

**Meeting Notes: Progress, Impact & Evaluation (PIE) Group
27th March 2009, 3.00-5.00, Room 77, Old Council House, Earl Street**

Present

Simon Brake
Jo Floyd
Jenni Venn
Marc Harder (in place of Andy
Walmsley)
Dawn Ford
Peter Barker (in place of Caron
Grainger)
Helen Shankster

Apologies

Jane Malbassa
Andy Walmsley
June Jeffrey
Sheila Bates
Louise Bennett
Caron Grainger
Andrea Simmonds
Stephen Banbury

1. Welcome & Apologies

Simon welcomed everyone and explained that this was the first meeting of the re-structured PIE Group and that he had been asked to chair the first meeting with a view to discussing future arrangements during the meeting. The membership of the new group is more senior and strategic and will be complemented by a programme of network meetings to engage the wider information / research section of the partnership.

Problems with meeting invitations meant that some people had been unaware of the meeting until just before the meeting. Simon apologised.

Action: Helen to check whether those missing would like to attend future meetings.

2. Terms of Reference

Draft terms of reference were discussed and it was explained that the group would be facilitated in future by the City Council's new Corporate Research, Information and Consultation Manager.

The following points were agreed:

- Care needs to be taken that the group reflects the make up of interested partners does not become Council dominated.
- It may be helpful to invite representation to the group from other organisations, particularly partners that are or due to become responsible authorities. Potential members could be drawn from the Probation Service, Accident & Emergency Services, University Hospital Coventry & Warwickshire, environmental services, Registered Social Landlord Consortium, bodies representing schools, drug and alcohol services, Mental Health Trust **Action: Simon and Jenni to discuss and identify who needs to be invited to future meetings**
- It would be important to keep membership tight and strategic, yet ensure good

- LAA target leads should be invited to relevant network events.
- PIE members would play a key role in identifying people to get involved in specific research / work groups that are set up.
- Remove reference to a member of the Local Public Services Board chairing the group
- Simon will continue to chair the group in the short term, however a chair from a local university or with an independent and challenging perspective will be sought. **Action: All to consider which individuals might be interested and suitable.**
- Future PIE group meetings will last two hours and will take place five or six times a year. Friday is not a convenient day for the Director of Public Health. **Action: Helen to organise for meetings to be set up for the remainder of the year.**

3. Coventry Story of Place

Jenni introduced a paper provided by Myles Mackie from the City Council Corporate Research Information and Consultation Team who is leading this work. She emphasised the need to ensure that the Coventry Partnership has a robust set of evidence to help it to continually review progress of the Sustainable Community Plan so that the Partnership Board could decide whether priorities need to be revised.

The Story of Place needs to build upon strategic assessments including the Joint Strategic Needs Assessment of Health and Social Care, Community Safety Strategic Assessment, Economic Assessment and the Children and Young People's Assessment. The Initial Strategic Assessment developed through the PIE Group for the Sustainable Community Plan should be used as a baseline.

The Audit Commission will be undertaking a Comprehensive Area Assessment of the Coventry Partnership and it will include assessing whether the partnership has a clear understanding of local needs and whether it is using robust evidence to shape local priorities. The Story of Place needs to help demonstrate that the Partnership is satisfying these criteria.

It was agreed that:

- It will be structured to reflect the framework used for the Sustainable Communities Strategy Initial Assessment
- It will revisit how the city has changed since that initial assessment, with particular emphasis upon how the economic climate is having an effect
- An initial draft will be in place by mid-May
- It will be completed in time for the Partnership Board self assessment in July

- It will be owned and signed off by the PIE Group. Development will involve thematic leads in providing an analysis. There needs to be consistency across themes and a framework will be used to include:
 - a. What was in the initial assessment
 - b. How issues have changed
 - c. Recommendations for priority areas that need to be addressed

Action: Jenni / Myles Mackie to circulate a framework for each thematic lead to complete with a timetable

- A PIE Group network event will be set up to draw out cross-cutting themes that emerge from thematic sections of the assessment. This will also be used to identify gaps in evidence and help generate a work programme for the PIE Group to commission.
- Lower superoutput areas should be used as a standard geography for small area analysis of data.

The Group agreed that it would be useful to find creative ways to disseminate the story, including first person narratives / case studies. **Action: Dawn to liaise with Communications Group to develop a communications strategy**

4. Collecting and using residents' views to inform services, policies and decision making

A paper had been circulated in advance and was discussed. It was agreed:

- To commission the next household survey as proposed. The development of the survey questionnaire needs to take into consideration whether other local surveys are collecting the same information (e.g. Feeling the Difference Survey). **Action: Helen to work with PCT to develop a proposed methodology**
- To commission work to map out informing, consulting and involving mechanisms with a view to evaluating where the gaps and overlaps are and consider if rationalisation is possible and whether it is appropriate to set up any new mechanisms such as a citizen's panel.

5. Agenda items for the next meeting:

A date for the next meeting will be circulated. Agenda items will include:

- Suggestions for an independent chair
- Story of Place
- Household survey methodology
- Mapping / evaluation of informing, consulting and evaluation