

**Meeting Notes: Progress, Impact & Evaluation (PIE) Group**  
**21<sup>st</sup> January 2010, 2:00 – 4:00, Room 77, Council House, Earl Street**

**Present**

Simon Brake  
Faye Nicholls  
Jenni Venn  
Andrea Simmonds  
Steve Glover  
Nigel Wain  
Sue Ogle  
Anne Hartley  
James Lawrence  
Mark Smith  
Tom Evans

**Apologies**

Sheila Bates  
Dawn Ford  
Caron Grainger  
Andy Walmsley

**In attendance for agenda items**

Robina Nawaz – item 3, 4 and 5  
Sarah Powell – item 3, 4 and 5  
Helen Shankster – item 6  
Kristi Larsen – item 7 and 8  
Jackie Fox – item 8

**1. Welcome & Apologies**

Simon Brake welcomed everyone and apologies were noted. Steve Glover, Chief Super Superintendent for West Midlands Police was welcomed the group, and will arrange representation until a permanent PIE representative is available following the reorganisation of the force.

Geraldine Fisher is to represent Jobcentre Plus on the PIE group from March 2010.

**2. Minutes of last meeting & matters arising**

- Simon has met with the University of Warwick and the PCT (mental health) regarding representation on the PIE group.
- A demonstration of the data management system, and specifically the Instant Atlas software, will take place at an 'open door' event on 11<sup>th</sup> February in Room 50 between 12pm and 2pm. PIE group members are invited to the workshop at which a presentation will be repeated and attendees will have a chance to experiment with some of its functionality. Feedback on this development stage of the system is welcome as the project success relies of the system being a primary source of public data. Faye Nicholls explained that the system is currently being populated and we are working towards June for the system to go live.
- An action from last meeting, Jo sent relevant Police contact details to Tim in order that similarities / differences between the Police Pledge systems and Instant Atlas can be explored.
- Simon reminded members to be careful in their use of OS map data and their OS licenses as some local authorities have been fined in the past for braking terms of licences; organisations have different OS copyright deals although OS data may be free to use in the future.
- Carol Dear has received feedback from PIE group members on what comparator data that they use.
- Faye also reminded members of a Partnership Inform, Consult, Involve workshop event that is taking place on 25<sup>th</sup> February.

- An action from last meeting, Simon wrote the required letter of approval with regard to the Coventry Partnership Household Survey.
- Simon noted that some future meetings are booked in for 3pm – 5pm and asked members to inform him or Faye if the future scheduling is a problem.
- Key contacts for Coventry Information Sharing Protocol. A key contact for information sharing is required from each organisation signed up to the Coventry Information Sharing Protocol. It will be assumed to be the chief officer for the organisation unless otherwise advised.

### **3. Child Poverty Assessment**

Robina Nawaz, Coventry City Council, attended the meeting in order to inform members of the Child Poverty Needs Assessment and associated strategy required by August. The Children's Trust Board has responsibility for child poverty, and the assessment and strategy will be signed off through the board, although all partners have a duty to co-operate.

The aim of the assessment is to establish the extent and nature of child poverty and the impacts of child poverty based on the Every Child Matters outcomes / themes. Links will be made with other work, such as the children and young people's data book to prevent duplication and Robina asked PIE group representative to let her know of similar work which may need to be linked. There will be no 'additional' data gathering or further primary research for developing the assessment, although there are some gaps in terms of local data.

Nigel Wain said that the assessment had been discussed at the Economy Learning, Skills and Employment theme group and that it was important to get partners involved as a wide ownership of the strategy's action plan would be required. Steve Glover said that it is important that partners are clear on the intended outcomes before they can get involved, more guidance is required.

Jackie Fox said that Neighbourhood Management may be able to help with local intelligence. James said that a DVD that follows the experiences of 6 children may be useful for gaining insight.

**Action: Robina to circulate a brief note to the group on the information being included and how PIE can collectively support the work. All – to consider information which may be useful to include in the child poverty assessment. Robina to provide an update of the work at the next meeting.**

### **4. Local Economic Assessment**

Sarah Powell, Coventry City Council, informed the group of the statutory duty (April 2010) to undertake a Local Economic Assessment (LEA) by August 2010. Sarah is working closely with the Education Learning Skills and Employment (ELSE) theme group and a small multi-agency steering group to develop the assessment. Draft guidelines for the assessment lists some of the broad themes to be covered including; business & enterprise; skills; housing; and sustainable growth. A worklessness assessment is also required. It is expected that there will be overlap between the LEA and the Child Poverty Needs Assessment.

Sarah is working with partners on defining the appropriate 'Functional Economic Geography' to use for the assessment as economic issues are not bounded by the local authority / city boundary. Work is also underway with sub regional partners to develop a core set of information which will support a sub-regional assessment. A paper was circulated on how the assessment may feed into local and regional plans

and strategies including the Sustainable Communities Strategy and the Single Integrated Regional Strategy.

The assessment will be updated annually and a full refresh is required every three years. Funding has been received via the Area Based Grant (£60,000) to support research where there are evidence gaps.

It was requested that PIE group representatives inform their organisations about the LEA, and initial evidence gathered would be brought to the PIE group for comment. Mark Smith said that the assessment could overlap with the health agenda, in terms of health at work for example.

