

# Terms of Reference

Regional Skills Partnership Data Group  
23rd May 2007



## 1. Overall Objective

The overall aim of the RSP Data Group is to:

*To provide the partners within the RSP with a comprehensive, robust and up to date evidence base to inform its strategy development and action planning*

The priorities for action of the RSP Data Group will be guided by the need to focus on a number of key skills related questions to be determined by the RSP Board and Progress Group, together with specific feedback from the RSP workstreams.

## 2. Specific Objectives

The RSP Data Group has one key objective:

Prepare and deliver on behalf of the RSP a Data Workstream Plan that develops, uses and maintains the regional skills evidence base required by the RSP to support the RSP agenda

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, modelling and interpretation in relation to agreed key questions sought by the RSP
- Ensure that the catalogue of relevant existing data sources is updated regularly and that new data sources are added as appropriate
- Maintain necessary protocols for sharing of data and ensure agreed protocols are implemented in practice. Such protocols should define the scope of each data set to be shared, data formats, frequency of data exchange and any changes in operational data collection procedures
- Assess the quality of data available through agreed Quality Assurance (QA) procedures - This will need to be based on the concept of peer review to ensure that the quality assessments are robust, transparent and collectively agreed
- Engage with similar data activity that supports RSP work in other regions where appropriate

- Co-ordinate the evaluation and dissemination of output/outcome measures. Dissemination vehicles will include the annual Skills Summit and RSP annual reports process. Other approaches may include the Internet, seminars, workshops and use of partner newsletters
- 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 RSP

### **3. Administration of the RSP Data Group and Reporting mechanisms**

The RSP Data Group will be 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 RSP Board and Progress Group on the progress of the RSP Data Group.

The Head of Skills Research (HoSR) at WMRO will be responsible for overall co-ordination of RSP Data Group activities.

### **4. Membership**

Any member of the partners within the RSP may be represented on the Data Group.

Data Group members will be active in developing skills 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 Chair to review the overall composition of the group and suggest appropriate changes as necessary for agreement by the Progress Group.

Benefits of membership include access to data, intelligence and reports provided to the Data Group and the opportunity to shape the data workstream plan.

### **5. Frequency of meetings**

Meetings of data and intelligence practitioners will be monthly. Twice a year, these meetings will be extended to include those engaged in developing skills policy in order to ensure that the links to policy are appropriate and to assist in determining the priority of identified data gaps/enhancements.

## **6. Funding**

The RSP data work is currently funded by the LSC, AWM and European Structural Funds but other partners are encouraged to invest either in the overall work plan or specific projects.

All major funders will meet with WMRO on a 3 monthly basis to review the budget and to consider any problems of alignment of the work programme priorities to major funding partners priorities.