

# LINCOLNSHIRE RESEARCH OBSERVATORY

## Executive Steering Group

### Minutes from Meeting held on Tuesday 8<sup>th</sup> November 2005

Present

MBr Director of Public Health, East Lincolnshire PCT (Chair)  
AP Research Co-ordinator, Lincolnshire Development  
KM Principal Research Officer, Lincolnshire Development  
SR Information and Liaison Officer, Lincolnshire Research Observatory  
CC Performance and Improvement Officer, South Holland District Council  
MBI Childcare Partnership Manager, JobCentre Plus  
RT Knowledge Director, Connexions Lincolnshire & Rutland  
DJ Research and Project Officer, LSC Lincolnshire & Rutland  
AE Public Health Specialist, West Lincolnshire PCT  
MW Strategic Development Manager (Planning and Review), Lincolnshire County Council  
Social Services  
DD Director, Business24  
AH Research Officer, Boston Borough Council  
PQ Head of Regional and Research Offices, University of Lincoln

#### 1. Apologies

Apologies were received from:

FW Acting Chief Executive, Community Council for Lincolnshire  
HR Policy and Performance Manager, West Lindsey District Council

#### 2. Terms of Reference

The new Terms of Reference for the Executive Steering Group were tabled at the meeting. MBr stated that the intention was that the Group would meet bi-annually, with other meetings held if necessary. The aim was for the Group to set the strategic direction for the LRO and not be an operational group.

MW said that the following the other agenda items, the Group would be in a better position to clarify and agree the Terms of Reference at the end of the meeting.

The Group broadly agreed the Terms of Reference, subject to the effect the major reorganisations of Lincolnshire County Council and the Primary Care Trusts will have on the LRO partnership.

**Action:** *Executive Steering Group to take away and consider the Terms of Reference and agree at the next meeting.*

#### 3. Review of Progress to date

SR covered indicators and recent performance relating to targets laid out by ESF. A range of performance indicators are collected monthly and are submitted to ESF on a quarterly basis to monitor performance of the LRO site and partnership. The indicators cover the number of registered users, county and voluntary sector organisations registered on the

website, customer satisfaction, the number of datasets, reports and toolkits on the LRO, and inputting organisations. Members were informed that indicators were expected to meet the year-end targets, with some already exceeding them.

Feedback was then given on the User Survey held in 2005. Although response was low, the feedback given was positive with users stating the LRO website is a useful resource that aids policy setting. The survey suggested some areas for future redevelopment of the website, which were discussed by the Group. These included:

- Direct hyperlinks from the email notification to the actual document or dataset
- Signposting new items on the home page
- Developing search facility as the site content increases
- Added value to the data by giving more analysis of the data

MBI stated that a more proactive home page would assist users. This could be by highlighting new data and information on the site, and information on what is happening that month.

AE stated that speed is often needed when searching for data, and direct hyperlinks from email notifications, together with signposting on the home page would assist this.

DD said that consideration should be given to the format used to disseminate the information, particularly to local businesses. It would be useful for data to be extracted that was relevant to different audiences, giving essential information.

MW said that the commentary on the data was needed to ensure that a consistent message is expressed by all partnership organisations.

MBr stated that the partnership needs to work on achieving shared intelligence from the information, and the Group needs to discuss this further. Organisational changes are making key issues on the market place, particularly for the NHS. This information needs to be packaged at the level needed by different organisations.

#### **4. ESF Funded Research**

KM tabled a paper on the current ESF funded projects being undertaken for the LRO partnership.

##### **Employer Survey**

Employer Survey follow-up was nearly completed, and the report is due mid December 2005. It would include a separate trend analysis report using previous surveys. All outputs would be put on the LRO website for dissemination. It is proposed that the results from the Employer Survey be linked to the Retention of Skilled Workers and Skills Forecasting Model update in a workshop to be held in early 2006.

##### **Retention of Skilled Workers**

The work on the Retention of Skilled Workers would be disseminated via the LRO website, and the intention was to hold a workshop in early 2006 to take this work forward, linking it to the Employer Survey. DJ informed members other areas of the LSC had carried out work on the retention of skilled workers and the possibility of putting the results onto the LRO website to add to the work being carried out under ESF.

### **Skills Forecasting Model Update**

KM informed members that the Skills Forecasting Model was being updated and would include a new component for GDP estimate. It is expected that the new model will be completed in mid December.

