Community Governance Ward Action Tracker

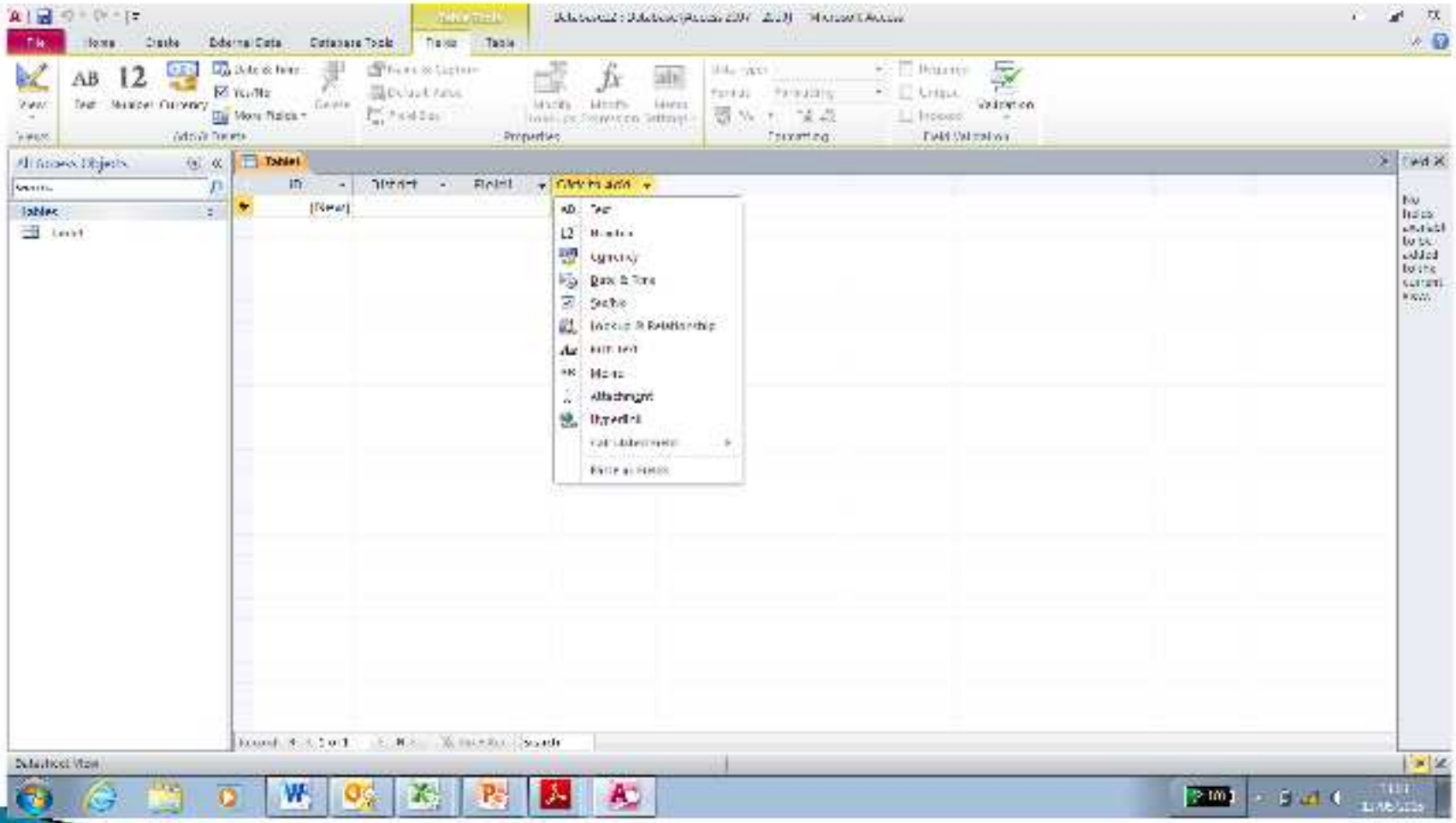
By Lesley Bannister

Using Microsoft Access

