



Terms of Reference

Economic Inclusion Data Group 25 July 2008

1 Overall Objective

The overall aim of the Data Group is:

To provide the partners within the Economic Inclusion Panel with a comprehensive, robust and up to date evidence base to inform its strategic thinking and action planning

The priorities for action of the Data Group will be guided by the need to focus on a number of key research questions to be determined by the Economic Inclusion Panel

2 Specific Objectives

The Economic Inclusion Panel will be supported by an Advisory Group, who will ensure the requirements of the Panel, in the context of the West Midlands Economic Strategy, are met. The Economic Inclusion Data Group has one key objective:

To provide guidance on the Economic Inclusion data work of WMRO to meet the requirements specified through the Advisory Group.

This can be subdivided into a number of specific objectives as follows:

- Identify critical data/intelligence gaps and needed data enhancements
- Agree the priority order of the critical data/intelligence gaps and needed data enhancements
- Identify appropriate actions to fill the prioritised critical data gaps and to implement agreed data enhancements. Harmonise data collection protocols and standards as necessary. Oversee the implementation of these actions
- Undertake data analysis and interpretation in relation to agreed key questions sought by the EI Panel. WMRO will ensure that analysis meets the needs of partners by presenting findings in a user-friendly and accessible way,
- Ensure that the catalogue of relevant existing data sources is updated regularly and that new data sources are added as appropriate
- Enable data and information to be shared between data group members and ensure that research is aligned.

- Engage with similar data activity that supports Economic Inclusion work in other regions where appropriate
- Ensure appropriate steps are taken in order to review the objective of the Data Group over time
- Evaluate the work of the group on a regular basis, securing feedback from the partners within the Panel

3 Administration of the Data Group and Reporting mechanisms

The Data Group will be hosted and chaired by the West Midlands Regional Observatory (WMRO), who will also provide administrative and organisational support. It will be the responsibility of WMRO to report back to the Advisory Group on the progress of the Data Group.

Helena Duignan, Senior Research Analyst at WMRO will be responsible for overall co-ordination of Data Group activities.

Meeting papers will be circulated to the group one week in advance of each meeting.

4 Membership

Any member of the partners within the Economic Inclusion Panel may be represented on the Data Group.

Data Group members will be active in developing inclusion policy and/or active data and intelligence practitioners and will be expected to make a significant contribution to the delivery of the objectives of the group.

It will be the responsibility of the Senior Research Analyst to review the overall composition of the group and suggest appropriate changes as necessary for agreement by the Advisory Group.

Benefits of membership include access to data, intelligence and reports provided to the Data Group and the opportunity to shape the data work which will inform the Economic Inclusion Panel.

5 Frequency of meetings

Data group meeting will initially be held monthly.

6 Advisory Group

An Advisory Group will meet quarterly to decide key priorities. Membership to be confirmed but will include AWM, LSC, JCP, WMRO.