

**Meeting Notes: Progress, Impact & Evaluation (PIE) Group
6th July 2009, 11.30-1.30, Room 77, Council House, Earl Street**

Present

Simon Brake
June Jeffrey
Myles Mackie
Dawn Ford
Faye Nicholls
Andrea Simmonds
Sheila Bates
Jo Floyd
Jenni Venn
Peter Barker (in place of Caron
Grainger)
Helen Shankster

Apologies

Andy Walmsley
Jane Malbassa
Caron Grainger

Not in attendance

Stephen Banbury
Louise Bennet

1. Welcome & Apologies

Simon welcomed everyone and apologies were noted.

Helen explained that JobCentre Plus and the Chamber had indicated interest in being represented on the group. Jane Malbassa from JobCentre Plus had sent apologies due to annual leave, but there was no word from Louise Bennet.

2. Notes of last meeting & matters arising

- *University representation on the group* - Helen had drafted a letter for Simon to send to both local universities. **Action: Simon to send out**
- *Dissemination of story of place.* **Action: Dawn to work with Tim Coleman to draft a plan**
- *Partnership Inform, Consult & Involve Framework* – Helen had sent a briefing note to the Equalities and Community Cohesion Group outlining the process for developing a Coventry Partnership Framework. Following the identification of overlaps/gaps in the Councils' inform, consult and involve mechanisms a PIE Network event will be organised to explore overlaps/gaps across the city. **Action: Faye**

3. Coventry State of the City Report (formerly 'Story of Place')

A PIE Network event had been held on 3rd July to involve partners in developing the report. It was generally well attended although partners from mental health partners were missing and would need to be established. **Action: Faye**

The PIE Group need to be able to have an overview of evidence about the state of the city and help to ensure that relevant evidence is fed into strategic assessments so that it influences plans and strategies. These will in turn influence future state of the city reports. It was agreed that greater coordination of strategic assessments could support this work, and ensure that analysts had an improved understanding of the overlap between assessments.

Action: Faye to develop a timetable of strategic assessments

4. Data Management System

Helen provided a brief update on the project progress and next steps:

- The performance management tool (Ten) has been set up and was used to gather information for end of year performance reports. An evaluation is taking place which will lead to system refinements.
- The data tool (Instant Atlas) will be set up and training for system builders will take place by end July.
- The system will be set up and tested using the worklessness indicator, which will include linking the performance management and data tools together, an initial web page to enable users to access the system and agreement about content/protocols/ standards with partners.
- A live full test of the system will take place for producing Quarter 2 performance reports during Nov- Dec.
- A project review will take place during January 2010, at which stage the project board will decide whether the system should be launched publicly.

It was agreed that a demonstration of the system would be interesting. **Action: Helen to arrange for the November meeting.**

5. Household Survey

Helen presented a paper setting out a proposal for agreeing the content of the questionnaire. It was agreed that the revised questionnaire, which has a strong health & mental well-being focus, will be sent to theme groups with a request that they review it and let the PIE Group know if there is any further information that they require. The PIE Group will then consider whether any further work to

gather residents' views needs to be commissioned. **Action: Kristi Larsen**

A discussion regarding the sample size and sample framework took place. It was agreed that the sample should be stratified by deprivation quartiles or quintiles. The University of Warwick academic who will be undertaking mental well-being analysis is also requesting ability to drill down into specific population groups, which would require a larger sample.

It was agreed that options for sampling and indicative costs should be developed and circulated for comment to the PIE Group. **Action: Kristi Larsen**

6. Feedback from partner organisations

This agenda item provided an opportunity for PIE Group members to raise issues for support or information:

a) NHS Coventry

Peter reported that all PCT reports, including the latest Director of Public Health Annual Report, are posted on their website - <http://www.coventrypct.nhs.uk/subpage.asp?pageID=137>.

A needs assessment planning day will be held during July.

The Local Public Services Board will be reviewing health indicators and the PCT would like support from the City Council Corporate Research Information and Consultation (CRIC) Team to drill down below city level.

b) West Midlands Fire Service

Andrea explained that the Fire Service website provides access to information at an area level, including fire prevalence and causes. The last ten fires were each related to mental ill health or disability. Ongoing reviews of case management are taking place with Coventry and Warwickshire Mental Health Partnership Trust.

c) Police

Jo asked for support to enable the Police analyst to gain greater access to evidence from across Coventry Partnership themes, this would help with developing a broader understanding of the relationship between crime and what else is going on locally. It was agreed that strategic assessments need to filter messages into each other and that the coordination of strategic assessments would support this.

d) Community Empowerment Network

The Network is currently working with the Community Safety Partnership to conduct a review of Safer Neighbourhood Groups. A particular focus is on whether the groups result in local residents feeling safer.

The CEN conference is being planned for October or November.

e) *Children, Learning & YP Services, Cov CC*

Sheila stated that the Children & Young People's Plan is on the website <http://www.coventrycypsp.org.uk/ccm/cypsp/publications/children---young-peoples-plan-2009-10/coventry-children---young-peoples-plan-2009-10.en> A family friendly version will be available shortly.

The next 11 million take over day will be on November 6th.

f) *Corporate Policy & Research, Coventry City Council*

The revised, re-weighted Place survey results are expected shortly.

The Institute for Community Cohesion is conducting research into the level of community cohesion in the City.

g) Terms of Reference

It was agreed to remove quarterly monitoring from the terms of reference as the PIE Group has not been asked to be involved in the process.

h) Future Meetings

Meetings have been arranged for the following dates:

- 24.09.09 10.00-12.00 Room 50, Council House
- 03.11.09 11.30-1.30 Room 50, Council House
- 21.01.10 2.00-4.00 Room 77, Council House
- 03.03.10 2.30-4.30 Room 77, Council House

Future items for the agenda include:

- Organisation of the PIE Network event to review partners' involvement and consultation mechanisms / develop a shared set of standards for this work.
- Demonstration of the data management system – November