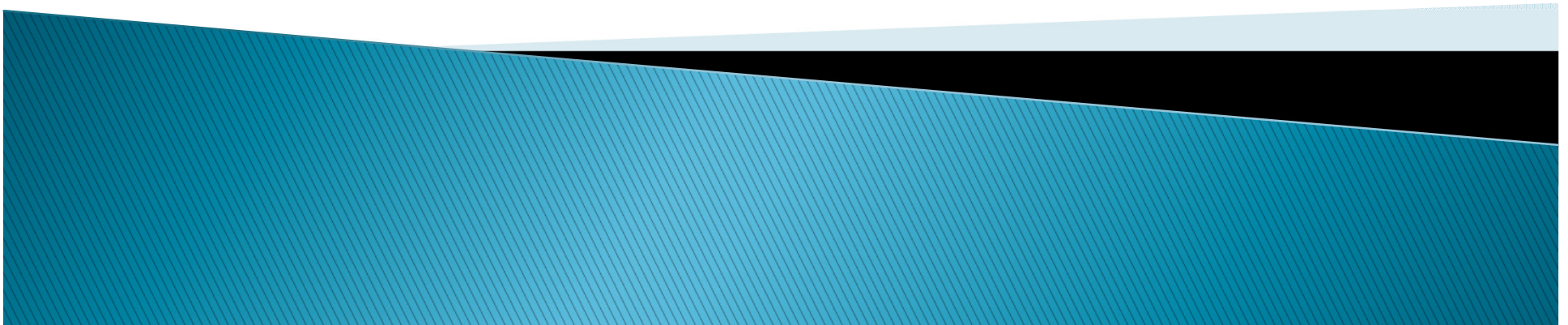


Community Governance Ward Action Tracker

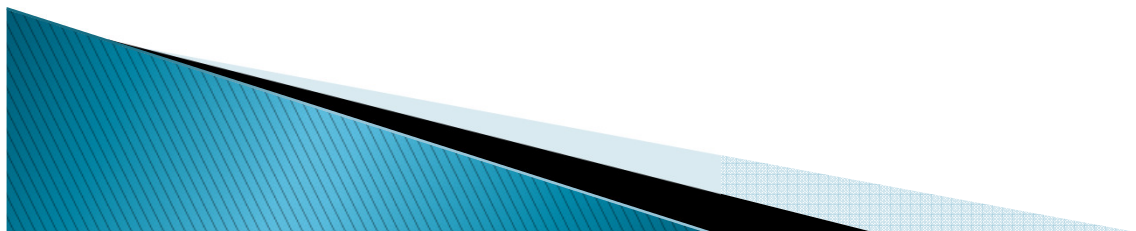
By Lesley Bannister



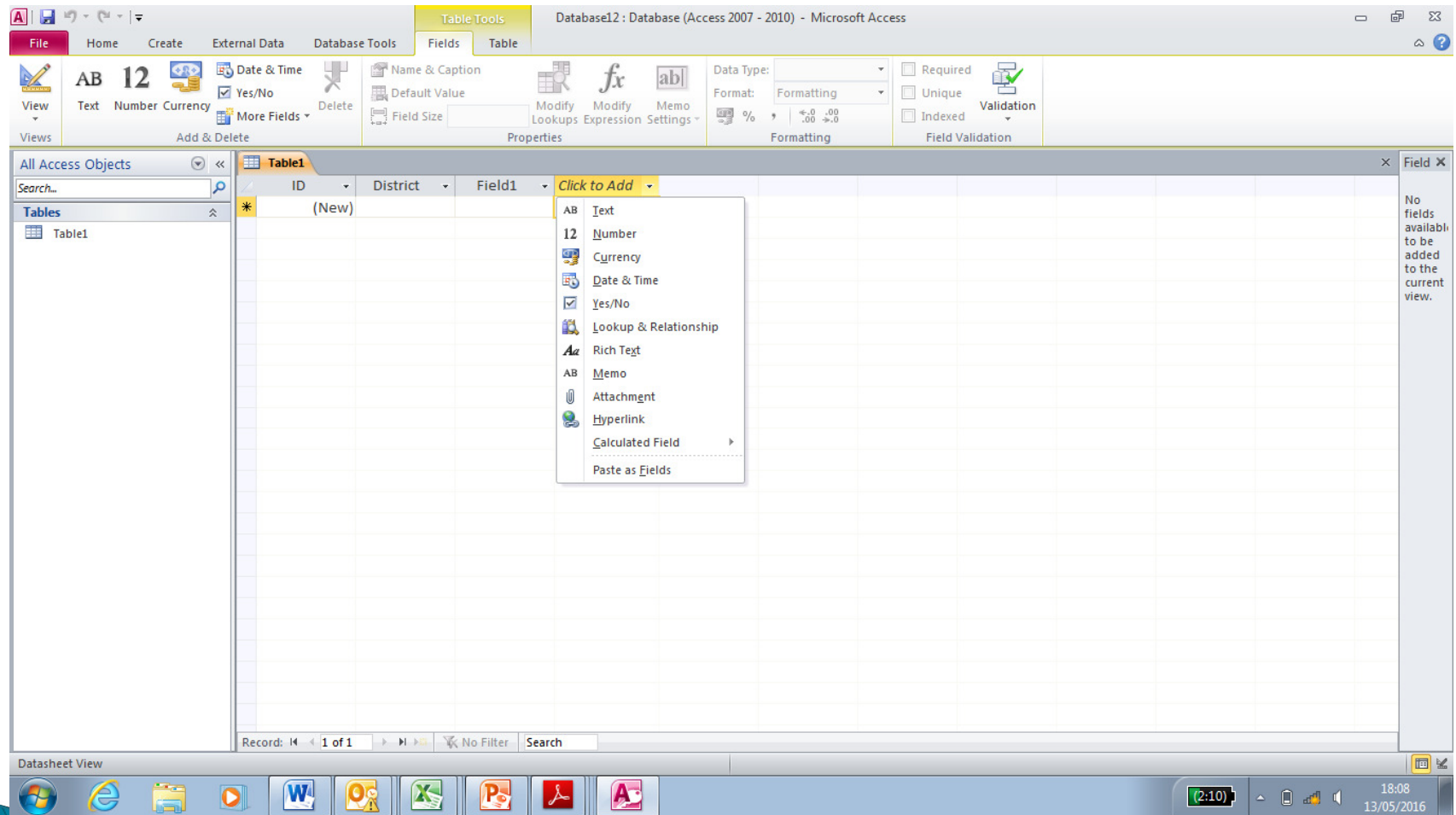
Using Microsoft Access

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 application window titled 'Ward tracker Pilot 2a : Database (Access 2007 - 2010) - Microsoft Access'. The interface includes a ribbon with tabs for File, Home, Create, External Data, and Database Tools. The 'Database Tools' tab is active, showing options like Filter, Sort & Filter, Find, and Text Formatting. The left-hand 'All Access Objects' pane lists various tables, queries, forms, and reports. The main window area shows the 'Revised test table' form, which is a data entry form for a table named 'Revised test table'. The form contains several fields with data entry controls:

- ID: Text box containing '33'
- BCC: Dropdown menu with 'B.C.C' selected
- District: Dropdown menu with 'Edgbaston' selected
- Ward: Dropdown menu with 'Bartley Green' selected
- Status: Dropdown menu with 'Open' selected
- Meeting Date: Dropdown menu with 'Open' selected
- Meeting Cycle: Dropdown menu with 'Closed' and 'On going' options
- Issued raised B: Text box
- Topic Category: Dropdown menu
- Details: Text box
- Owner of action: Dropdown menu
- Due Date: Text box
- Completed Dat: Text box
- Comment/Outc: Text box
- Agenda Type: Dropdown menu
- Partnership: Text box
- Venue Type: Dropdown menu
- BCC Officers: Text box
- Time of meetin: Dropdown menu

The status bar at the bottom indicates 'Record: 33 of 33' and 'No Filter'. The Windows taskbar at the very bottom shows the system clock as 15:16 on 13/05/2016.

Recording meetings as data

Ward tracker Pilot 2a : Database (Access 2007 - 2010) - Microsoft Access

File Home Create External Data Database Tools

View Paste Cut Copy Format Painter Views Clipboard Filter Ascending Descending Selection Advanced Refresh All Save Spelling Find Replace Go To Select Text Formatting

All Access Objects Search...

