

York and North Yorkshire
Data and Intelligence Partnership

MINUTES FOR THE MEETING ON MONDAY 16TH OCTOBER 2006, 2 PM

YORKSHIRE TOURIST BOARD, YORK

Present;

David Andrews	– Yorkshire Tourist Board
Mark Kibblewhite	– North Yorkshire Cultural Officers Group
Laura Oldridge	– York and North Yorkshire Partnership Unit
Andrew Leeming	– York and North Yorkshire Partnership Unit
Margaret Wilkinson	– Yorkshire and Humber Public Health Observatory
Victoria Ellis	– Ryedale District Council
Jane Snowball	– Yorkshire Forward
Kirstie Dennis	– North Yorkshire County Council
Malcolm Spittle	– North Yorkshire County Council
Roli Kapur-Sharma	– Yorkshire Futures

Apologies;

Johanne Allinson	– North Yorkshire County Council
Tim Ashelford	– Government Office for Yorkshire and Humber
Bill Cross	– North Yorkshire County Council
Iain McKechnie	– Business Link York and North Yorkshire
Beth Pawson	– Learning and Skills Council
Sophie Packman	– City of York Council
Moya Turrell	– National Parks Authority
Mark Scott	– Environment Agency
Colin Mellors	- University of York

1. Welcome, Introductions and Apologies

As there were some new faces in the group, the meeting began with each member introducing themselves.

Laura Oldridge listed apologies on behalf of the members of the group who were not able to make the meeting.

2. Minutes of the last meeting

Minutes of the meeting on 16th August 2006 had previously been circulated to the group. These were agreed.

3. Matters Arising

Laura Oldridge explained that most actions had been followed up, including the change to the group's name.

All matters arising from the minutes of the last meeting would be picked up within the agenda.

4. a. Membership Update

Andrew Leeming provided the group with an update on the membership of the *York and North Yorkshire Data and Intelligence Partnership (YNYDIP)*.

New members of the group include;

Iain McKechnie – Business Link
Moya Turrell – North Yorkshire National Parks
Phil Hancock (substitute Victoria Ellis) – Ryedale District Council
Mark Scott – Environment Agency
Sophie Packman/Sophie Gibson – City of York Council
Colin Mellors – University of York

Gaps include;

Private Sector
Planning - District Councils
Economic Development – District Councils
Economic Development – NYCC
Voluntary Sector – NYFVO are recruiting and have been approached

4. b Private Sector mail out

Laura Oldridge outlined a suggestion of how the group could potentially engage with the private sector. This involved a mail out to a number of private sector research and economic development organisations in order to gauge interest and gain one or possibly two members.

The group discussed the possibility of having more than one member in order to gain a good insight and cover a multitude of backgrounds and expertise. It was agreed that the number of members would depend on the quality of the candidates and also how many responses are received.

David Andrews approached the group asking each member to try to think of one name or company who could be included in the mail out.

Jane Snowball told the group about some research carried out by Norwich Union and agreed to follow this up and get some names.

Actions

- ◆ **Laura Oldridge to make amendments to letter**
- ◆ **Laura Oldridge to circulate list of companies and look into bigger companies within the area which may have research departments e.g. Shepherds Construction, Norwich Union, Joseph Rowntree etc**
- ◆ **All to think of suggestions for names and companies and return ideas to Laura by the end of the week**

4. c Logo

David Andrews presented the group with a suggestion for a new logo. This was agreed.

4. d Contact Details

David Andrews circulated a list of contact details for each member. Members were asked to check the details held were correct and to indicate whether they were happy for these details to appear on the YNYDIP pages of the YNYPU website.

Action;

- ◆ **Contact details to be circulated to those not attending the meeting to check**

5. Yorkshire and Humber Public Health Observatory Presentation by Margaret Wilkinson

Margaret Wilkinson presented a PowerPoint presentation to the group to outline the role of the Public Health Observatory and the Primary Care Trusts in the area. The key points from the presentation were that the Public Health Observatories were set up to monitor health trends, identify gaps in public health research, evaluate progress and develop public health intelligence networks. The PHO has access to a wide number of datasets including Birth and Deaths extracts, Hospital Activity, Screening, Primary Care Data and a number of others. Margaret also explained to the group about documents produced by the PHO – these included Community Health Profiles at a PHO level and Small area profiling at a PCT level.

6. a Sub-regional Rural Evidence Base update

Andrew Leeming provided the group with an update of the York and North Yorkshire Rural Evidence Base report which is currently been produced. To date, the scope and structure of the report has been agreed and circulated quite widely. The chapters will reflect the 10 rural priorities set by the Rural Framework, but will focus on three in particular; Rural Business, Access to Services and Rural Transport. Laura Oldridge is pulling information from different sources including Progress in York and North Yorkshire and Strategic Economic Assessment to attempt to populate the chapters. It is likely that the report will be structured in two parts – a Technical Appendix and a Summary document.

Action

- ◆ **All – if any member of the group is approached for information, reports, documents or consultation, due to the tight time frame, it would be appreciated if they could respond within 3 days otherwise it will be assumed that there is nothing to add**
- ◆ **Laura Oldridge to circulate draft scope around the group**
- ◆ **All – if there is anything to add to the scope please respond to Laura Oldridge as soon as possible**

6. b November Consultation Seminar

Andrew also outlined the format of the consultation seminar which will be based around the sub regional rural evidence base. The aim is to have a first working draft completed by the event in order to begin to discuss priority setting based on the initial findings of the report.

The seminar event will consist of a short key note speaker to begin the presentation followed by the group splitting into 3 workshops, each based around one of the key themes – Rural Business, Rural Transport and Access to Services.

Each small group will be split into two groups which will both complete the same exercise. In the first workshop each group will complete a post it note exercise to discuss key issues affecting the topic of the workshop. Following a coffee break, each group will pick 5 key priorities from the work completed in the first workshop. The groups will feedback into the main group in the form of a sales pitch to sell the priorities. Finally, each delegate will be able to vote for the priorities which they see as most important.

Action

- ◆ **All – the group was asked for thoughts on a Key Note Speaker for the seminar. Ideas to be forwarded to Laura Oldridge by the end of the week**

7. Research Audit Analysis and What Works Agenda

Laura Oldridge provided the group with an update on the Research Audit. To date there have been no proformas returned. It was agreed that it would be useful to re-circulate the proforma to the group and that completed forms should be actioned and returned quickly as this was in the interests of the group.

The group were also asked for feedback on the forms in order to amend, improve or make them more accessible.

Jane Snowball noted that the forms did seem to be daunting. Andrew Leeming suggested that it may be possible to provide more assistance with completing the forms if this would be useful to people.

Action

- ◆ **Laura Oldridge to re-circulate proformas**
- ◆ **All – to complete proformas and return by the end of the week**

8. 2006/07 Meetings and Seminars

The group were presented with a list of dates for meetings and seminars throughout 2006 and 2007.

The group were approached for volunteers to host the YNYDIP meetings, and also for seminar topics. The members of the group were also asked for volunteers to do a small presentation at each meeting.

The updated list of dates, venues and presenters is attached.

9. Any Other Business

Andrew Leeming explained to the group that there had been discussions about funding for the group which could potentially go towards commissioning research. This would provide a focus for the group.

There was a suggestion raised that Jonathan French may be able to approach the Partnership Executive about this matter once the Transformational Interventions of the Strategic Economic Assessment and the SRIP process had been developed.

Andrew Leeming stressed the importance that the Research Audit will play in identifying gaps, providing focus to the group and securing funds for the group.

Date of next meeting: See Attached