

THE LINCOLNSHIRE RESEARCH OBSERVATORY STEERING GROUP

Notes of Meeting Held on 12th August 2004

Present

Director of Public Health – East Lincs. PCT **MB** (Chair)
Research Coordinator – Lincolnshire Development **AP**
Tourism Manager – West Lindsey District Council **WO**
Research Officer – Childrens Links **SS**
Childcare Partnership Manager – Job Centre Plus **MB**
Corporate Research Officer – LCC Policy and Performance **SO**
Information Officer – LCC Education, IPMD **DU**
Research and Project Officer – Learning and Skills Council **MC**
Senior Information Analyst – Lincs. Shared Services Partnership **ED**

1. Apologies

Head of Regional and Research Offices – University of Lincoln **PQ**
Research Officer – North Kesteven District Council **DC**
Principle Information Officer - LCC Education, IPMD **RW**
Data Manager – Connexions **JT**
Knowledge Director – Connexions **RT**

2. Minutes from Meeting held on 3rd June 2004

These were accepted as a true and accurate record

3. Matters Arising

LRO User Survey – NC explained that this survey has been held back until launch of RaC calendar to incorporate a question relating to this feature. The calendar has now been launched and the survey will be completed and circulated in due course

4. Performance Against Targets

NC covered indicators and recent performance relating to targets laid out by ESF and latest business plan.

A range of performance indicators are collected on a monthly basis and included in the 'site updates' held on the site
These, plus additional indicators are recorded on a quarterly basis and submitted to ESF to monitor performance of the LRO site and partnership
The targets laid out in the 2003-2005 business plan reflect ESF targets plus additional performance indicators relating to engaging partners and site usage.
NC informed members that performance targets had been met both for the end of the financial year 2003/04 and for the end of quarter 2 2004

5. Latest Releases

NC updated members on key data and information recently made available on the LRO site, including:

2001 Census Key Statistics: A number of key statistics are now available down to output area level

IMD 2004: Data from the latest Indices of Deprivation is now available as well as a link to the full report on the ODPM website. Work is in progress to create an interactive toolkit to support the use of IMD 2004 data. This is due to be available in the autumn.

NC also outlined a number of potential developments to the site that may support users in interpreting this data, including toolkits, links from the site homepage and a 'frequently asked questions' page.

6. New Developments (Demonstration of Latest User Tools)

NC presented screen shots and described the function and value of two major developments to the site:

Research and Consultation Calendar: This replaces the site 'Notice board' and has been developed in partnership with Lincolnshire County Council to promote and coordinate research activities taking place across the county. Users can record details of forthcoming research to create opportunities for joint working and can continue to update entries once activities are underway to provide examples of best practice and to disseminate outputs and findings

AP highlighted the importance of populating this feature with entries to encourage further use

Action: Members to consider activities taking place both now and in the future and to contact NC to discuss promoting these through the calendar

BMG Toolkit: This interactive toolkit is currently nearing completion and will be available to users under a new 'toolkits' area of the site. Users will enter this toolkit through a unique front end, which will allow them to search sections and sub-sections of key documents and reports and to link directly from these to the data that sits behind them. There is also the facility to benchmark data against comparators such as 'target' or 'average' figures to add further value to results and to support further analysis. Primarily, this toolkit will be released to disseminate results from the Employer Survey 2003 and the Lincolnshire and Rutland skills Forecasting Model but will eventually house other key reports and data.

Action: NC to update members when this feature goes live

A number of members expressed an interest in feeding results from their own activities into this toolkit. Following launch NC will liaise with members to discuss options for achieving this.

7. The LRO Annual Conference

This event will take place on 7th October at The Petwood Hotel, Woodhall Spa (10am – 4pm approx.)

NC outlined a structure for the day, which will include a review of the LRO (last 12 months), presentations on current research activities, a session on IMD 2004 (facilitated by a guest speaker from ODPM) and discussion groups to stimulate discussion on turning information into intelligence.

A flyer promoting this event and inviting place reservations was circulated on 13th April.

It was noted that a number of members did not receive this information

Actions:

NC to circulate flyer to members

Members to contact NC if they wish to provide any feedback on proposed structure of this event or have any further ideas

8. Any Other Business

MC enquired about available site statistics such as total hits and AP explained that this type of data should be made available to us on a regular basis by site hosts, but is currently being chased.

Action: NC to chase site statistics and update members at next meeting

It was agreed that no meeting would be held prior to the Conference on 7th October but that NC will communicate with members via email to update them on any information regarding this event

Dates for future meeting will be confirmed and circulated in due course