

Local authority interactive tool

User guide

May 2015

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Introduction

The Department has developed the Local Authority Interactive Tool (LAIT) to provide easy access to a wide range of data related to children and young people sourced from various departments across government. It acts as a single central evidence base that helps support the Accountability Framework and Transparency Agenda.

The Tool provides the functionality to 'benchmark' an authority nationally and against either its Region or Statistical Neighbours. The data items are presented largely in the form of tables and charts, which can be varied and 'exported' from the system for use elsewhere.

System Settings

The LAIT has been designed to work in Microsoft Office and is authored in Excel version 2010 (although Excel 2007 user should still be able to use the tool). If you experience viewing or visual basic issues please ask your technical team to upgrade to 2010, or above version of Excel.

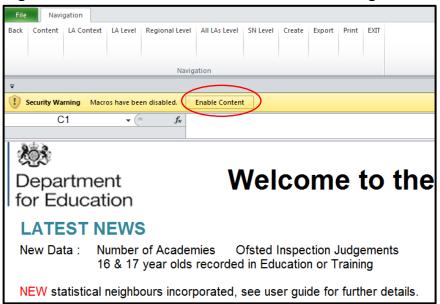
Opening the Interactive Tool

Before opening the Interactive Tool it is essential to close all other Excel documents as there is a chance that other open documents will become password protected with an unknown password.

Also – it is essential that you download the tool from the web-site (rather than running it from the browser window) for the functionality to work (right click > save target as...).

On opening the Interactive Tool the following dialogue box may appear (figure 3):

Figure 1: Enable Content in the Excel 2010 dialogue box



Please click the "Enable Content" button.

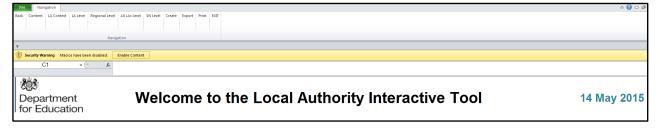
If macros are disabled the functionality of the Tool is impaired and navigation links to more detailed levels of data will not operate. The workbook should always be opened as read-only. Any changes made to the workbook will not be saved.

Please Note: due to the Excel workbook file size, opening the workbook may take a few moments. These opening times will vary depending on the specification of the machine being used, network connections or local area broadband speed.

Navigation

The customised menu bar that launches with the Tool (figure 2) allows for quick navigation using the indicated menu items.

Figure 2: Navigation Menu

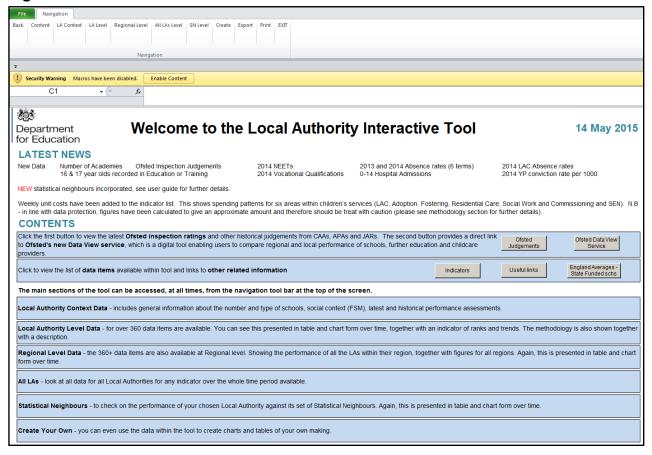


Note that the 'Back' menu item will always take the Tool back to the previous screen viewed.

LAIT Contents

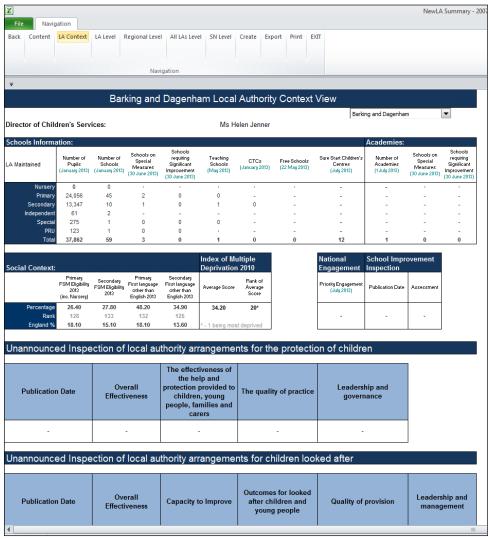
The LAIT has a Contents page which appears on first opening the tool (figure 3).

