

# **Community Governance Ward Action Tracker**

By Lesley Bannister

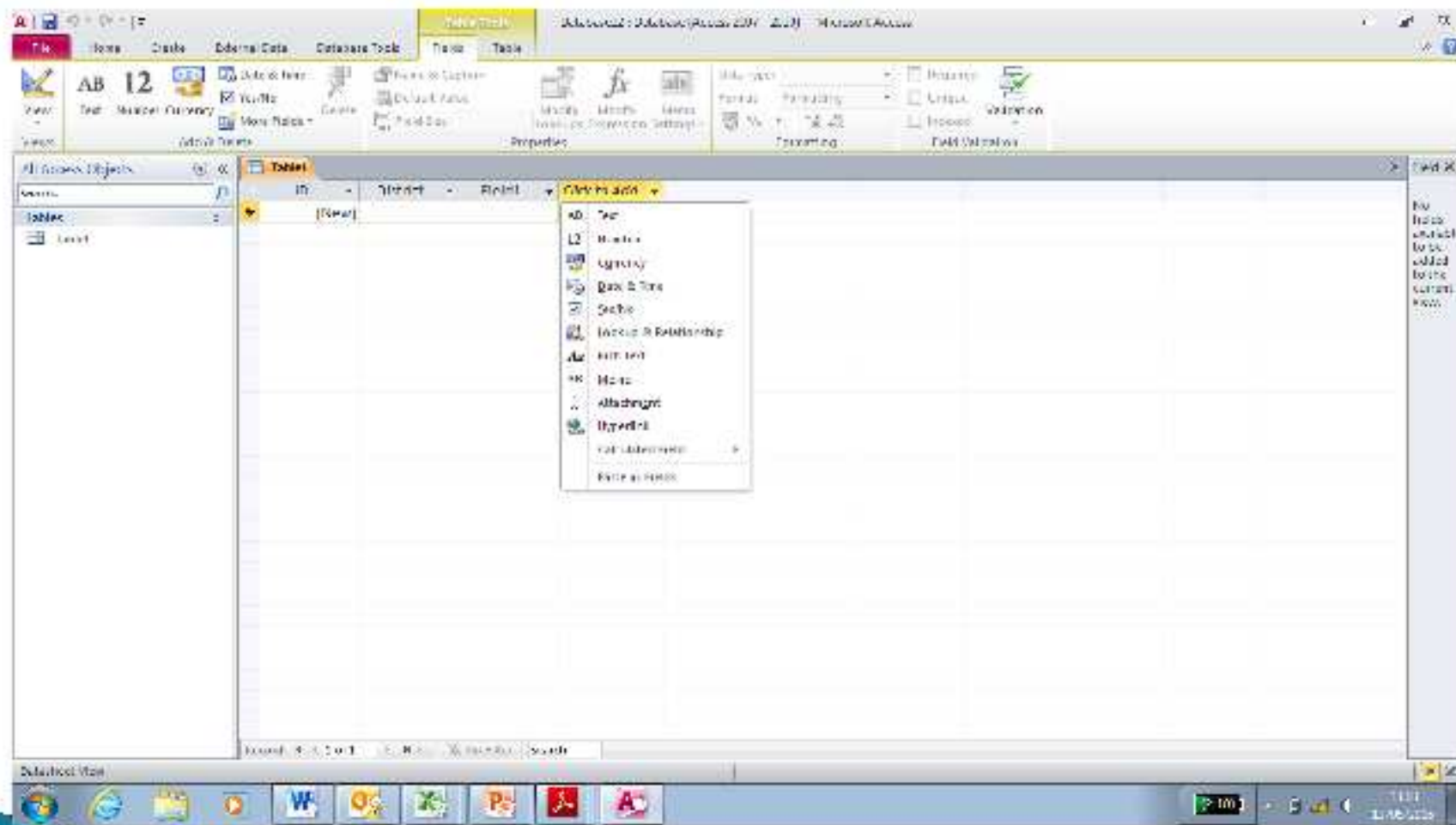


# Using Microsoft Access

Microsoft Access is a database management system which enables the user to

- ▶ Store data
- ▶ Create forms
- ▶ Create queries
- ▶ Create reports

# Constructing a data table



# Creating an input form

The screenshot displays the Microsoft Access interface for a database named 'Ward.mdb'. The 'Revised test table' is open, showing a form with the following fields and values:

