

CHILDREN, YOUNG PEOPLE AND EDUCATION SCRUTINY COMMITTEE

4th SEPTEMBER 2015

REPORT OF THE HEAD OF PARTICIPATION -

CHRIS MILLIS

SECTION C – MATTER FOR MONITORING

WARDS AFFECTED: ALL

Education Leisure Lifelong Learning Data Unit Report Card 2014-15

Purpose of Report

To provide Members of the Children, Young People and Education Scrutiny Committee with information to assist them to scrutinise the performance of the Data Unit Team, which sits within the portfolio of Head of Participation.

Background

The Council introduced a revised Performance Management Framework in 2014/15. One of the requirements within that framework is the production of service report cards by service managers which will enable Members to scrutinise the performance of all services within its purview.

This report will also enable the Children, Young People and Education Cabinet Board and Scrutiny Members to discharge their functions in relation to performance management.

Report Card

The Data Unit has developed a report card to demonstrate what is being achieved for the resources invested in that service area from the perspective of customers, staff, internal processes and finance. This ensures there is a more holistic view of services performance.

It is a means for the service to translate its vision and strategies into action which is particularly important at a time when resources are diminishing to ensure a culture of continuous improvement aligned to our service and individual standards and performance measures.

The Data Unit has a wide remit which includes managing the Directorate's Management Information System, providing an increasing amount of data to schools and Education Leisure and Lifelong Learning Services, gathering and reporting national and other key performance indicators, undertaking research, dealing with complaints and Freedom of Information requests. The number and variety of organisation dealt with is therefore significant.

The following report card provides members with details of the services provided by the team, review of performance during 2014-15 and the focus of our work going forward for 2015-16.

Appendices

None

List of Background Papers

None

Officer Contact

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ELLL – Data Unit

Report Card – April 2015

What We Do

Aim

- To support ELLL services, NPTCBC schools, and other Data Unit customers with their information needs.

To fulfil the above aim, having considered the outcome of the service review in 2010, the Data Unit will provide timely, accurate, useful, complete, concise and well-presented information to support ELLL services and schools etc.

Key Tasks

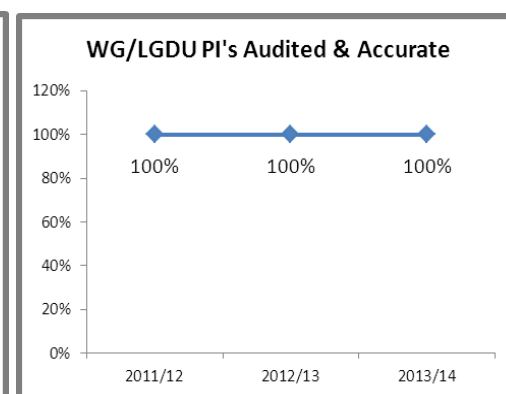
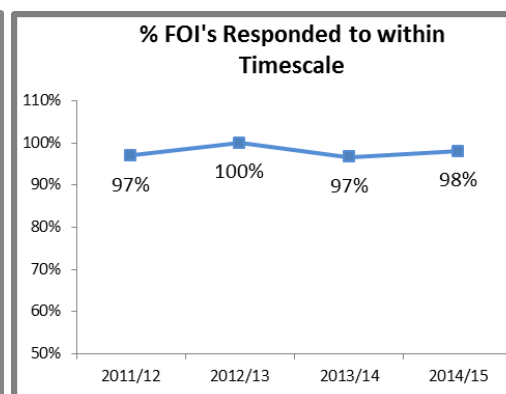
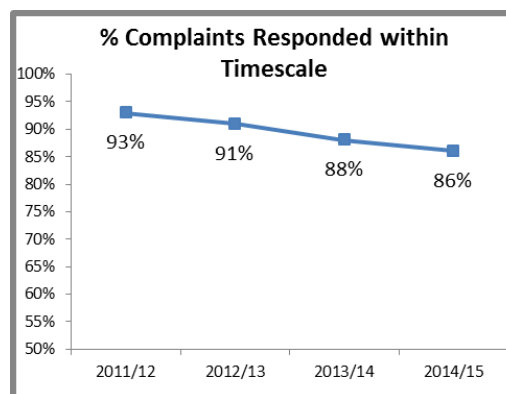
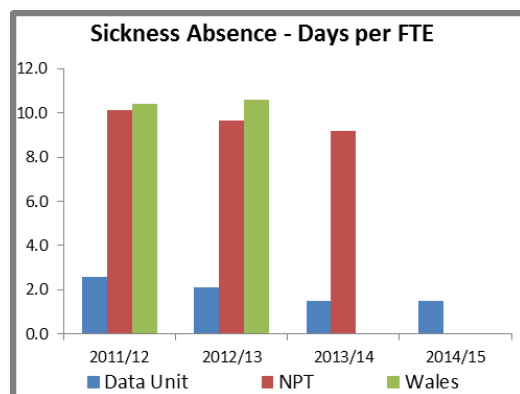
- Manage ELLL's Management Information System (EMS)
- Co-ordinate/validate school PLASC returns
- Provide a range of data e.g. attainment, attendance, exclusions to schools etc
- Gather & verify a no. of national key performance indicators on behalf of ELLL
- Respond to all ELLL FOI requests & provide advice to schools & services
- Manage Complaints on behalf of ELLL.