Figure 3: Contents



Local Authority Context Information

Figure 4: LA Context Information



The aim of this section is to give background information about the chosen authority. The page gives information from the latest school data, deprivation and independent performance assessments (Inspections, Comprehensive Area Assessment, CPA, APA, JAR, Primary Care Trust etc).

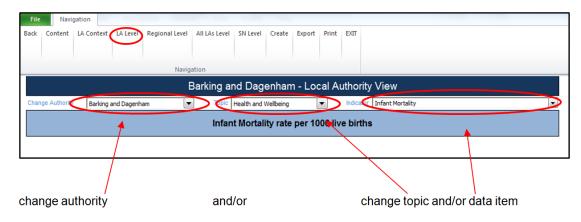
The authority being viewed can be changed by using the drop down list provided at the top of the page/screen.

Local Authority Detail Page

The menu item LA Level changes the view to the chosen authority's detail page (figure 5).

There are various elements to this page. It begins with a header detailing the chosen topic and indicator from the drop down box at the centre/top right of the page. There is also an option to change the target authority at the top left of the page.

Figure 5: LA Detail Page



As this is an interactive system, the table and chart (and relevant titling) changes on this page occur automatically depending on the indicator chosen.

Having chosen the data item, there is a table beneath this which will show time series data for the indicator in respect of the authority, its Region and Statistical Neighbours and England - for comparison/benchmarking purposes (figure 6).

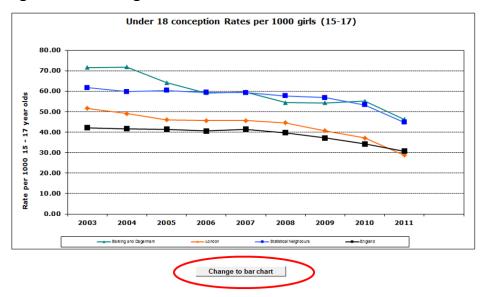
Figure 6: Data Table for Chosen Authority/Data Item



Beneath this is a sub-table showing trends and placing the authority in a quartile banding for the measure. Formatting will flag up As and Ds for clarity.

These tables are followed by a chart, which plots the authority and regional data over the same time period as the table, providing a visual representation of the data (figure 7).

Figure 7: Charting the Data



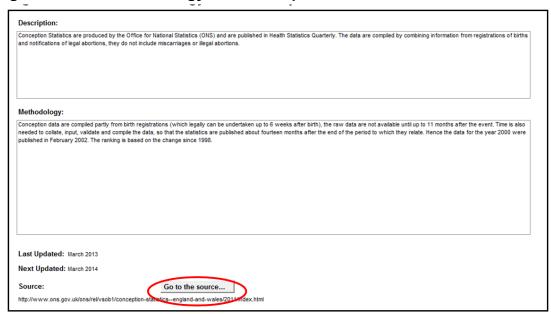
The Tool provides an option to toggle between a bar chart and a line chart for this data, depending on preference.

Beneath the chart are two boxes, one describes the data item in more detail whilst the other provides the methodology behind its calculation (figure 8).

Also given is the date last published and next due publication date.

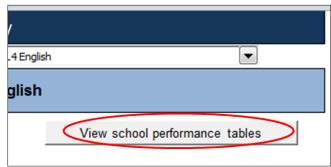
Should the user wish for further information, the source of the latest data is given and the 'Go to source' button will launch the relevant website.

Figure 8: Data Methodology and Description



Note: If Key Stage 2 or Key Stage 4 (GCSE) is selected, a button will appear on the **LA Level view** called 'View performance at school level' (figure 9). Clicking on this button will launch the School Achievement and Attainment Table for the selected Key Stage and chosen Local Authority. This will allow a 'drill-down' into school level data.