Tables Revised test table

Queries Revised test table_Crosstab Revised test table_Crossta... Find duplicates for Revise... Revised test table Query

Forms Revised test table

Reports Bournville Ward Report 2... Erdington District Report ... Highways issues raised at ... Revised test table Revised test table Query Revised test table1 Revised test table10 Revised test table11 Revised test table12 Revised test table13 Revised test table14 Revised test table15 Revised test table16

Revised test table

Status Open BCC Officers

Meeting Date 18/03/2016 Time of meeting Week day after 6pm

Meeting Cycle Qrt 4

Issued raised By Resident

Topic Category Schools/Education

Details Parking outside school ,head teacher asked for help in enforcement action

Owner of action Police

Due Date 03/05/2016

Completed Date 26/04/2016

Comment/Out Enforcement action taking place

Lead/Facilitator Councillor

Format Traditonal

Attendance 23

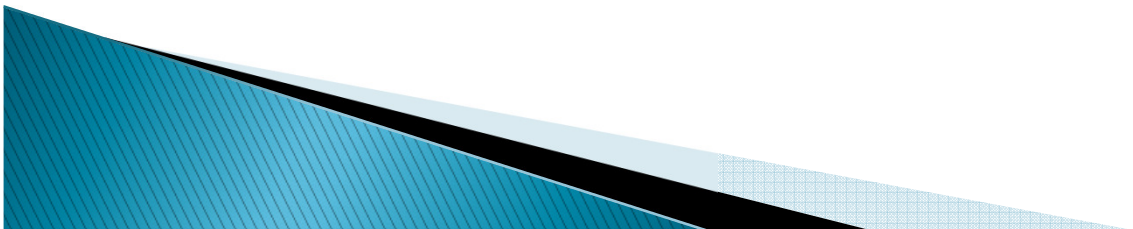
Record: 1 of 32 No Filter Search

Form View

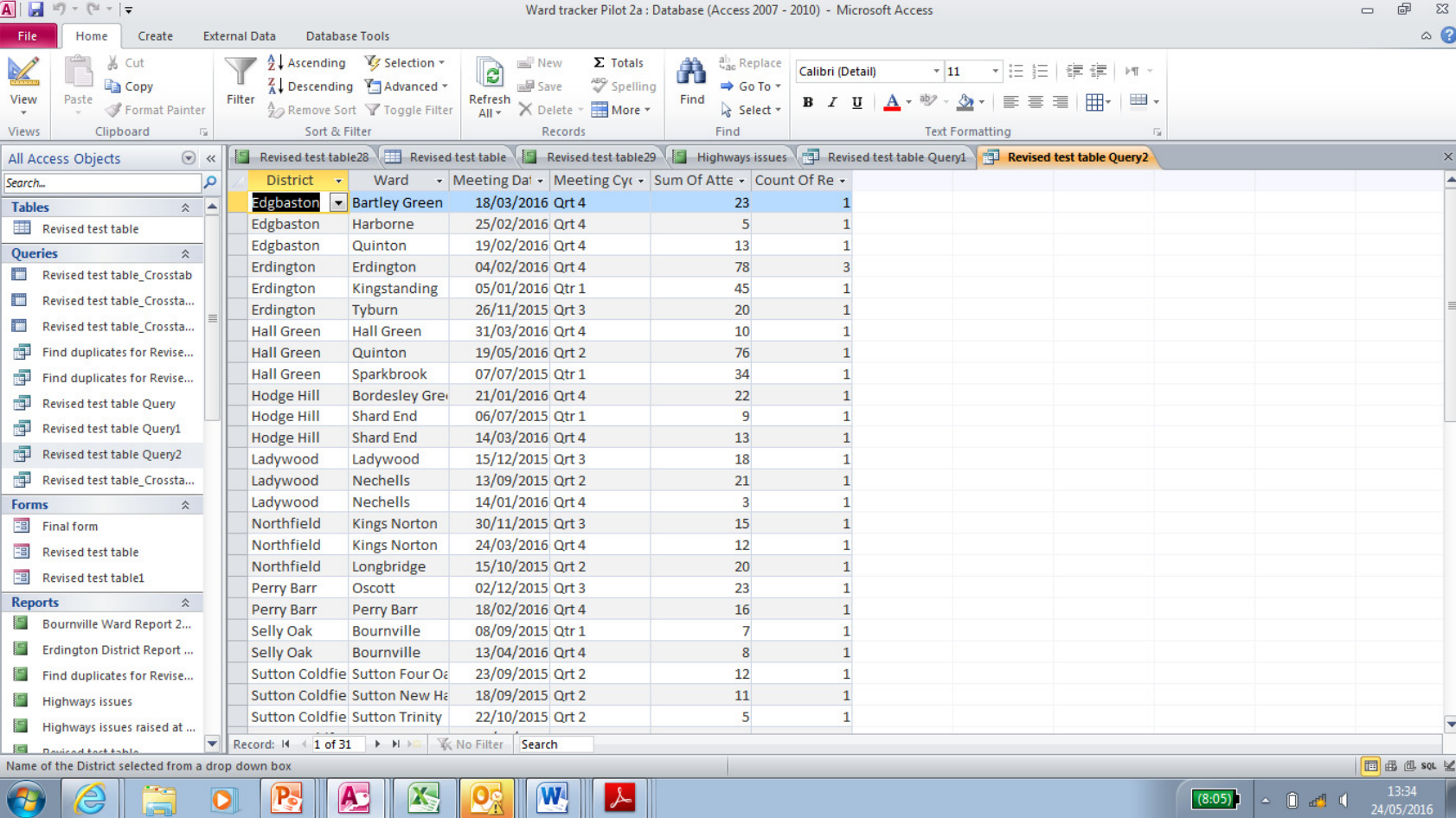
15:13 13/05/2016

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



Ward tracker Pilot 2a : Database (Access 2007 - 2010) - Microsoft Access

File Home Create External Data Database Tools

View Paste Copy Cut Format Painter Filter Sort & Filter Ascending Descending Remove Sort Toggle Filter Selection Advanced Refresh All Delete More Find Go To Select Replace Spelling

Calibri (Detail) 11

Text Formatting

All Access Objects

Tables

- Revised test table

Queries

- Revised test table_Crosstab
- Revised test table_Crossta...