**Action: All – to contact Faye/Sarah with any information for inclusion in the LEA. Sarah to provide an update of the assessment at the next PIE group meeting.**

## **5. Structure of Strategic Needs Assessments**

There are a number of needs assessments taking place through the partnership, raises issues of co-ordination, commonality and workload. Faye explained that a timetable of strategic assessments and mapping exercise of information included has taken place. Much of the data required is common to a number of different assessments and, as previously agreed, this will be used to populate the partnership data management system. This will help to ensure common data, data standards and enables users to spend more time analysing the information.

Problems with quality of evidence in assessments and inconsistencies between assessments were raised, for example different assessments may have different figures for the population size of the city. Such problems may be an argument for an information collective, an 'Observatory'. Steve Glover suggested it may be helpful to get data analysts and data experts from partner organisations together to compile a list of people involved in strategic assessment. Andrea Simms said that the Fire service is being asked for the same data several times by different people within the partnership, this is also the case for other organisations. It would better to just give data to one place. There may also be problems of duplication and inconsistency between organisations within the region and sub region. It was agreed that the propose approach of coordinating strategic assessments was a good start in reducing duplication.

Faye also explained the importance of working towards a common style for strategic assessments. A mock up of the 'State of the City' summary document, a cross theme assessment that will help to inform the review of the Sustainable Community Strategy, was presented to the group a provided a look and feel of how the strategic assessments may look. There was agreement to the principle of having a common look and feel for all strategic assessments within the Coventry Partnership.

**Action: Faye to add the strategic assessment time table, common information requirements for strategic assessments and examples of common formats for strategic assessments to Coventry Partnership website for comment.**

**Action: ALL – Send Faye comments on suggested look / feel of strategic assessments or come to next meeting with comments.**

**Action: Faye to come back to the next meeting with a list of the core data for strategic needs assessments.**

## **6. Targeted Support Fund**

Helen Shankster, Coventry City Council, explained that Coventry Partnership had

received £60,000 over two years from the Targeted Support Fund in order to improve engagement with local people. The bid was submitted at short notice but it was felt that it would help the partnership in its duty to Inform, Consult and Involve (ICI) local people in decision making. The first year funding (until March 2010) has been used to appoint GFA Consulting to map ICI activity across Coventry, interview stakeholders, identify gaps/duplication and develop a partnership framework for ICI work. Helen circulated a list of proposed people for interview by GFA Consulting and asked members to amend / add to the list.

**Action: Helen to send the list to group members and all to amend as appropriate by Monday 25<sup>th</sup> January.**

**Helen to come back to the next meeting to discuss the Targeted Support Fund.**

A partnership ICI workshop, to review the initial findings of the work of GFA Consulting, will take place on 25<sup>th</sup> February. Representatives from all partnership organisations have been invited.

## **7. Household Survey Update**

Kristi Larsen, Coventry City Council, circulated a note on the progress of the Partnership Household Survey. It is the seventh Partnership Household Survey and is used to track the quality of life of Coventry residents. This year is the first year that questions have been asked on mental and emotional well being.

Consultants, MEL, were appointed in October 2009 to conduct 3,500 face to face interviews. This methodology was amended late in the process because the PCT offered more funding. The fieldwork was due to be finished by Christmas; currently 3,250 surveys have been completed, and work is still underway to meet the target of 3,500 households. The consultants say that the bad weather and a particularly high number of refusals contributed to this, the low refusal rate is said to have been experienced throughout the country. Feedback from people who refused was often that they saw no point and that nothing would change as a result of the research. Faye suggested that the reduction in response rates indicated a need to rationalise consultation activity.

Kristi explained that common feedback from the public has been that they were unaware that the research was taking place and would have appreciated knowing in advance; this is despite publicity that took place informing people of the research. Others have said that the mental well being questions were too intrusive. It is planned that a summary of the findings will be made available to all respondents.

**Action: Kristi to provide an update at the next meeting in March. A more thorough briefing of the results will be available in May.**

**Action: Kristi to set up a meeting between key people working on the household survey, including representatives from the PCT, in order to consider the lessons learnt.**

## **8. Review of Priority Neighbourhoods**

The group was informed that a review of priority neighbourhoods will take place over the next few months for delivery in late May/June. It is envisaged that there will be a smaller number of priority neighbourhoods as a result of the review. It was agreed that the review would focus on the evidence and rationale for the revised areas, rather than on identifying the areas themselves. Jackie explained that whilst political

boundaries (ward) were not appropriate as bases for priority neighbourhoods and that the agreed that areas should be based on evidence, the issues are complex and consideration needs to be given to a wider set of evidence and information than just data. Steve Glover said the results of the review will be very interesting to the Police in terms of informing the re organisation of neighbourhood teams. PIE members were asked to nominate organisational representatives to be involved in a small working group to inform the review.

**Action: Kristi Larsen to set up a small working group for the review of the priority neighbourhoods. All – to please send nominations for the working group to Kristi.**

## **9. Any Other Business**

### **Census 2011**

Kristi Larsen said that she is currently raising the profile of the 2011 Census which is to take place on 27<sup>th</sup> March 2011. It is important to get the highest response rate possible, partly because Council funding is based on the population of the city. The Office for National Statistics is currently consulting people on the Census.

**Action: Kristi to send group members a web link to the consultation.**

### **Dates for future meetings are as follows:**

03/03/10	2.30 - 4.30	Room 77, Council House
18/05/10	2.00 – 4.00	Room 77 Council House
08/07/10	3.00 – 5.00	Room 77 Council House
14/09/10	2.00 – 4.00	Room 77 Council House
04/11/10	3.00 – 5.00	Room 77 Council House