Figure 9: View School Level Attainment Data

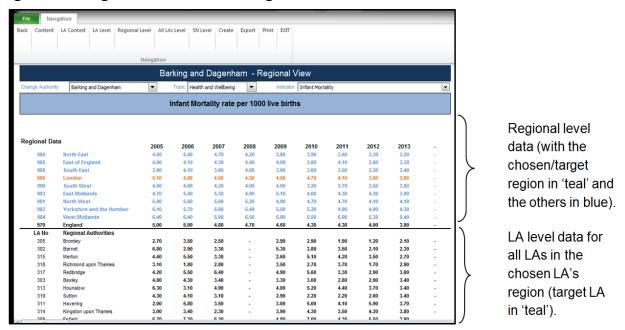


Note: If under 18 conception rates is the chosen data item, then an extra option appears on the LA Level view. This provides a direct link to the latest Teenage Pregnancy Guidance.

Regional Level Data Page

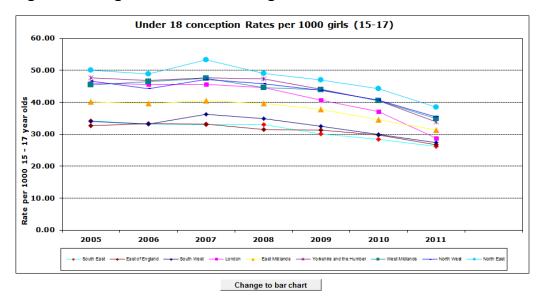
The menu item Regional Level changes the view to the Regional Level detail page (figure 10). This shows the selected authority's Regional data against the other Local Authority Regional data (and England) in the top part of the table, and the selected authority against its Regional neighbours in the bottom part of the table. Note that each of these tables is sorted by the latest data.

Figure 10: Regional Level Detail Page



Following the pattern of the Local Authority page, beneath this table is a chart of the data in the table (figure 11) together with the option to change to a line chart.

Figure 11: Regional Level Charting

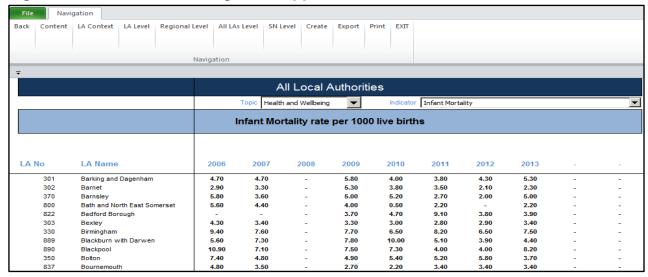


Again, like the Local Authority page, the description, methodology, last and next update dates, and a link to the latest source (from which you can launch directly into the source of the data by clicking on the 'Go to source...' button) is given.

All Local Authorities Detail Page

The menu item All LAs Level changes the view to show all 152 Local Authorities on one screen, (figure 12). This page can be exported to allow users to build up a more detailed analysis across all LAs themselves.

Figure 12: The view of all England's upper tier Local Authorities



The data item drop down operates in the usual way, of course, but the authorities are just listed alphabetically, not in order of the latest data item.

Statistical Neighbour Detail Page

Statistical neighbours provide a method for benchmarking progress. For each local authority (LA), these models designate a number of other LAs deemed to have similar characteristics. These designated LAs are known as statistical neighbours. The National Foundation for Educational Research (NFER) was commissioned in 2007 by the Department to identify and group similar LAs in terms of the socio-economic characteristics, each LA was assign 10 such neighbours. See Appendix A for further details.

These neighbour groupings have been used in this tool to allow comparison of the target/chosen authority with the authorities in its Statistical Neighbour group.

The menu item SN Level changes the view to the chosen authority's statistical neighbour's page where, again, time series information is shown, the spread of which depends on the data item (figure 13).