- Revised test table_Crossta...
- Find duplicates for Revise...
- Find duplicates for Revise...
- Revised test table Query
- Revised test table Query1
- Revised test table Query2
- Revised test table_Crossta...

Forms

- Final form
- Revised test table
- Revised test table1

Reports

- Bournville Ward Report 2...
- Erdington District Report ...
- Find duplicates for Revise...
- Highways issues
- Highways issues raised at ...
- Revised test table

District	Ward	Meeting Date	Meeting Cycle	Sum Of Attendance	Count Of Records
Edgbaston	Bartley Green	18/03/2016	Qrt 4	23	1
Edgbaston	Harborne	25/02/2016	Qrt 4	5	1
Edgbaston	Quinton	19/02/2016	Qrt 4	13	1
Erdington	Erdington	04/02/2016	Qrt 4	78	3
Erdington	Kingstanding	05/01/2016	Qtr 1	45	1
Erdington	Tyburn	26/11/2015	Qrt 3	20	1
Hall Green	Hall Green	31/03/2016	Qrt 4	10	1
Hall Green	Quinton	19/05/2016	Qrt 2	76	1
Hall Green	Sparkbrook	07/07/2015	Qtr 1	34	1
Hodge Hill	Bordesley Green	21/01/2016	Qrt 4	22	1
Hodge Hill	Shard End	06/07/2015	Qtr 1	9	1
Hodge Hill	Shard End	14/03/2016	Qrt 4	13	1
Ladywood	Ladywood	15/12/2015	Qrt 3	18	1
Ladywood	Nechells	13/09/2015	Qrt 2	21	1
Ladywood	Nechells	14/01/2016	Qrt 4	3	1
Northfield	Kings Norton	30/11/2015	Qrt 3	15	1
Northfield	Kings Norton	24/03/2016	Qrt 4	12	1
Northfield	Longbridge	15/10/2015	Qrt 2	20	1
Perry Barr	Oscott	02/12/2015	Qrt 3	23	1
Perry Barr	Perry Barr	18/02/2016	Qrt 4	16	1
Selly Oak	Bournville	08/09/2015	Qtr 1	7	1
Selly Oak	Bournville	13/04/2016	Qrt 4	8	1
Sutton Coldfield	Sutton Four Oaks	23/09/2015	Qrt 2	12	1
Sutton Coldfield	Sutton New Hall	18/09/2015	Qrt 2	11	1
Sutton Coldfield	Sutton Trinity	22/10/2015	Qrt 2	5	1