Field Name	Value
ID	49
ROC	S.C.C
District	Hyderabad
Ward	Sartajpura
System	New
Meeting Date	2007-11-01
Meeting Cycle	Closed
Issued raised by	On going
Topic Category	
Details	
Header affected	
Date Taken	
Completed Date	
Comment/Out	

The interface includes a ribbon with 'Forms' and 'Database Tools' tabs, and a task pane on the left showing the 'All Access Objects' list. The Windows taskbar at the bottom shows the system tray with the date '11/1/2007' and time '1:16:22 PM'.

# Recording meetings as data

The screenshot displays the Microsoft Access application window titled 'Ward.mdb (11/1/2010) - Outlook (Access 2007) - 2010 - Microsoft Access'. The interface includes a ribbon with tabs for 'Home', 'Create', 'External Data', and 'Database Tools'. The 'Database Tools' ribbon is active, showing options like 'New', 'Save', 'Seeking', 'Filter', 'Go To', and 'Send'. The left-hand 'Navigation Pane' shows a list of objects, with 'Revised test table' selected under the 'Tables' category. The main window area displays a data entry form for the 'Revised test table'. The form contains the following fields and values:

Status	Open	BOC Drivers	
Meeting Date	16/03/2010	Time of meeting	Week day after 6pm
Meeting Cycle	3rd 4		
Issued raised R	Newswell		
Team Category	Specialty/Resurfacing		
Details	Parking outside school, head teacher asked for help in enforcement action		
Owner of action	Police		
Due Date	03/05/2010		
Completed On	26/04/2010		
Comment/Status	Enforcement action taking place		
Lead/Address	Tramfield		
Format	Traditional		
Attendance			

The bottom of the window shows the Windows taskbar with various application icons and the system tray displaying the date '17/1 11/03/2010'.

# Query function

- ▶ Queries enable the user to pre select areas of the database and store them in a specific format. This is useful in maintaining constancy in reporting .
- ▶ Each query relates back the original database and automatically updates with every entry made on the database.

# Query table

The screenshot displays the Microsoft Access interface with a query table open. The table contains the following data:

Name	Area	Meeting Date	Meeting Day	Sum Of Att	Count Of Row
Beiley Green	Beiley Green	16/02/2016	Cr14	73	1
Edgoston	Horbome	25/02/2016	Cr14	5	1
Edgoston	Quince	25/02/2016	Cr14	12	1
Edington	Edington	04/02/2016	Cr14	33	1
Frington	Kingstanding	05/01/2016	Cr1	45	1
Erington	Tyburn	26/11/2015	Cr3	30	1
Hall Green	Hall Green	21/02/2016	Cr14	10	1
Hall Green	Quince	19/02/2016	Cr12	36	1
Hall Green	Sparkbrook	07/02/2015	Cr1	24	1
Hedge Hill	Beaconsfield	21/02/2016	Cr14	22	1
Hedge Hill	Shard End	04/02/2015	Cr11	9	1
Hedge Hill	Shard End	14/02/2016	Cr3	13	1
Ladywood	Ladywood	15/12/2015	Cr3	18	1
Ladywood	Nechells	15/09/2015	Cr12	23	1
Ladywood	Nechells	14/01/2016	Cr11	3	1
Northfield	Kings Norton	10/11/2015	Cr3	15	1
Northfield	Kings Norton	24/03/2016	Cr14	12	1
Northfield	Longbridge	15/03/2015	Cr12	30	1
Perry Barr	Covent	02/12/2015	Cr13	73	1
Perry Barr	Perry Barr	18/02/2016	Cr14	16	1
Selly Oak	Beaconsfield	06/09/2015	Cr1	7	1
Selly Oak	Beaconsfield	15/01/2016	Cr11	8	1
Sutton Coldfield	Sutton Four Cr	23/09/2015	Cr2	12	1
Sutton Coldfield	Sutton New H.	18/09/2015	Cr12	11	1
Sutton Coldfield	Sutton Trinity	22/10/2015	Cr12	5	1