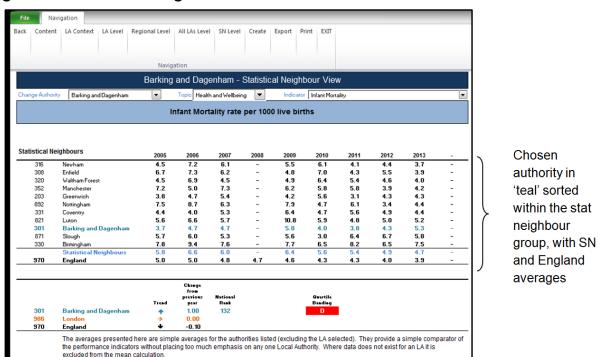
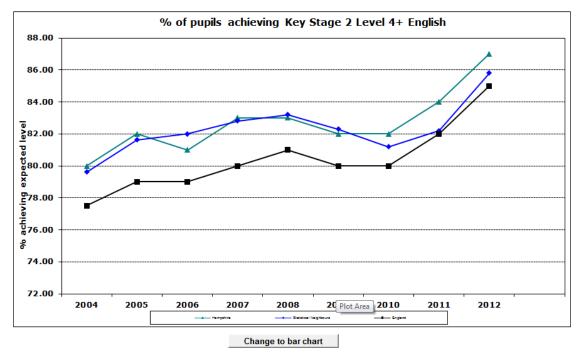


Figure 13: Statistical Neighbour View

Under this is a chart of the data for the chosen/target authority and the Statistical Neighbour average (figure 14). The usual description, methodology and link to source are given beneath the chart.

Figure 14: Statistical Neighbour Charting

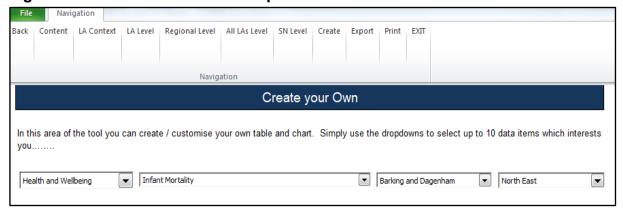


Again, this table/chart combination is interactive depending on the data item chosen.

Create Your Own Table and Chart

The Tool allows you to use the data within it to create your own data tables and associated charts. The menu item Create opens a screen with 4 user selectable drop down boxes (figure 15). This allows for a choice of data item, local authority and regional level.

Figure 15: "Create Your Own" Drop Downs



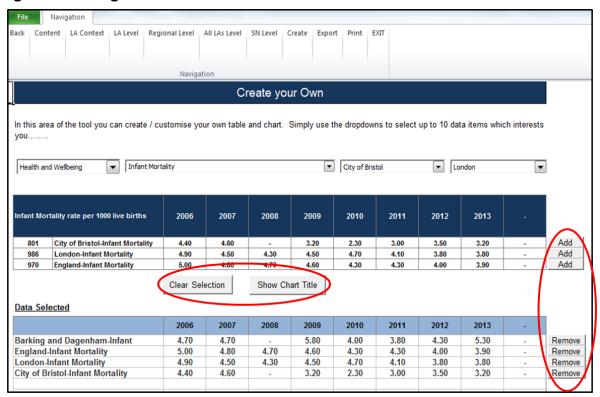
To create a table and chart combination, select a choice from these 4 boxes and select the 'Add' button to populate the table (figure 16). The chart will populate automatically.

Figure 16: The Data Table Populates as Data is Added

Inder 18 c 7)	onception Rates per 1000 girls (15-	2004	2005	2006	2007	2008	2009	2010	2011	-	
301	Barking and Dagenham-Conception	71.80	64.10	59.20	59.60	54.40	54.30	55.10	46.30	-	Add
970	England-Conception Rates	41.60	41.40	40.60	41.40	39.70	37.10	34.20	30.70	-	Add
970	England-Conception Rates	41.60	41.40	40.60	41.40	39.70	37.10	34.20	30.70		Add

As up to 10 items can be chosen using these drop down combinations, a second table lists the actual items selected. There are also buttons provided to allow for the deletion of individual rows or to clear the whole selection of data, as well as to allow the addition of a chart title (figure 17).

Figure 17: Range of User Selectable Buttons



As these data items are added, the chart will build automatically and there is the same option to change between line and bar chart (figure 18).

