulated to the LSB and Partnership Coordinators. Rob mentioned that the internet was most peoples preferred option in terms of engagement.</p> <p>Rob advised that the next survey will be running in June 2013 and that requests or suggestions for question topics to be included in the survey should be forwarded to him.</p>	
<p><b>11. Annual Report/Performance Management</b></p> <p>Francesca updated the group on the drafting of the new annual report. The annual report will be drafted and circulated to partnership co-ordinators for approval before it is presented to the Local Service Board in August for endorsement.</p> <p>She also confirmed that the deadline to update Ffynnon is the end of April.</p> <p>The 'Data Development' section contained in the 2011/12 Annual Report will also be included this year.</p> <p>It was highlighted that Francesca had cross referenced the data on LSB Insight with the Community Strategy.</p>	
<p><b>12. Exchange of Information</b></p> <p>Richard Evans confirmed that the Education Department is going to be inspected. These results can then be incorporated into the next Unified Needs Assessment.</p> <p>All pupils in Wales between school years of 2 and 9 will be completing a reading and literature test. The results are to be published in August.</p> <p>Denise confirmed that feedback from Action for Children will be available, and that the questionnaire and report should be completed within a few months.</p>	

<b>13. Date and Agenda for next Meeting</b>	
24 <sup>th</sup> May 2013, 10am – Civic Offices, Committee Room 2	
<b>14. A.O.B</b>	
None	