



Meeting Notes: Progress, Impact & Evaluation (PIE) Group Thurs 17th January 2008, 2-4pm, Room 77 Old Council House

Attendees:

Simon Brake (Chair)
 Kristi Larsen
 James Lawrence
 Kath Sciarrotta
 Neil McChesney
 Andrea Clemons
 Richard Howe

Anne Hartley
 Adrian West
 Myles Mackie
 Nigel Berkeley
 Jenni Venn
 Helen Shankster

Apologies:

Lynn Hanson
 Ros Roke
 Jan Nichols
 Sue Ogle
 Mark Percival

Anne Green
 Mona Afzal
 Ruth Nelson
 Marc Harder

	Actions
<p>1. Minutes of 8th November Meeting & Matters Arising</p> <p>The notes of the last meeting were agreed to be accurate.</p> <p>Core Indicators – Kristi explained that further work had taken place and there are now excel files, one for the city overall and one for each of the three Neighbourhood Management areas. Some people are having problems downloading similar files from the Council’s website so Kristi is investigating how these could be resolved.</p> <p>Future Meetings – these have been set for the remainder of the year.</p>	<p>Kristi to circulate by email to all</p>
<p align="center"><i>Strategic Research and Evaluation Project Items</i></p> <p>2. Strategic Assessments</p> <p>a. Community Safety</p> <p>Richard explained that the Community Safety Partnership has set up a working group to develop a strategic assessment, which is a new statutory requirement and will result in identification of issues and priorities for a Partnership Action Plan and will influence / be influenced by local area agreement. This will be delivered through Safer Neighbourhoods Groups. The product will be a profile drawing upon official statistics, household survey data,</p>	<p>Kristi: to convene a small group to name LSOAs and circulate to PIE in advance of next meeting.</p>

<p>and evidence of the impact of existing initiatives. It needs to be completed by 22nd February LSOAs are being used as a unit of analysis to identify hot-spots and it was agreed that it in order to make meaningful reference to these each LSOA should be named. Kristi, Kath and Richard or Andrea agreed to be involved.</p> <p style="text-align: center;">a. Joint Health & Social Care)</p> <p>Simon explained that the this is another statutory strategic assessment and there is an expectation that progress toward completion can be demonstrated by 1st April. Simon is leading a local group to start the work and a regional group will be meeting on 27th February to set a framework.</p>	
<p>3. Population Mapping</p> <p>Kristi presented a paper that had been prepared following a discussion about policy implications of population mapping work with partners. Simon thanked Kristi for pulling together a useful document.</p> <p>It was agreed that Kristi will finalised the document following receipt of any final comments by PIE members. Findings need to be shared quickly as there are reports of elected members and officers overstating the population of the city.</p> <p>4. Data Management System</p> <p>Helen outlined the contents of a draft Project Initiation document and emphasised the following points:</p> <ul style="list-style-type: none"> • The first phase of the project will aim to have a basic system in place that will enable partners to input their own data to a central point, which can then be access by partners performance managing the LAA and monitoring the National Indicator set. • Project management arrangements will include PIE Group acting as a senior user reference group and to get involved in supporting specific areas of development including data sharing protocols <p>PIE Group members were engaged in identifying the risks from the project, and the following points were emphasised:</p> <ul style="list-style-type: none"> • There needs to be absolute clarity of definitions of data before populating the system, to include meta data, based upon the National Indicator Set technical definitions. • We need to ensure that in the future all data is sourced from this system and that the plethora of existing spreadsheets do not continue to be used • There is a real risk of scope ‘creep’ as expectations increase. It is therefore useful to limit the scope from the start so that the inevitable delays will not affect delivery. It was suggested that putting in data at 	<p>All to send any amendments needed to Kristi by 31.01</p> <p>Helen & Simon to finalise dissemination arrangements</p> <p>Action: Helen to write up into a risk log</p>

city level for just the LAA indicators should be the absolute minimum to be achieved by end June.

- The system needs to supply data at the required level of granularity. We need to agree what level data should be made available at and consider starting with higher levels of granularity and adding future detail later
- The system needs to include supporting explanatory information to explain any anomalies and help reduce mis-interpretation of data.
- The project will not work without co-operation from data owners.

5. Coventry Information Sharing Protocol

Simon explained that as Caldicott Guardian the responsibility for updating the 2003/4 Coventry Information Sharing Protocol has fallen to him. Simon will be writing out to key partner organisations to seek nominees to support this work including PCT, Hospitals Trust, Ambulance Service, Fire Service, Police, Whitefriars and service providers.

Andrea suggested that Sara Roach should represent Community Safety Team if the work extends beyond the end of February when Andrea would be leaving.

The importance of this work has been highlighted by recent high profile security lapses involving the loss of personal data.

It was agreed that this work needs to ensure that the protocol is adequate for sharing data in the data management system. The revisions are expected to be completed by end March.

6. Indices of Deprivation 2007

Kristi presented the initial findings from the Indices of Deprivation 2007. Most of the data used is from 2005 so will not be sensitive to impact of big regeneration projects since that date. Overall there has not been a lot of change.

It was agreed that Kristi will be writing a fuller report when all data had been made available by the ONS. It will be interesting to try and unpick whether Coventry has become more or less deprived compared to its statistical neighbours.

Myles offered to produce a map showing Your Neighbourhood Matters Areas for Andrea.

It would be helpful to understand why there has not been much change and how much may be due to population movement, which would mean that it is not the same people experiencing deprivation in 2004 compared to 2007.

Helen A offered to do some analysis of children and families to help explore population movement. This was welcomed and it was agreed that Myles would

Kristi to write the fuller report and bring to PIE

Action: Myles

Action: Myles to circulate and all to review and send comments to

<p>send around a proposal for what it would be useful to do.</p> <p>7. Outcome Planning</p> <p>Helen S reported that Rob Hutchinson would be doing some work with the Local Public Services Board on 4th Feb with a view to considering how outcome planning might be used to support action planning for LAA targets.</p> <p>8. Household Survey</p> <p>Helen S gave an update following a recent meeting of the steering group:</p> <ul style="list-style-type: none"> • Some negative comments about the Coventry Partnership had been voiced during fieldwork, these will be captured in the methodological report. • Data analysis will explore some core themes, including community cohesion, narrowing the gap, young adults' perspectives, older adults perspectives of young people and parents' views about facilities for young children. • Analysis will explore relationships between sets of variables in a creative way and a community cohesion index will be constructed as a pilot. • Small group interviews will be held during February to involve data specialists and operational service manager in explaining trends and developing service improvement suggestions. 	<p>Helen A</p>
<p>9. Sustainable Communities Strategy Development & Local Area Agreement</p> <p>Jenni provided an overview of progress to date and the process for developing both the strategy and the agreement. A first draft of LAA indicators will be shared with Government Office next week.</p>	
<p>10. Forward Planner</p> <p>The forward planner was reviewed and the following additions were suggested:</p> <ul style="list-style-type: none"> • Data sharing protocol • Community safety assessment – Feb, Mar & Apr • Strategic assessment working drafts <p>Jenni requested that PIE helped to construct a feedback report to send to Government on the Place Survey consultation, which ends 8th February.</p>	<p>Helen to:</p> <ul style="list-style-type: none"> • check room bookings • amend forward planner • co-ordinate feedback on place survey • meet with Simon • All: send comments on Place Survey to Helen by 4th Feb