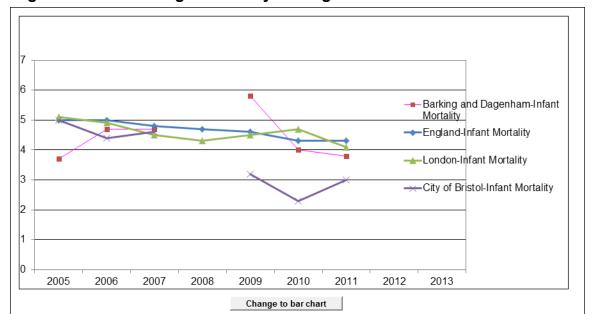


Figure 18: Chart Being Created by Adding Data items

'Exporting' a Report/Fixed View

On the navigation bar there is an option to export 'fixed views' of the page being displayed. This means that, once an authority and data item is chosen, the sheet in the Excel workbook tool can be exported into another Excel workbook and saved to a PC or network drive.

Choose 'Export' from the Navigation bar and, once the sheet has exported, a message appears (figure 19).

Figure 19: Sheet Exported Successfully Message



The 'Save As' dialogue box will then appear to allow for a local copy to be saved.

Ofsted Judgements

Details of results of Ofsted inspections can be viewed from the contents page by clicking on the Ofsted judgements button (fig 20). This will show the ratings of the current Unannounced Inspections as well as other historical judgements from CAAs, APAs and JARs (fig 21).

Figure 20: Contents Page

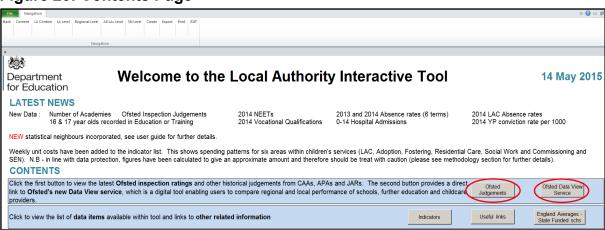
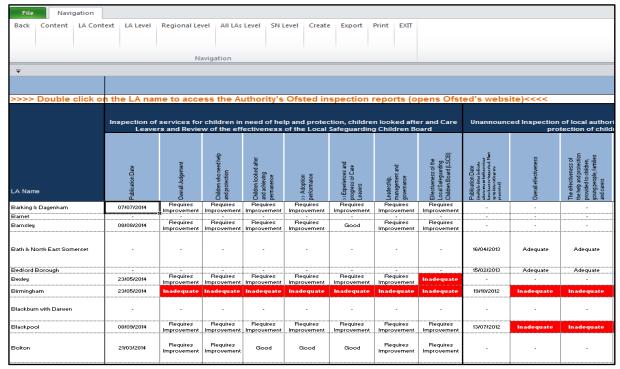
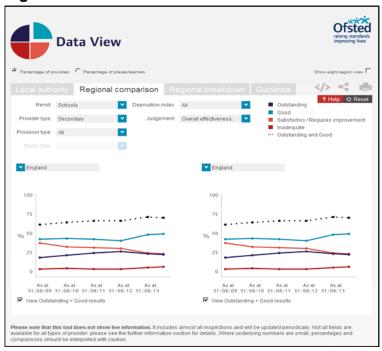


Figure 21: Ofsted Inspection results



The second button on the contents page (fig 20) provides a direct link to Ofsted's new Data View service. This is a digital tool to enable users to compare regional and local performance of schools, further education and childcare providers (fig 22).

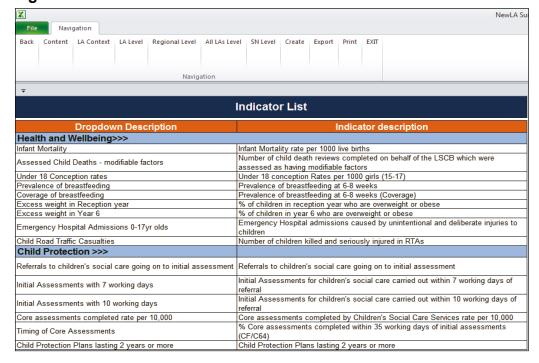
Figure 22: Ofsted Data View Service



Data Items included in the LAIT

An indicator list (fig 23) is provided for all data provided in the LAIT; this can be accessed via the last third on the contents page.

