



**Meeting Notes: Progress, Impact & Evaluation (PIE) Group
Thurs 8th November 2007, 2-4pm, Room 77 Old Council House**

Present:

Simon Brake – Chair
 Helen Shankster - Advisor
 Anne Hartley
 Carol Dear
 Sue Ogle
 Jenni Venn
 Anne Green
 Carol Dear
 Jim Newton
 Mona Afzal
 Kath Sciarrotta
 Ros Roke

James Lawrence
 Mark Percival
 Helen Atwood
 Myles Mackie

Apologies:

Niall McChesney
 Jane Malbassa
 Mike Donnison
 Jan Nichols
 Marc Harder
 Kristi Larsen

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| <p>1. Minutes of 12th July Meeting & Matters Arising</p> <p>The notes of the last meeting were agreed to be accurate. There was an outstanding action to circulate the findings from the LAA Roadtesting evaluation.</p> | <p>Helen</p> |
| <p>2. Sustainable Communities Strategy (SCS) Development & Local Area Agreement</p> <p>Jenni thanked all those involved in providing and presenting evidence to support development of a consultation document for the Sustainable Community Strategy and the Partnership Board workshop, which took place on 10th October. The event was recognised to be a success by a wide range of participants, including representatives from Government Office and AWM.</p> <p>The consultation will take place between 3.12.07- 25.01.08, subject to approval from Scrutiny and Cabinet at the City Council.</p> <p>There are now two documents that need to be checked for accuracy and timeliness of data – a consultation draft. These will be circulated for checking by data owners and <u>return to Helen Shankster by 16th November.</u></p> <p>The consultation draft will then be checked for plain English and put into an accessible looking format.</p> | <p>Helen to circulate</p> <p>All to check own data</p> |

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| <p>Discussions will be taking place shortly with theme group leaders and advisors and service managers to select issues from the 'short term priorities' section of the draft SCS to begin the process of negotiating targets for Local Area Agreement. Following those discussions individual data owners will be requested to develop baseline information, this will be on a 1-1 basis rather than through PIE as a group.</p> | |
| <p><i>Strategic Research and Evaluation Project Items</i></p> <p>3. Outcome Planning</p> <p>Helen provided an update on the outcome planning pilot, which had been assessed and the results shared with the Operations Group. Overall the methodology was found to be useful and an simple way to engage partners in meaningful discussions about improving delivery.</p> <p>Consequently a learning programme to be led by rob Hutchinson, an expert in 'Turning the Curve' methodology will be funded through the PIE Group strategic research and evaluation budget. Detailed costs and milestones will be being calculated by the Coventry Partnership Secretariat</p> <p>The programme will include a half day taster session for senior managers before Christmas, to be followed by two day training session in the New Year. The aim is to use the approach to develop action plans for delivery of new LAA targets where these do not already exist.</p> <p>Concern was expressed that PIE Group should be given plenty of notice to prepare any evidence bases needed for sessions.</p> <p>4. Population Mapping</p> <p>Myles provide a briefing note about findings from analysis of population statistics conducted by a demographer from the GLA.</p> <p>Key findings include:</p> <ul style="list-style-type: none"> • The ONS mid 2006 estimates of 306,600 seem broadly accurate • Significant under-counts of children • Over counting of the 20-29 age group (but not 19-21 student age) • Population churn is a concern and we need a better understanding of it <p>Next year the ONS will be conducting an 'annual household survey', which will be used to supplement Census findings. This is in addition to the Annual Population Survey.</p> <p>The full report from population mapping has already been shared with partners that were on the research steering group. It was agreed that a</p> | <p>Action: Ros</p> |

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| <p>small group will further digest the findings and suggest implications for the city and service provision. This should include consideration of community cohesion. Jenni Venn will clear the report prior to publication.</p> <p>Anne Green is a member of a regional research consortium that is about to publish a report concerned primarily with the labour and migrancy. Population churn is a theme emerging from that report. It was agreed that the Coventry report should be informed by the regional research.</p> <p>The working group will be chaired by Ros Rokes and will also involve: Myles Mackie, Jim Newton, Anne Green, Anne Hartley, Helen Atwood, Helen Shankster and Kristi Larsen.</p> <p>The output will be a short paper, asserting what the implications from the research are This will draw upon LGA and University of Warwick findings and will highlight areas of concern and priorities. It will also contain useful information such as household projections being developed for the local development framework. This will be circulated to PIE in advance of its next meeting – by 26th November. Following discussion by PIE it will be shared with Coventry City Council Cabinet and made public.</p> <p>5. Household Survey</p> <p>Helen briefed the Group about the process for conducting the next household survey. The same methodology for fieldwork will apply as in previous four surveys. Consultation about the content of the questionnaire is currently being undertaken, however minimal changes will be made to maximise consistency to allow tracking of perceptions over time.</p> <p>James shared concerns about the wording of a question in the survey, asking the extent to which respondents perceive teenagers hanging around on the street is perceived to be a problem. This could be construed as demonising young people and the Director of Children, Learning and Young People’s services has requested that it is removed.</p> <p>The implications for the survey were discussed and a range of differing views were expressed. Simon offered to help resolve the issue.</p> <p>6. Core Indicators and Area Profiling</p> <p>Myles and Kath briefed the Group about work that his team is conducting to develop area profiles, which will help Neighbourhood Management to conduct neighbourhood planning. Neighbourhood Management is holding an event on 27th November to involve service providers within the City Council in identifying priorities.</p> <p>7. Data Management</p> <p>A paper was tabled and Helen and Mark briefed the Group on proposals to purchase GeoReveal software. The benefits of this would include:</p> | <p>Kristi to facilitate</p> <p>Jenni to clear the report and arrange Cabinet item</p> <p>James to arrange for discussion between Colin, Simon and Helen S</p> <p>Myles to update PIE at next meeting</p> |
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| <ul style="list-style-type: none"> • Reduce duplication in information collection, analysis and reporting mechanisms – create information feeds for performance monitoring and for the Coventry Statistics website • Enable data to be shared and displayed in a range of formats – tables, charts, maps • Enable data owners to retain control of their data and determine access rights and place responsibility for timeliness of accuracy with data owners • Provide quality of life data in standardised formats for geographical areas and data sets. <p>The proposal was discussed and the following next steps agreed:</p> <ul style="list-style-type: none"> • Develop a technical specification to include all resource implications, including Serco set up fees, hosting and project management • Check tendering / procurement requirements • Seek advice and consent from Alan McCormack • Discuss ongoing hosting / maintenance arrangements with Jenni Venn • PIE to reconsider proposal on 5th December Advise NRF Team of decision about whether to purchase by 12th Dec | <p>Helen and Mark</p> |
| <p>8. Date of Next Meeting</p> <p>The next meeting will take place on 5th December 2-4, in Room 77 on the second floor of the Old Council House.</p> <p>Subsequent meetings already agreed are listed below and each will take place in Room 77:</p> <ul style="list-style-type: none"> • 17th Jan 2-4 • 14th Feb 2-4 • 13th Mar 2-4 <p>Meetings for 2008/9 need to be arranged</p> | <p>Helen</p> |