MBI said that the LRO needs to make links to regional ideas, and ensure that the information is disseminated widely.

### **Clusters Development**

Work was currently underway on the development of business clusters within Lincolnshire. This research was a follow-up to the "Developing the Ties that Bind" report. The results are likely to form an "Agenda for Clusters Development" with recommendations for service providers. Discussion by members showed that work on clusters was being carried out in other areas such as children centres around housing and economic areas. Work needs to be carried out to see how the different clusters relate to each other and join together.

MBr suggested that a time-limited task group could be set up to carry out this work.

### **Lincolnshire's Future Entrepreneurial Economy**

A joint project with Lincolnshire Enterprise was being run on Lincolnshire's Future Entrepreneurial Economy.

DD said that statistics on getting individuals into business needed to be used with caution. Although data could show that there was an increase in the number of new businesses starting-up, this may not be economically advantageous to Lincolnshire as they could be sole traders.

DJ asked if details of the projects were on the Research Calendar, and stated that training was needed in its use.

### **Action:**

*SR to organise a workshop to take place early 2006 to take forward the findings of the various research into skills within the economy. Members were requested to circulate details of the workshop to other colleagues and organisations.*

*KM to further explore initial linkages between Local Children's Partnership and the Agenda for Clusters Development.*

*The use of the Research Calendar is encouraged to promote activity and help the partnership explore the relationships between activities and reduce duplication.*

## **5. Future Development of the LRO**

The LRO will be at the forefront of the development of the countywide GIS system in the New Year. AP presented a range of toolkits that could be used in the future development of the LRO website.

### **a. Section 106**

The S106 toolkit demonstrated had been developed to assist the provision of education in Lincolnshire. This could be developed to include residential nursing homes; health; open space and transport issues. This toolkit is not currently available on the LRO website.

MBr suggested the Group could set up a task group on S106 developments.

b. Domestic Burglary

This toolkit was developed to help the County achieve its Public Service Agreement target by highlighting vulnerable areas and communities. It examines crime and socio-economic data for these vulnerable areas, calculates the cost of crime and measures the impact of crime reduction on the domestic burglary rate across Lincolnshire. This toolkit is available to a restricted group on the LRO due to the sensitive nature of the data.

MW stated that he was particularly interested in the information on falls and a task group was suggested to develop the information on falls for the LRO partnership.

c. Lincoln Interactive Monitoring Programme (IMP)

The demonstration of the standalone Interactive Monitoring Programme was developed to support the monitoring and evaluation of planning activities within Lincoln City Council.

DD stated that the business community would welcome a tool, although this raised issues of access to sensitive information. This could be overcome by setting up sub-domains.

The Group discussed the need to link to work being carried out in the region by GOEM and emda. By getting the LRO into the centre of work being carried out in the region, the partnership will gain the benefits.

The countywide GIS system being developed would make the LRO further into the single definitive source of data in Lincolnshire. Partners need to decide on access issues and the linkages needed on the site. The GIS system is to be released in three phases:

Phase 1

Getting the look and feel right. This would include the LRO website and Highways and Planning.

Phase 2

Functionality including linkages and restricted groups.

Phase 3

Links to other websites.

**Action:** *At the next meeting in December, members to explore the future LRO developments and linkage to the countywide GIS system.*

## 6. Developing a Business Plan

MBr said that the Group needs to decide what developments it wants to include in the Business Plan, and the task groups it wants to set up to take this forward. The partnership needs to decide the central aim underpinning the LRO and the areas leading off this. It was suggested that the task groups could include S106, cluster work and falls. The partnership needs to identify people to sit on the groups and take the work forward. Once formalised the future developments of the LRO will also be incorporated into the Business Plan.

Discussions were held on the Research Calendar, which led to requests for training in its use.

**Action:** *SR to develop a training programme to include use of the LRO, inputting data and reports onto the LRO and adding entries to the Research Calendar.*

## **7. Date and Time of Next Meeting**

It was agreed to hold another meeting of the Executive Steering Group on 15<sup>th</sup> December 2005 to discuss the development of the LRO Business Plan, and the infrastructure of time-limited task groups. The meeting will be held at the Board Room, Oak House, Lincoln.

**Action:** *SR to set up meeting and circulate details and agenda to members.*