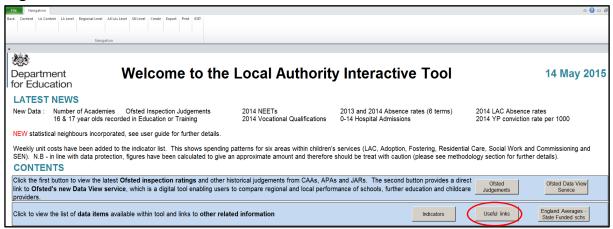
Figure 23: Indicator List



Useful Links to Other Websites/Information

A useful links button (fig 24) is located on the contents screen, to provide the user with signposting (fig 25) to further useful information and websites.

Figure 24: Useful Links



Selecting the "GO" buttons within signposting (fig 25) will take the user to the particular information/website associated with that button, e.g. "Basic Need Scorecards" (fig 26).

Figure 25: Signposting

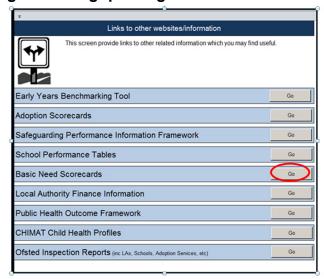
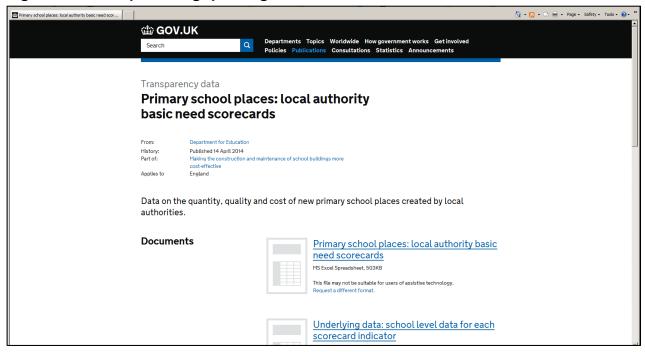


Figure 26: Example of Signposting



England Averages for State Funded Schools

Selecting the "England Averages – State Funded Schools" button (fig 27) on the contents page will take the user to the England Average data for the Key Stage 2, GCSE and A Level covering a number of years for state funded schools only (fig 28).

Figure 27: England Averages

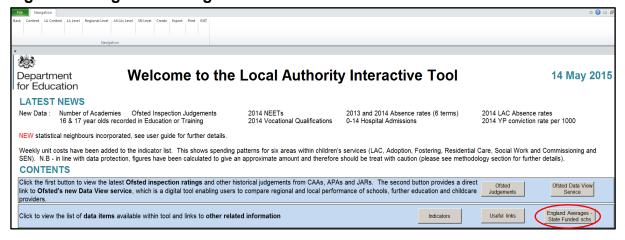
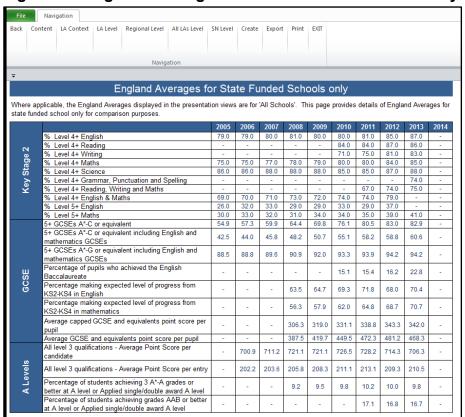


Figure 28: England Averages for State Funded Schools only



Printing the Tool

The current view/screen can be printed from within the Tool by choosing the Print option from the Navigation bar. This will bring up the print dialogue box in the usual way.

Closing the Tool

The correct way out is via the 'EXIT' menu item in the navigation tool bar.

