

The Lincolnshire Research Observatory

Steering Group Meeting
Monday 10th November 2003

Minutes

Present

Director of Public Health (Chair) – East Lincs PCT (MB)
Research Co-ordinator – Lincs. Development (AP)
Principle Research Officer – Lincs. Development (KT)
Planning and Development Manager - Lincs. Police (MS)
Research Officer - Learning and Skills Council (GR)
Senior Planner (Implementation) - Lincoln City Council (MH)
Knowledge Director - Connexions Lincs. And Rutland (RT)
Information and Liaison Officer – East Lincs. PCT (NC)
Performance and Policy Officer - South Holland District Council (HB)
Research Officer - Children's Links (SS)

1. Apologies

Apologies were received from:

Tourism and Development Officer - West Lindsey District Council (WO)
Research Assistant - North Kesteven District Council (EM)
Data Manager - Connexions (JT)
Asst. Chief Executive - Community Council of Lincolnshire (FW)

Before Item 2 was discussed MB raised the issue of Freedom of Information/Data Protection in relation to Steering Group minutes being published on the LRO website. It was agreed that NC would get seek further advice on this and make changes to the preparation new of SG minutes where necessary.

2. Minutes from Meeting Held on 22nd September 2003

These were accepted as an accurate record

MH – Lincoln City Council (attending on behalf of GS) was introduced and welcomed to the group

3. Matters Arising

Discussions with OS are continuing in relation to inconsistencies with PCT boundaries.

Corrections have been made to the 1999 Ward boundary layer, which are now reflected on the LRO website.

Preparation of User Survey to be discussed under Item 5

Amendments have been made to the terms and conditions displayed to users of the LRO website after concerns were raised during previous meetings about use of site data following download. NC Will also be adding further detail about penalties for misuse and contact details for individuals wishing to seek permission for usage.

Preparation of Promotions and Marketing Plan to be discussed under Item 5

4. The Business Plan

LRO Business Plan (03-05) has now been completed and will be published on the LRO website (site users will be informed of this via the regular site email notification system).

It was agreed that copies should be sent out to Chief Executives of all partner organisations (along with a covering letter) as well as other key agencies including those who were invited to the LRO Annual Conference in May 2003, to raise awareness.

5. LRO Site Update

NC provided update on current data gathering and promotional activities:

List of data has been agreed with Drugs Action Team and input will soon be taking place. This will include a range of figures and maps, some of which may require restricted access.

Connexions Lincs. and Rutland has undertaken input training and has agreed a list of datasets for initial upload.

A meeting has been held with Lincoln City Council to discuss the possibility of disseminating data via the LRO site. Further discussions will take place to identify specific datasets and/or reports and documents.

NC attended a VOCAL coordinators group meeting in Leasingham on 4th November to inform members about the LRO and to invite feedback in relation to how the LRO can engage the voluntary sector.

Meeting arranged with Lincs. Tourism 13.11.03 to discuss available data/information. This has been highlighted as gap in both availability of data and knowledge and will be included in plans for future promotional activities.

NC will be preparing a promotional activities plan in order to increase awareness of the LRO as a data gathering and dissemination tool across a wider audience.

MB referred to plans for the Sustainable Communities Sub-Group to provide a link between Lincolnshire Enterprise and Local Strategic Partnerships
In relation to the achievement of a number of required health outputs. East Lincs. PCT will be looking to the LRO to support this.

User Survey to be prepared for New Year to request feedback from users on data requirements, reasons for accessing data and how material is used.

6. Future Direction

AP Highlighted that the items outlined under 'Government Grants' in the LRO business plan are not guaranteed activities but provide a vision of potential resources/activities.

KT outlined the need for a move towards 'intelligence' and 'added value' as outlined by members and consultation activities and requested feedback definitions of 'intelligence'. I.e. does intelligence have to be in the form of a report?

Members discussed possibilities of undertaking work to link datasets available on the site through association. This would add value to available data and aid the process of 'telling the story' without huge resource implications.

It was thought that the current mapping facility available on the site does not require further development at present and meets the requirements of site users. Work now needs to be focused on supporting users in identifying, gathering and comparing data in order to ask questions about it and subsequently analyse it.

This will have implications on the data input function and trained inputters but once a method of association is developed and initial work carried out the process for updating and continuing should be relatively simple.

Questions were raised about 'making judgements' on data in order to make associations but members were assured that associations would be made using the expertise of data providers and without making solid judgements about individual data/issues.

MB Suggested that the spider diagrams produced by sub groups at the LRO Annual Conference in May could be used as starting point for this work and the LRO Steering Group have the capacity and expertise to continue and develop it.

Work also needs to be done to encourage users to feedback the work they produce following their data searches on to the website. This will need to be supported by the user survey being sent out in the New Year which will identify how site data is used and the types of benefit it provides to the County.

Action: NC to prepare ideas for encouraging return flow of material to the LRO and to include in covering letter sent out to Chief Executives with latest Business Plan.

7. Update on Current Research Activities

It was suggested that members could be informed of key activities between meetings if relevant, especially where feedback or consultation is sought.

Skills Forecasting - The model for Skills Forecasting is currently in development and data is due to be released towards the end of December and a report by the end of January 2004.

Lincolnshire Development are providing feedback on proposed Index of Multiple Deprivation (IMD) indicators on behalf of Lincolnshire County Council and would welcome comments from any other local organisations.

Action: AP to circulate current comments to group for further feedback

MB suggested that the LRO Steering Group be used as a forum to discuss proposed research activities, to support shared working and engage a wider audience.

The Employer Survey 2003 – Results from this survey will be available from 31st December 2003 and a subsequent report is due to be published by 31st January 2004. The user-friendly front end that is being developed to disseminate data from this survey will be housed on the LRO website and should be completed between March and April 2004.

East Midlands Life and Work Survey – Results from this survey have been released and are currently under review following concerns about methodology and accuracy. GR informed members that LSC are looking to complete a national life and work survey within the next 2 years.

Access to Services – A needs assessment day is being held on 4th December followed by an impact assessment day on 12th December. Please contact East Lincs. PCT on **01205 318000** for further information.

2001 Census Atlas – This is currently being prepared and will map many of the key issues resulting from the latest census release. This document is due to be published by 31st December 2003.

Action: NC to circulate list of Datasets being considered for report to SG members.

Quality of Life Groups – It was confirmed that the Older People’s group would be fast tracked and that the work undertaken in this group would support the association of datasets currently held on the site.

Action: NC to contact MB and ED regarding development of groups

8. Any other Business

There were no further items to discuss.

9. Dates of Future Meeting

NC will arrange data for January meeting and inform all members by email. Meetings for 2004 will be arranged during this January session.