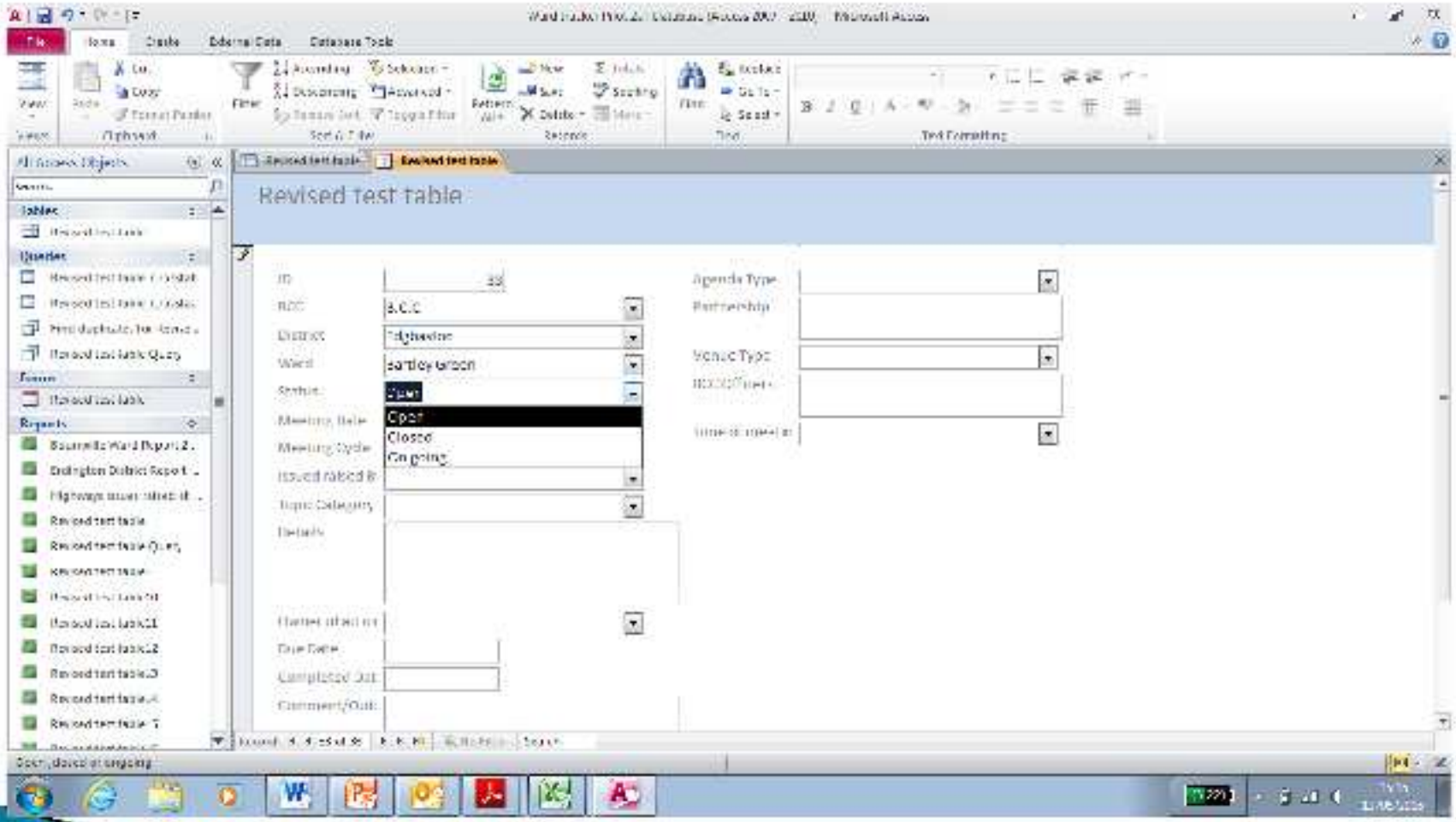
Microsoft Access is a database management system which enables the user to