Troubleshooting

If at any point you receive a 'run-time error' warning, it means that the action you were attempting has failed and it is likely that other functionality within the Tool may be compromised. It has been found that by saving a local copy of the Tool once downloaded (Ctrl + S), rather than using the Tool as it arrives from the web-page, many of the issues may resolve themselves.

Appendix A - 2014 Update to the Children's Services Statistical Neighbour Benchmarking Tool (CSSNBT)

Background

Statistical neighbour models provide one method for benchmarking progress. For each local authority (LA), these models designate a number of other LAs deemed to have similar characteristics. These designated LAs are known as statistical neighbours. Any LA may compare its performance (as measured by various indicators) against its statistical neighbours to provide an initial guide as to whether their performance is above or below the level that might be expected.

The CSSNBT was originally produced by the National Foundation for Educational Research (NFER) in 2007. There is an accompanying practitioner <u>user guide</u> and <u>final</u> report which explain the tool and its development in more detail.

The background variables used in the tool are listed in table 1 below. These are the variables used to define each LAs statistical neighbours.

We have updated the background variables derived from Census data using more recent information from the 2011 Census.

No other aspect of the original CSSNBT methodology used to derive sets of statistical neighbours has been updated.

Table 1: Background Variables used in the Models

Variable	Source for old model ¹	Source for update ²
Mean Weekly pay - gross	Annual Survey of Hours and	No update
	Earnings 2005	
% of pupils known to be	DfES (NPD 2005)	No update
eligible for FSM		
% of vehicles that are three	DVLA 2004	No update
years old or less		
% dependent children in	Census 2001	Bespoke ³
household with occupancy		
rating of +2 or more		
% dependent children in	Census 2001	Bespoke ³
overcrowded household		
% dependent children in	Census 2001	Bespoke ⁴
households with 2 or more		
cars		
% dependent children in one	Census 2001	Bespoke ⁵

¹ CAS theme tables/advanced query

² Nomis Official Labour Market Statistics 2011 Census Tables

³ ONS 2011 Census Occupancy Rating Bedrooms

⁴ ONS 2011 Census Number of Cars/Vans in Household

Variable	Source for old model ¹	Source for update ²
adult household		
% dependent children in household where HRP is in any managerial or	Census 2001	Bespoke ⁶
professional occupation		
% dependent children in	Census 2001	Bespoke ⁶
household where HRP is in	3011000 2001	Вороко
any routine occupation		
% people with mixed ethnicity	Census 2001	Table: Ethnic Group
% people with Indian	Census 2001	Table: Ethnic Group
ethnicity		
% people with Pakistani ethnicity	Census 2001	Table: Ethnic Group
% people with Bangladeshi ethnicity	Census 2001	Table: Ethnic Group
% people with Other Asian ethnicity	Census 2001	Table: Ethnic Group
% people with Black	Census 2001	Table: Ethnic Group
Caribbean ethnicity		
% people with Black African ethnicity	Census 2001	Table: Ethnic Group
% people with Other Black ethnicity	Census 2001	Table: Ethnic Group
% of working age people with higher qualifications	Census 2001	Table: Highest level of qualification
% people in good health	Census 2001	Table: General Health ⁷
% households owned	Census 2001	Table: Tenure
outright or owned with		
mortgage		
% households with 3 or more	Census 2001	Bespoke ⁸
dependent children		
% of the population living in	Census 2001	Table: Usual resident
villages, hamlets or isolated		population ⁹
settlements		

⁵ ONS 2011 Census All Dependent Children living in One Adult Household

⁶ ONS 2011 Census National Statistics Socio-Economic Classification

⁷ The health classification changed in 2011. Figures used in 2011 refer to the percentage of people in good or very good health.

⁸ ONS 2011 Census Number of Dependent Children in Household

⁹ Nomis Official Labour Market Statistics 2011 Census Key Statistics

Impact of the update

Table 2 below summarises the number of LAs that have new neighbours. On average, Local Authorities have two new statistical neighbours.

Table 2: Number of new statistical neighbours by number of Local Authorities as a result of the Census 2011 update

Number of new statistical neighbours	Number of local authorities
0	8
1	48
2	42
3	32
4	15
5	5
6	2



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