

Leicestershire (& Rutland) Statistics and Research Group

Terms of Reference

Introduction

The Leicestershire (& Rutland) Statistics and Research Group (referred to as the 'Research Group' in the report) is being established by Leicestershire Strategic Senior Officer Group, Leicester Partnership Executive Group and Rutland Public Service Board to take forward the co-ordination of future requirements of new research in the sub region.

1. Aims/Objectives

The aims and objectives of the Research Group are:

- (a) To improve sharing of data and better use of research to ensure that it meets the needs of policy makers and other key users – i.e. fit for purpose
- (b) To make best use of the combined resources engaged in research type activities of all the key agencies/partners in the Leicester Shire and Rutland sub-region
- (c) To improve the co-ordination of research across Leicester Shire and Rutland sub-region
- (d) Where applicable, to remove unnecessary duplication of effort between different agencies/partners
- (e) To develop a community of research analysts across the main agencies/partners to deliver research across the area (incorporating continuous professional development for researchers)
- (f) Research planning should aim to operate with a long term view of around 3 to 5 years, with an annual research programme agreed by all the partners

2. Purpose

The purpose of the Research Group is to:

- (a) identify current research requirements of the partnership agenda and determine the priorities for research in the Leicester Shire and Rutland area to assist in the development of a research programme for the sub-region
- (b) To identify and realise the benefits of joint research projects for the partnership
- (c) promote evidence based research based on robust data, intelligence and analysis
- (d) promote an integrated approach to research by raising awareness, avoiding duplication and where required, ensuring appropriate links are established
- (e) create a more robust evidence base for high level documents such the Local Area Agreements, the forthcoming Multi Area Agreement (and Comprehensive Area

Assessment), Sustainable Community Strategy, Joint Strategic Needs Assessment, etc.

- (f) provide an authoritative view on the sub-region's research issues to partners and other organisations
- (g) create a research culture that is supported by partners

3. Membership

(a) The core membership of the Research Group will comprise of representatives from the following. However, membership will be subject to meeting the criteria (see below):

- Leicestershire County Council
- Leicester City Council
- Two representatives from the Borough and District Councils in Leicestershire
- Leicester Shire Economic Partnership
- Leicestershire Constabulary
- Leicestershire County and Rutland PCT
- Leicester City PCT
- Leicestershire Learning and Skills Council
- Leicestershire Fire and Rescue Service
- Leicestershire and Rutland Probation Service
- One representative the Higher Education Sector in the sub region
- Rutland County Council

(b) Also the appropriate representatives from the following:

- Government Office East Midlands
- Intelligence East Midlands/Cultural East Midlands
- emda

(c) Policy lead officers from local partnership board/group to act as both observers and/or advisors

(d) A representative from SSOG (or an nominated officer) with remit for Leicestershire and Rutland to chair the Group, namely one of the following organisation, Leicestershire Constabulary, Leicestershire County and Rutland PCT, Leicestershire and Rutland Probation Service and Leicestershire Fire and Rescue Service

4. Proposed membership criteria

Members of the Research Group must:

- (a) Have extensive knowledge and expertise in information research and analysis or policy
- (b) Be available to attend regular (quarterly) partnership research meetings
- (c) Have the ability, time and opportunity to champion the need for evidence based policy development and support service delivery

- (d) Have the ability to identify and engage with key stakeholders both internally and externally to promote partnership research
- (e) Have the ability to work across the block/themes of the Local Area Agreements and with partner organisations
- (f) Have time and willingness to take forward and drive actions from partnership research meetings

5. Membership Role

Role of Chair

- (a) To Chair the Research Group meetings, including agreeing the agenda and minutes
- (b) To report to the Leicestershire Strategic Senior Officer Group, Leicester Partnership Executive Group and Rutland Local Public Services Board
- (c) To front partnership research events, for example, annual Research Conference
- (d) Other membership roles as outlined below

Role of Members

- (a) Represent the views of the sector / organisation that individual member represent and obtain/give feedback as relevant.
- (b) Provide advice and guidance to the Research Group on issues such as government policy, sector priorities, barriers that need to be overcome, potential conflicts and constraints.
- (c) Carry out any actions agreed at Research Group meetings, including, where appropriate, contributions to relevant events
- (d) To promote and support the research programme development process within their sector/ organisation and within partnerships.

6. Meetings

The meetings of the Research Group will be held four times a year and venue to be rotated across the partner organisations. Additional meetings, sub-groups, or project task and finish team meetings may be convened at other times to discuss particular issue or topic of interest as the need arises.

Each meeting will normally be followed (within ten working days) by circulation of agreed action points and notification of the date of the next meeting. Agendas and supporting papers to be forwarded to group members ten working days prior to each meeting. Minutes/Notes of previous meeting to be circulated with agenda for the next meeting.

7. Support

A Partnership Research Manager will support the work of the Research Group. (It is proposed that funding for this post is sought partly from the new LAA and partly

from the contribution from partners for Leicestershire Statistics and Research Online Web Portal project (formerly know as LSORA).

Administrative support to be provided by a partner organisation on annual basis.

8. Structure and Reporting

The Research Group will be primarily accountable to:

- Leicestershire Strategic Senior Officer Group
- Leicester Partnership Executive Group
- Rutland Local Public Services Board

The activities and outcomes of the Research Group to be reported:

- to the three high-level groups mentioned above who will provide the strategic steer to the Research Group
- the three high-level groups to sign off the draft Research Programme developed by the Group
- by the Research Group members to their own organisations and through their own internal channels of communication e.g. newsletter
- on the LSRO web portal

9. Review

The Research Group will review the terms of reference and membership in the first full year of operation.

10. Costs

The costs are broken down into two distinct areas:

The costs of supporting the Research Group see section on Support.

The costs of undertaking research that requires both in kind contribution from partners and financial contribution towards specific projects that requires funding such as the purchase of datasets or commission external consultant to deliver the project.

