

# LINCOLNSHIRE RESEARCH OBSERVATORY

## Executive Steering Group

### Minutes from Meeting held on Thursday 15<sup>th</sup> December 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  
MW Strategic Development Manager (Planning and Review), Lincolnshire County Council Social Services  
SM Head of Organisational Development, Boston Borough Council  
PQ Head of Regional and Research Offices, University of Lincoln  
BC Research Officer, West Lindsey District Council

#### 1. Apologies

Apologies were received from:

AS Chief Executive, Lincolnshire Enterprise  
AE Public Health Specialist, West Lincolnshire PCT  
RW Director of Health Improvement, West Lincolnshire PCT  
JW County Manager – Planning and Review, Lincolnshire County Council Social Services  
PB Chief Executive, Lincolnshire Tourism  
DD Director, Business24

#### 2. Minutes of Last Meeting

The minutes of the last meeting were accepted as a true and accurate record.

#### 3. Matters Arising

##### Terms of Reference and Restructuring

MBr stated that the official consultation process for the reconfiguration of PCTs started on 14 December 2005 and is being run by Trent Strategic Health Authority (SHA). The plan is for one PCT covering Lincolnshire. The timescales had now slowed down nationally with the publication of national HR framework. The new Chief Executive will be in post in June/July 2006, and then the directors will be appointed. The whole process is to be completed in June 2007.

Work is also underway on the development of a single integrated Public Health Network for Lincolnshire. This proposal mentions the LRO, as Public Health want to remain actively working with the LRO or become more engaged with it. It was hoped to move forward as soon as possible in 2006.

MW said Lincolnshire County Council (LCC) has now appointed all its directors. Two Assistant Chief Executive posts are being recruited. The next tier of appointments is Assistant Directors, which are going out to advert in January 2006. One post is planned to be a joint NHS/LCC post of Assistant Director of Public Health. The directorate structures will then be agreed in February/March 2006.

AP said the LRO Research Team at the moment is within Lincolnshire Development. The plan is for the team to move to Resources under Information Management.

## **ESF Research**

### Dissemination of Results

There are 5-6 large-scale projects reaching conclusion, and the Executive Steering Group was asked what format they preferred for dissemination of the results:

- One day conference with break-out sessions
- 2 ½-day workshops with some time in between
- A series of seminars over a one week period

It would be difficult to feedback on 5-6 different strands of work in a one-day conference, as attendees would not be able to go to all the difference breakout sessions. It is also difficult for an organisation to release individuals for a whole day, whereas it is easier to go to 2 ½-day workshops, particularly with 1-2 months between each workshop.

It was decided to hold one workshop at the beginning of February, with a second workshop at the end of March/beginning of April.

**Action:** *SR to circulate suggested dates for workshops at the beginning of February 2006 and end March/beginning of April 2006.*

### Employer Survey

DJ stated that the datasets from the National Employer Skills Survey are available from the LSC, but that local data has not been disaggregated at this stage.

### Cluster Development and Business Start-ups

The University expects both projects to be completed on time, with the reports to be received shortly. There is cluster development work being carried out in a number of areas, such as the Children's Agenda, Practice Based Commissioning in the NHS and Adult Services and long-term health conditions. A White Paper on Adult Services is due to be published in mid-January 2006.

As it is not possible to achieve co-terminosity for all services, the LRO partnership needs to know where there are overlaps and what work is being carried out in other areas.

Discussion was held on the currency of population data, and ensuring that any updating looks at the whole picture rather than concentrating on one area. AP stated that the population projections to 2028 only go down to district level, but the challenge is to go lower. There is the possibility to develop a small area toolkit to build-up age profiles and get headline information.

MW asked if East Lindsey could be the area to carry out a trial, as Adult Services is one of the 13 national pilots appointed to carry out work on individual budgets, which could bring the LRO to the national stage. The Department of Health and London School of Economics would want a lot of information about the area, and the LRO would be a good link with this. A meeting is being held with the Department of Health on 20 January 2006, but the toolkit proposed for use by the Department is not yet in place.

**Action:** MW to forward any background information on the scheme to MBr.

### Training Programme

SR has developed a training programme to cover 2 main areas:

- User training
- Input training

It is proposed to hold either one or two sessions a month, with more should partnership organisations request further training.

**Action:** SR to contact organisations to assess training requirements and arrange training sessions.

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

The LRO is currently producing a toolkit for emda, and agreement has now been reached to take this forward. emda have been using Local Futures, but are going to stop using this and use information from the LRO. The information provided will cover:

- Rural information
- Health information

There will be breakouts on:

- SSPs
- LSPs
- Rural areas

This will get developments onto a single platform and give open access to all. The platform will use a range of indicators:

- Audit Commission's Quality of Life indicators
- Regional Economic Strategy (RES)
- Health indicators (EMPHO)

Suggestions were made on other possible indicators, such as Children's Services, but this depends on the level of data obtained and whether there is a geo-locator to map them.

Consideration needs to be given to the level of detail the partnership wants on the LRO website. A major problem is the speed of access. If access is slow or information is not available after a long selection process, users will not go back to the site and this is a situation we want to avoid with the LRO website.

**Action:** The Executive Steering Group to feedback to AP/KM/SR on the amount of information and level of detail required on the LRO website.

The brief for the new intelligent mapping system is being developed under the OGC S-CAP framework. This will speed up the process of selecting the consultant. It is expected that the tenders will be received at the end of January 2006 and therefore a selection panel will be needed. The Executive Steering Group was asked if any members would sit on the panel.

**Action:** *Members to contact AP/KM/SR if they wish to represent the LRO partnership on the selection panel.*

Discussion was held on the need for the partnership to have a small Project Group on the development of the new platform. The Project Group would report back to the Executive Steering Group.

**Action:** *Members to contact AP/KM/SR if they would like to be part of Project Group on behalf of the LRO partnership.*

## **5. Any Other Business**

MBI said that JobCentre Plus was introducing a new mapping system, which should make the retrieval of local information more accessible, although data would need to be de-personalised.

## **6. Date of Next Meeting**

It was agreed that the next Executive Steering Group meeting would be held after the 2 workshops.

**Action:** *SR to confirm date and time after dates agreed for 2 workshops.*