



**Draft Meeting Notes: Progress, Impact & Evaluation (PIE) Group
Weds 14th May 2008, 9.00-10.00, Welcome Centre**

Present

Simon Brake (Chair)
Helen Shankster
Kristi Larsen
Niall McChesney
Adrian West
James Lawrence
Nigel Berkeley
Kath Sciarrotta
Mona Afzal
June Morley
Najam Sheikh
Robina Nawaz
Jonathan Jardine
Sheila Bates
Craig Smith

Apologies

Jenni Venn
Helen Atwood
Anne Hartley
Myles Mackie
Richard Howe
Anne Green
Mark Percival
Sue Ogle
Jan Nichols
Mike Donnison

| | Actions |
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| <p>1. Minutes of 13th March Meeting & Matters Arising</p> <ul style="list-style-type: none"> • The notes of the last meeting had not been circulated with the meeting papers and it was therefore decided that they would be agreed at the next meeting. • Indices of Multiple Deprivation paper had been circulated to PIE Group members for comment, however no feedback had been received. | <p>Kristi to circulate final paper</p> |
| <p>2. Joint Register of Research Projects</p> <p>Helen introduced a paper setting out a proposal to develop a register of research, evaluation and consultation projects. The register would enable partners to better co-ordinate projects and make better use of findings. It would also enable the PIE Group to encourage improvements in the way that partners feedback findings and any resulting actions to residents, and to better understand the impact of such projects. This work has already begun in the Children & Young People's Strategic Partnership.</p> <p>Sheila stressed that this work is required to help the Partnership to demonstrate evidence of good practice to various service inspection regimes and that it needs to be progressed quickly.</p> <p>Oxfordshire Council has set up a similar log. Software for tracking is available and Sheila and Craig has reviewed some of these.</p> | <p>Craig to circulate links to Limehouse and the councils using it.</p> |

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| <p>The focus of an initial mapping exercise was discussed and it was agreed that:</p> <ul style="list-style-type: none"> • It should include research, evaluation and consultation projects; • The term research may be problematic as it means different things to different people – a clear definition needs to be included; • Capturing projects that can support evaluation of the Sustainable Community Strategy is the main focus; • It should only include current or planned projects; • It is imperative that the results of the mapping are shared. • An initial trawl of projects should be undertaken over the next two weeks; • It will be posted on the Coventry Partnership website and updated monthly through review at each PIE Group meeting. <p>In the longer term the aspiration would be to conduct follow up work to test the quality and impact of projects. Helen has discussed this with Jenni Venn in relation to the new City Council Corporate Policy and Research team.</p> <p>Helen explained that there is an overlap between this exercise and a similar one to map evidence for the Joint Strategic Needs Assessment. She will therefore circulate both simultaneously to try to avoid confusion.</p> | <p>Helen & Kristi to conduct mapping.</p> <p>Helen to add this as a standing item on future agendas</p> |
| <p>3. Looking forward – PIE future projects planning half day</p> <p>Simon proposed that the PIE Group should hold a half day away workshop to plan its work calendar for the following 12-18 months. This will draw upon a calendar of projects that PIE might add value to, which Helen will produce from the mapping exercise (above). It will also provide an opportunity to review how well the group is operating and whether the membership represents the right balance of partner organisations. An external facilitator will be used so that all members of the group can contribute ideas. It was agreed it should be a morning workshop to start at 9am.</p> | <p>Simon and Helen to draft an agenda and circulate for comment.</p> |
| <p>4. Briefing Updates</p> <p><i>Data Management System Project</i> A specification has been agreed and permission is being sought to procure Instant Atlas (IA) for use as a data warehouse and analytical tool, and to feed the TEN performance management system. IA is already used by a number of regional and sub regional partners and would facilitate improved sharing of information locally.</p> <p><i>Coventry Information Sharing Protocol</i> A small group is revising the Protocol, including adding a new section relating to data sharing through the above project. A draft will be shared with the PIE Group who will be asked to consult with data sharing officers within their own organisations and elicit feedback on the document. The finalised document will be sent to the Partnership Board for approval and shared with all partners that have a statutory duty to co-operate with the LAA and Civil Contingency partners.</p> | <p>Helen to add to PIE agenda</p> |

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| <p>Joint Strategic Needs Assessment – Health & Social Care A proforma will be circulated to capture information about who has what intelligence that can support this work. Further information about the process and some of the relevant documents can be found at www.coventrypartnership.com/JSNA. An initial assessment will be produced during the summer and shared with PIE, following which a workshop will be held with partners to agree which priorities are emerging from the review. The outcomes will be shared widely, including with scrutiny board and the NHS.</p> <p>Sustainable Community Strategy / Local Area Agreement Adrian reported that the Local Area Agreement is expected to be signed off by the Partnership Board and Council by the end of May, and by Ministers by the end of June. Action planning will then commence.</p> | |
| <p>5. Date of next meeting</p> <p>The date of the next meeting has changed to 20th June 10-12</p> | <p>All to amend date in diaries</p> |