Record: 1 of 31 No Filter Search

Name of the District selected from a drop down box

8:05 13:34 24/05/2016

Create reports from the database

The screenshot shows the Microsoft Access interface for a database named "Ward tracker Pilot 2a : Database (Access 2007 - 2010)". The "TableTools" ribbon is active, and the "Report Wizard" dialog box is open. The dialog box prompts the user to select fields for the report from the "Revised test table".

Report Wizard

Which fields do you want on your report?
You can choose from more than one table or query.

Tables/Queries: Table: Revised test table

Available Fields:

- Owner of action
- Due Date
- Completed Date
- Comment/Outcome
- Lead/Facilitator
- Format
- Agenda Type
- Partnership

Selected Fields:

- BCC
- District
- Ward
- Attendance

Buttons: Cancel, < Back, Next >, Finish

Revised test table

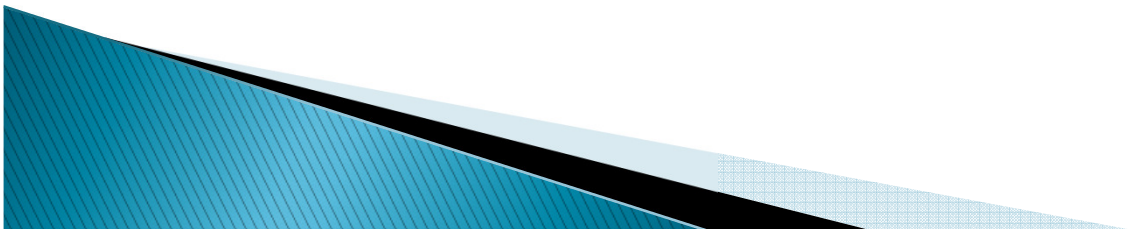
ID	BCC	...
1	B.C.C	Ed
2	B.C.C	Se
3	B.C.C	Ya
4	B.C.C	Er
5	B.C.C	Er
6	B.C.C	Er
7	B.C.C	Ed
8	B.C.C	Ed
9	B.C.C	Er
10	B.C.C	Ho
11	B.C.C	Ya
12	B.C.C	Ya
13	B.C.C	Ya
14	B.C.C	Pe
15	B.C.C	Ya
16	B.C.C	Erdington
17	B.C.C	Hodge Hill
18	B.C.C	Hall Green
19	B.C.C	Selly Oak
20	B.C.C	Sutton Coldfie
21	B.C.C	Sutton Coldfie
22	B.C.C	Northfield
23	B.C.C	Ladywood
24	B.C.C	Northfield
25	B.C.C	Ladywood

Record: 1 of 33

Report Wizard

Reporting levels

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



Reports at BCC level

16 .pdf - Adobe Reader

File Edit View Window Help

Ward Meeting Attendance figures for 2015/16 TEST REPORT

District	Ward	Attendance
Edgbaston	Bartley Green	23
	Harborne	5
	Quinton	13
	Sum	41
Erdington	Erdington	5
	Erdington	20
	Erdington	78
	Kingstanding	45
	Tyburn	20
Sum		168
Hall Green	Hall Green	10
	Sparkbrook	34
Sum		44
Hodge Hill	Bordesley Green	22
	Shard End	9
	Shard End	13
Sum		44
Ladywood	Ladywood	18
	Nechells	3
	Nechells	21
Sum		42
Northfield	Kings Norton	12
	Kings Norton	15
	Longbridge	20
Sum		47
Perry Barr	Oscott	23
	Perry Barr	16
	Sum	
Selly Oak	Bourville	7
	Bourville	8
	Sum	