# Create reports from the database

The screenshot shows Microsoft Access with a report wizard dialog box open. The dialog box asks "Which fields do you want in your report?" and has two options: "All Fields" and "Selected Fields". The "Selected Fields" list includes: Area, Date, Description, Status, and Type. The background table shows the following data:

ID	Area	Date	Description	Status	Type	Date Recd
1	B.C.C.			Op		
2	B.C.C.			Sc		
3	B.C.C.			Ya		
4	B.C.C.			En		
5	B.C.C.			En		
6	B.C.C.			En		
7	B.C.C.			bc		
8	B.C.C.			En		
9	B.C.C.			En		
20	B.C.C.			En		
11	B.C.C.			Ya		
12	B.C.C.			Ya		
13	B.C.C.			Ya		
14	B.C.C.			Ya		
15	B.C.C.			Ya		
16	B.C.C.	Brlington	Kingstanding	Open	Resident	05/01/2016
17	B.C.C.	Hodge Hill	Borecley Str	Open	Police	21/01/2016
18	B.C.C.	Hill Green	Spinkbrook	Open	Local Business	07/03/2015
19	B.C.C.	Selly Oak	Exonville	Ongoing	Resident	04/04/2015
20	B.C.C.	Sutton Coldfield	Sutton New Rd	Open	Resident	15/09/2015
21	B.C.C.	Sutton Coldfield	Sutton New Rd	Open	Resident	22/09/2015
22	B.C.C.	Northfield	Kings Norton	Open	Resident	12/11/2015
23	B.C.C.	Ladywood	Ladywood	Ongoing	Resident	15/12/2015
24	B.C.C.	Northfield	Longbridge	Closed	Resident	15/10/2015
25	B.C.C.	Ladywood	Wychalls	Ongoing	Resident	14/09/2015



# Reporting levels

- ▶ Birmingham City Council Level
  - ▶ Directorate Level
  - ▶ Leadership Level
  - ▶ District Level
  - ▶ Ward Level
  - ▶ Thematic
- 

# Reports at BCC level

16.pdf - Adobe Reader

100 100 100 100 100

### Ward Meeting Attendance Figures for 2015/16 (L51, R1-PCN)

Ward	Area	Attendance
Ampthorpe	Becky Green	22
	Pauline	2
	DJ Lee	22
Sum of the Ward's Attendance (All Areas)		
Ward		46
Folkestone	Patricia	4
	Patricia	10
	Elizabeth	12
	Elizabeth	12
	Tyler	20
Sum of the Ward's Attendance (All Areas)		
Ward		58
Folkestone	Full Time	20
	Part Time	38
Sum of the Ward's Attendance (All Areas)		
Ward		58
Ragwort	Barbara Green	11
	Barbara	10
	David Bell	28
Sum of the Ward's Attendance (All Areas)		
Ward		49
Lammermoor	Elizabeth	21
	Pauline	2
	Leanne	11
Sum of the Ward's Attendance (All Areas)		
Ward		34
The Willows	Elizabeth	22
	Elizabeth	11
	Elizabeth	11
Sum of the Ward's Attendance (All Areas)		
Ward		44
Lammermoor	Full Time	22
	Part Time	22
Sum of the Ward's Attendance (All Areas)		
Ward		44
New Farm	Donna	18
	Patricia	22
Sum of the Ward's Attendance (All Areas)		
Ward		40
New Farm	Barbara	7
	Barbara	2

