

SEEC Task & finish Group: Data & Economic dashboard Terms of reference (Final version)

The task & finish group will comprise 12 councillors from SEEC member councils. In line with SEEC's political template, membership will be 8 Conservatives, 3 Lib-Dems, 1 Labour.

The first meeting of the task group will be held in February 2011. At the first meeting

- A Chairman of the task group will be appointed
- An outline schedule of further meetings (actual and/or virtual meetings) will be agreed with the Chairman and members. Meetings will be organised by the SEEC secretariat at dates/ intervals agreed.

Expert officers from member councils or other organisations may be invited to meetings as required to provide advice to task group members on specific topics such as economic data or migration data.

SEEC secretariat and/or staff from member councils will support the task group in preparing their report.

The task group will present its final report and recommendations on the way forward at the SEEC AGM in July 2011.

The proposed remit of the task group is to:

1. Establish the primary objectives of SEEC data collection/analysis. How will SEEC/ local authorities use the data?
2. Identify the critical group of indicators to be estimated.
3. Review to what extent this requirement can be met from sources of publicly available information and any need for specially commissioned research.
4. Review how often key data is updated; how often SEEC needs updates/ reports and how reporting to SEEC is handled – eg via Executive, Plenary or simply via website.
5. Identify how to approach 'dashboard' type presentation of data headlines & trends (eg what should be included, level of complexity and whether web applications can reduce the need for specialist GIS mapping skills).
6. Review the need and cost viability of a shared capacity to analyse data to underpin South East lobbying. What are the key tasks, staffing, costs, viability of funding a service, economies of scale and any support available from local authorities' own analytical capacity?
7. Should SEEC make an offer to coordinate data collection and analysis for LEPs? If so what would this offer be – eg bespoke analysis for individual LEPs/ council areas?
8. Assess options and costs for funding a shared service.
9. Review geography to be covered – eg whole South East area (74 councils); LEPs only; non LEP areas only; all LEPs with a SE footprint (eg including Essex).

Heather Bolton
17 December 2010
Approved at meeting on 4 February 2011