03 May 2016 Page 1 of 2

District	Ward	Attendance
Sutton Coldfield	Sutton Coldfield	15
	Sum	15
Sutton Coldfield	Sutton Four Oaks	12
	Sutton New Hall	11
	Sutton Trinity	5
	Sutton Vesey	65
	Sum	93
Yardley	Yardley	7
	Yardley	15
	Yardley	105
	Yardley	45
	Yardley	67
Sum		239
Grand Total		772

03 May 2016 Page 2 of 2

30% 14:04 16/05/2016

Reports at District level

Test Erdington District Report 2015_16 .pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 1 / 1 70.4% [Icons] Tools Fill & Sign Comment

Erdington District Report 2015/16 TEST

District	Ward	Topic Category	Value	Details
Erdington	Erdington	Other		Planning fast food take away ,concerns over parking and litter
	Erdington	Other		Planning issue re new cinema complex ,residents have concerns re night time security
	Erdington	Other		Boundary Commission issue ,residents voted to submit their view as a collective.
	Kingstanding	Other		Extention built without planning permission
	Tyburn	Other		Planning issue local hotel

03 May 2016

Page 1 of 1

36% [Icons] 14:10 16/05/2016

Reports by Thematic level

Test Ward Meeting Issues 201516.pdf - Adobe Reader

File Edit View Window Help

Open 1 / 3 70.4%

Tools Fill & Sign Comment

Sign In

▼ Export PDF

Adobe ExportPDF
Convert PDF files to Word or Excel online.

Select PDF File:
Test Ward Meeting Issues 20...
1 file / 110 KB

Convert To:
Microsoft Word (*.docx)

Recognize Text in English(U.S.)
[Change](#)

Convert

► Create PDF

► Edit PDF

► Send Files

► Store Files

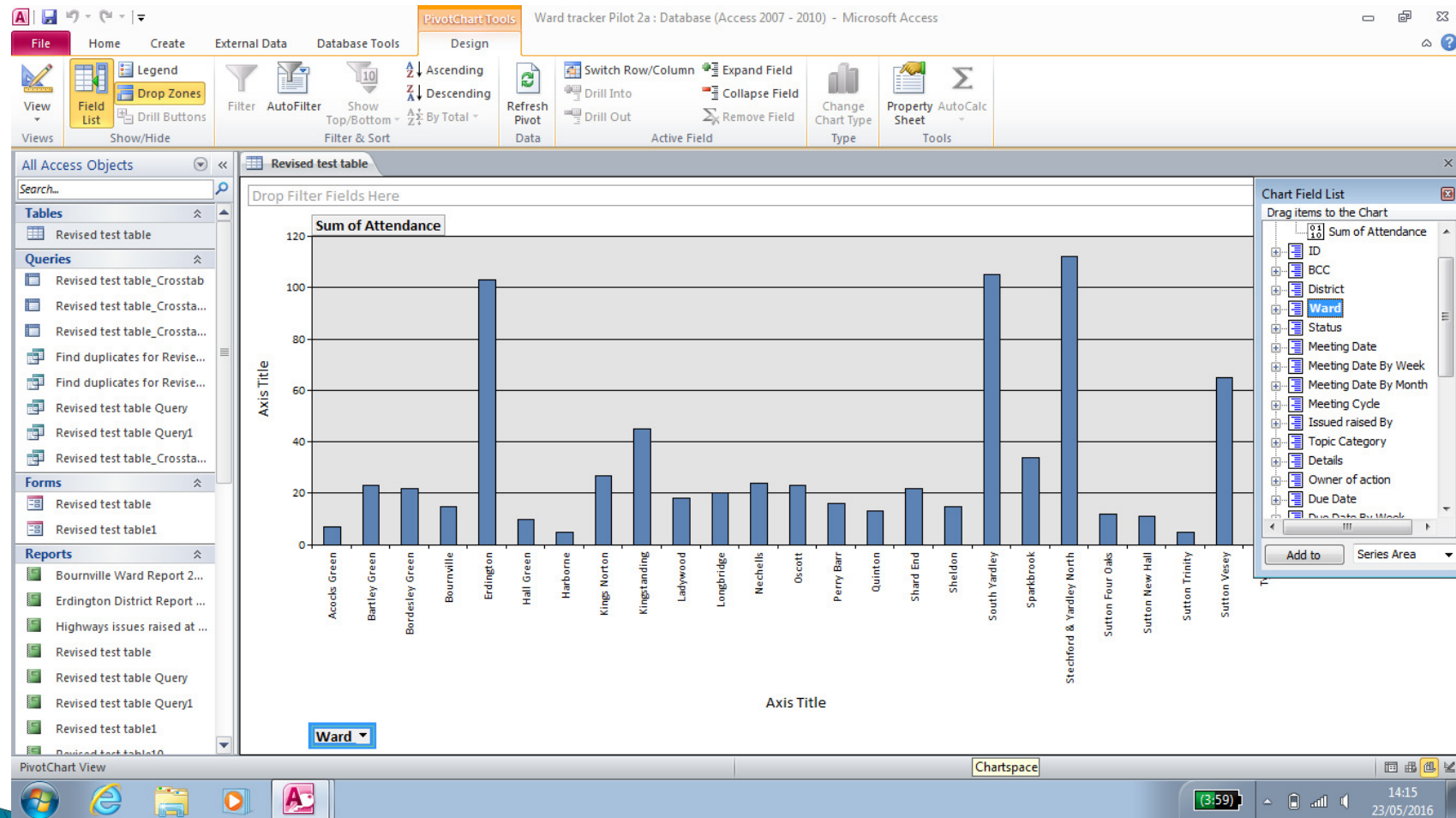
Issue's Raised at Ward Meeting 2015/16 Test