Ward	Area	Attendance
Ampthorpe	Barbara	12
	Barbara	2
	Barbara	2
	Barbara	2
Sum of the Ward's Attendance (All Areas)		
Ward		18
Folkestone	Elizabeth	2
	Elizabeth	2
	Elizabeth	2
	Elizabeth	2
Sum of the Ward's Attendance (All Areas)		
Ward		8
Ragwort	Elizabeth	2
	Elizabeth	2
	Elizabeth	2
	Elizabeth	2
Sum of the Ward's Attendance (All Areas)		
Ward		8
Lammermoor	Elizabeth	2
	Elizabeth	2
	Elizabeth	2
	Elizabeth	2
Sum of the Ward's Attendance (All Areas)		
Ward		8
The Willows	Elizabeth	2
	Elizabeth	2
	Elizabeth	2
	Elizabeth	2
Sum of the Ward's Attendance (All Areas)		
Ward		8
Lammermoor	Elizabeth	2
	Elizabeth	2
	Elizabeth	2
	Elizabeth	2
Sum of the Ward's Attendance (All Areas)		
Ward		8
New Farm	Elizabeth	2
	Elizabeth	2
	Elizabeth	2
	Elizabeth	2
Sum of the Ward's Attendance (All Areas)		
Ward		8

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# Reports at District level

The screenshot shows a PDF viewer window titled "Erdington District Report 2015/16 (ES1)". The document content includes a table with the following data:

District	Ward	Topic Category	Update
Erdington	Edgaston	Other	Planning and local authority consultation process and site
Erdington	Erdington	Other	Planning issues new private residential dwellings have concerns re rights and security
Erdington	Edgaston	Other	Secondary Commission based residents need to submit their proposals as a package
Erdington	Hamstall	Other	Historic site will be a new planning permission
Erdington	Edgaston	Other	Planning issue residential

At the bottom of the page, the date "03 May 2016" is visible on the left and "Page 1 of 1" is visible on the right.

# Reports by Thematic level

Adobe Acrobat - Meeting Issues 2015/16.pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 1/1 74% [Icons]

Tools Fill & Sign Comment

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Recent PDF files  
Meeting Issues 2015/16.pdf  
1/1/2016 11:00