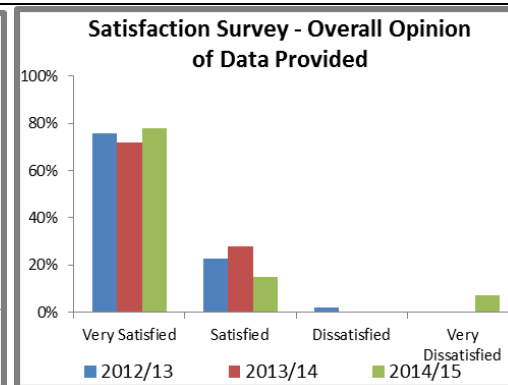
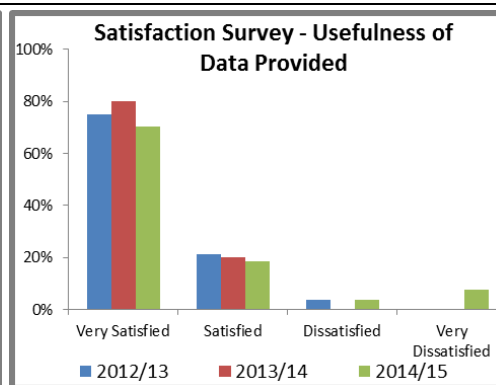
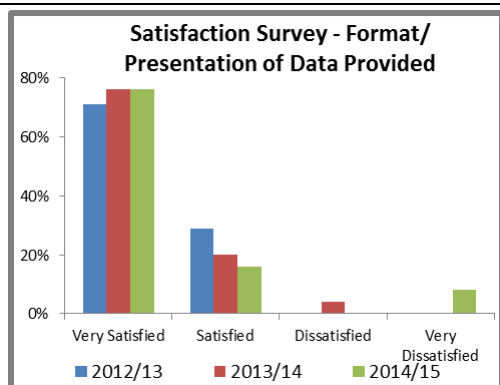
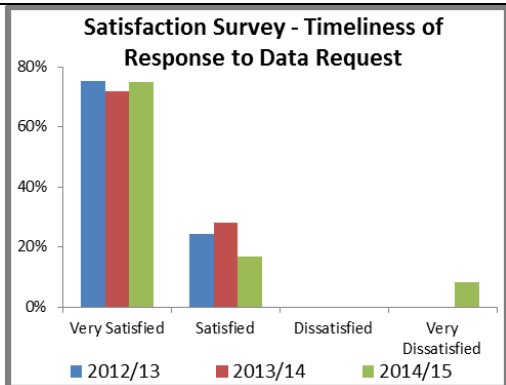
Who We Work With

The Data Unit has a wide remit which includes managing the directorates MIS, providing a increasing amount of data to schools and ELLL services, gathering & reporting national and other key performance indicators, undertaking research, dealing with complaints and Freedom of Information requests. The number and variety of organisation dealt with is therefore significant and includes:

ELLL services	Non ELLL services	ERW
NPT schools	Welsh Government	Capita
Other Education Authorities	General public	
Neath Port Talbot College	AM's/MP's	
Information Commissioners Office	Incerts	
Private/Voluntary sector	Local Govt Data Unit	
Wales Audit Office	ABMU Health Board	
Welsh Language Board	Fischer Family Trust	

How Are We Doing?





2014/15 Achievements

- Lost an average of only 1.49 days per FTE due to sickness.
- High satisfaction level from data recipients (92.6% overall). Only negative responses came from complainants.
- Provided responses to 114 FOI requests. 98% of the 80 responded to directly by ELLL were answered within timescale.
- Successfully helped secure Minority Ethnic Achievement Grant funding.
- PLASC was successfully co-ordinated and validated.
- Data on FSM eligible pupils provided to schools in December for the first time
- Assumed responsibility for updating EMS LAC records
- Provided ELLL services & schools with monthly attendance & exclusion updates and detailed attainment (annual) and attendance (biennial) reports.
- Pre-populated self evaluation reports and National Test Analysis were provided to schools for the first time.
- Distributed all monthly sickness absence data to ELLL & schools (non teaching)
- Foundation Phase, Key Stage 2 & Key Stage 3 assessment analysis was provided to each school by mid June.
- Key Stage 4 provisional data was provided to schools in the first week of Sept.
- Baseline (CDAP), Foundation Phase, KS2, KS3, KS4, National Numeracy & Literacy Test & Incerts pupil progress data has all been imported into EMS.
- All schools were provided with Pupil Tracking and Vulnerability Assessment data in June & October.
- Work commenced on developing EMS functionality for SEN to record TA hours.
- MSP Summary Sheets were distributed by mid/late September.
- Reported quarterly all ELLL's performance indicators to CYPE & ECR Boards.
- Managed statutory etc. returns to the Welsh Government on behalf of the directorate e.g. exclusions, EOTAS, PLASC, performance indicator data.

2015/16 Actions

The Data Unit will continue to undertake a number of tasks which have now become routine e.g. Plasc, MEAS grant, B2B, PI reporting, provision of attendance, attainment & exclusion reports, dealing with complaints & FOI's, assisting schools with statutory returns etc.

In addition, the need for improved data, changing circumstances etc mean new tasks for 2015/16 will include:

- FFT Live will be ending in summer 2015 and replaced by FFT Aspire. Training for schools will need to be arranged whilst all logins will be reset.
- School mergers etc mean most spreadsheets need to be amended taking account of the new school list.
- Key Stage 4 analysis will require amendment in light of the new reporting arrangements.
- Work is ongoing to improve the MSP spreadsheets for schools.
- From Sept 2015 it will be statutory for schools to baseline all pupils within 6 weeks of entering reception. Discuss with EDS collection, analysis etc and whether we still gather baseline data for those entering nursery.
- Expected Levels at Foundation Phase are changing from Sept which will require amending all FP analysis data.
- Continue to develop EMS functionality to support SEN.
- Review of some performance measures currently reported.
- Flying Start – enter records into EMS.
- Try to resolve problems with EMS reporting FSM flag.
- Continue to work to improve the accuracy data held in EMS e.g. SEN.