Topic Category.Value	District	Ward	Details
Arson/Fire	Hodge Hill	Bordesley Green	Gangs in local park ,fire in litter bin and other anti social behaviour
	Yardley	Acocks Green	Fire in a skip
	Yardley	Stechford & Yardley North	fire in skip
ASB	Hodge Hill	Bordesley Green	Gangs in local park ,fire in litter bin and other anti social behaviour
	Hodge Hill	Shard End	PSPO- Communication issue .residents requested Police mobile number to report issues
Dog Fouling	Northfield	Kings Norton	Dog Fouling becoming a issue in local parks where children are playing.
	Yardley	South Yardley	Dog fouling in local park ,action notices in park re fining and ask parks to take enforcement action
Graffiti	Hodge Hill	Bordesley Green	Gangs in local park ,fire in litter bin and other anti social behaviour
	Perry Barr	Oscott	Local business forum reported an increase in Graffiti in the areas , some offensive .
Highways	Hall Green	Hall Green	Local resident concern with regard to parking and speeding around local schools
	Ladywood	Nechells	Foot path near leisure centre have raised flag stones trip hazard.Councillor to report to Amey
	Yardley	Sheldon	Residents concerned over the conditions of local roads .Amey in attendance took actions away .To liasion with highways engineers
Other	Yardley	Stechford & Yardley North	Pot Holes in ward too many
	Edgbaston	Quinton	Litter and no litter bins outside new take away

03 May 2016 Page 1 of 3

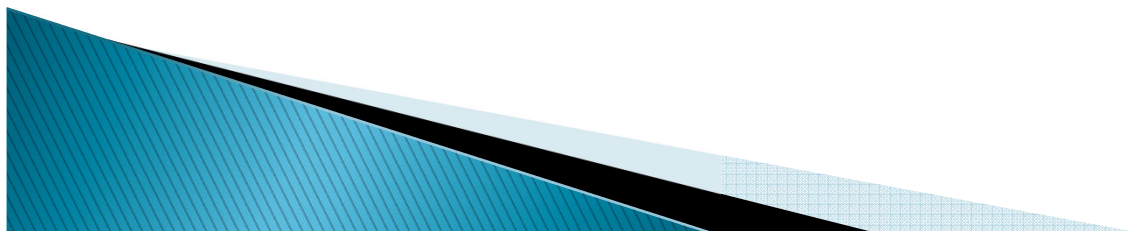
Windows Taskbar: 16:25 13/05/2016

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

Lesley.bannister@birmingham.gov.uk

464 - 4194