Current To:  
Museum Ward Council

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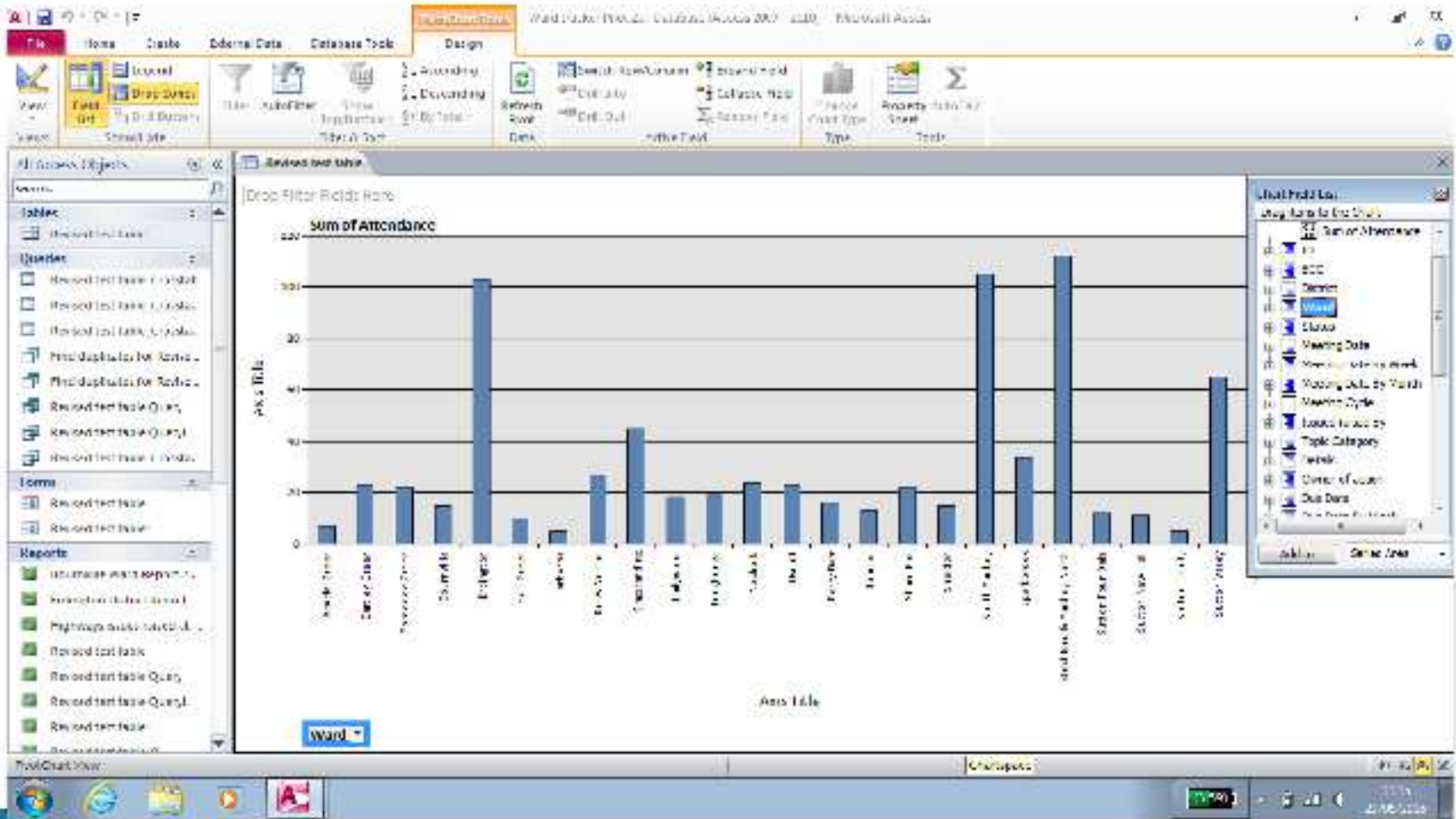
Meeting Issues 2015/16

Issue Category/Issue	Location	Area	Issue
Access/Trip	Hodge Hill	Barndley Green	Request local park for in the bin and other outdoor activities
	Yardley Yardley	Askers Green Sedfield & Yardley North	Request local park for in the bin and other outdoor activities
Art	Hodge Hill	Barndley Green	Request local park for in the bin and other outdoor activities
	Hodge Hill	South End	Request local park for in the bin and other outdoor activities
Dog Training	Barndley	Elmer Mutton	Dog Training sessions a week in local park where children are playing
	Yardley	South Yardley	Dog training in local park, where children in park playing and dog park for who are not on a leash
Grills	Hodge Hill	Barndley Green	Request local park for in the bin and other outdoor activities
	Farm Barn	Quorn	Request local park for in the bin and other outdoor activities
Highways	Hill Street	Hill Street	Request local park for in the bin and other outdoor activities
	Widewood	Midfield	Request local park for in the bin and other outdoor activities
	Winton	Winton	Request local park for in the bin and other outdoor activities
Other	Yardley	Sedfield & Yardley North	Request local park for in the bin and other outdoor activities
	Edgbaston	Quorn	Request local park for in the bin and other outdoor activities


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Windows Taskbar: [Icons] 11:11 1/1/2016

# As a Graph



## **Benefits of using an Access database for action tracking at Ward Forums.**

- ▶ Access will help manage Citizens issues and concerns raised at Ward Forum meetings efficiently, economically and effectively.
  - ▶ Access produces performance management reports in a few simple steps.
  - ▶ Access stores data that can be viewed and compared at varying levels B.C.C, District ,Ward and Thematic.
  - ▶ Access reporting can be used for future planning.
- 

# Any questions?

If you have any questions please don't hesitate to contact me

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