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

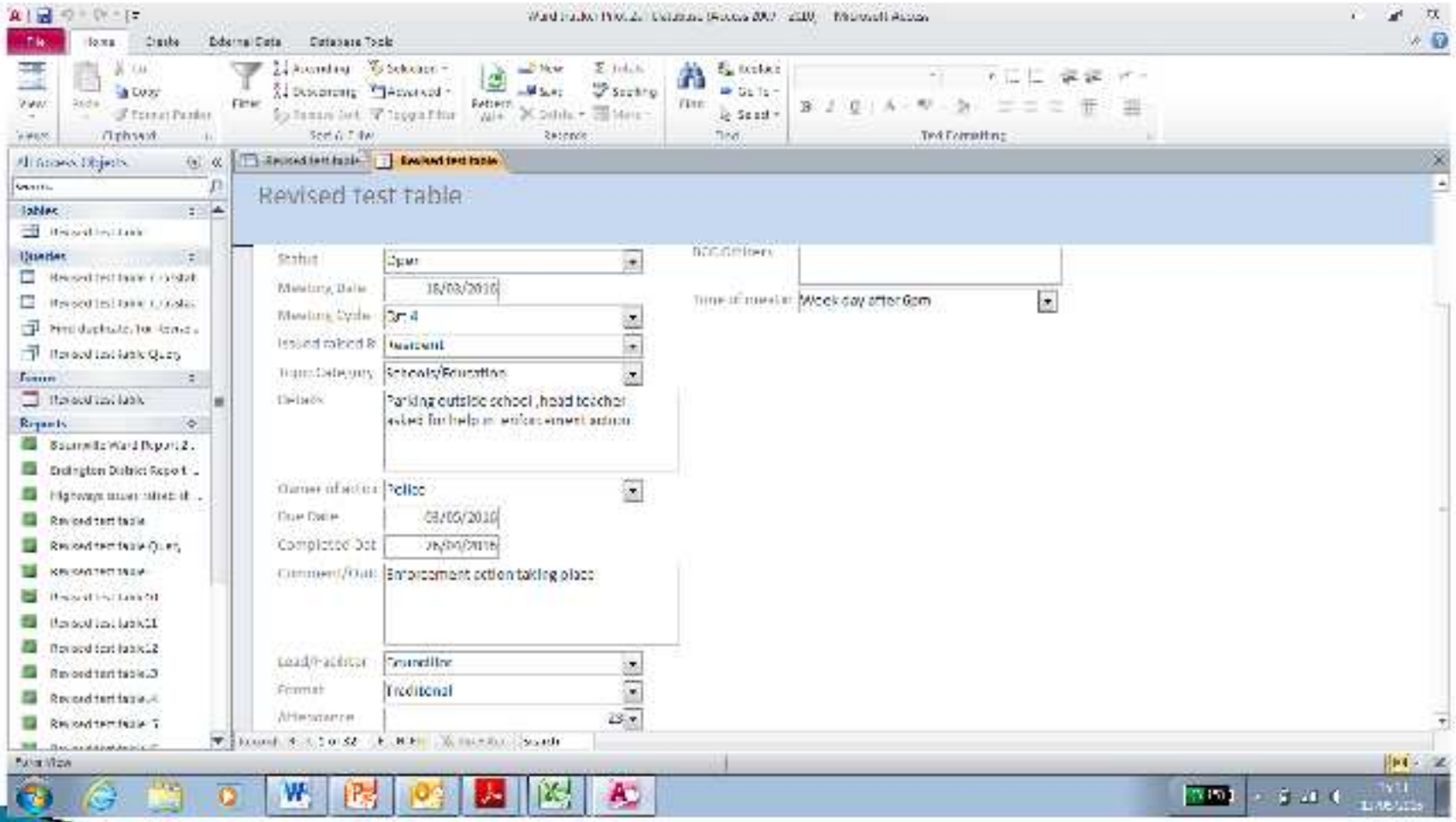
Constructing a data table



Creating an input form



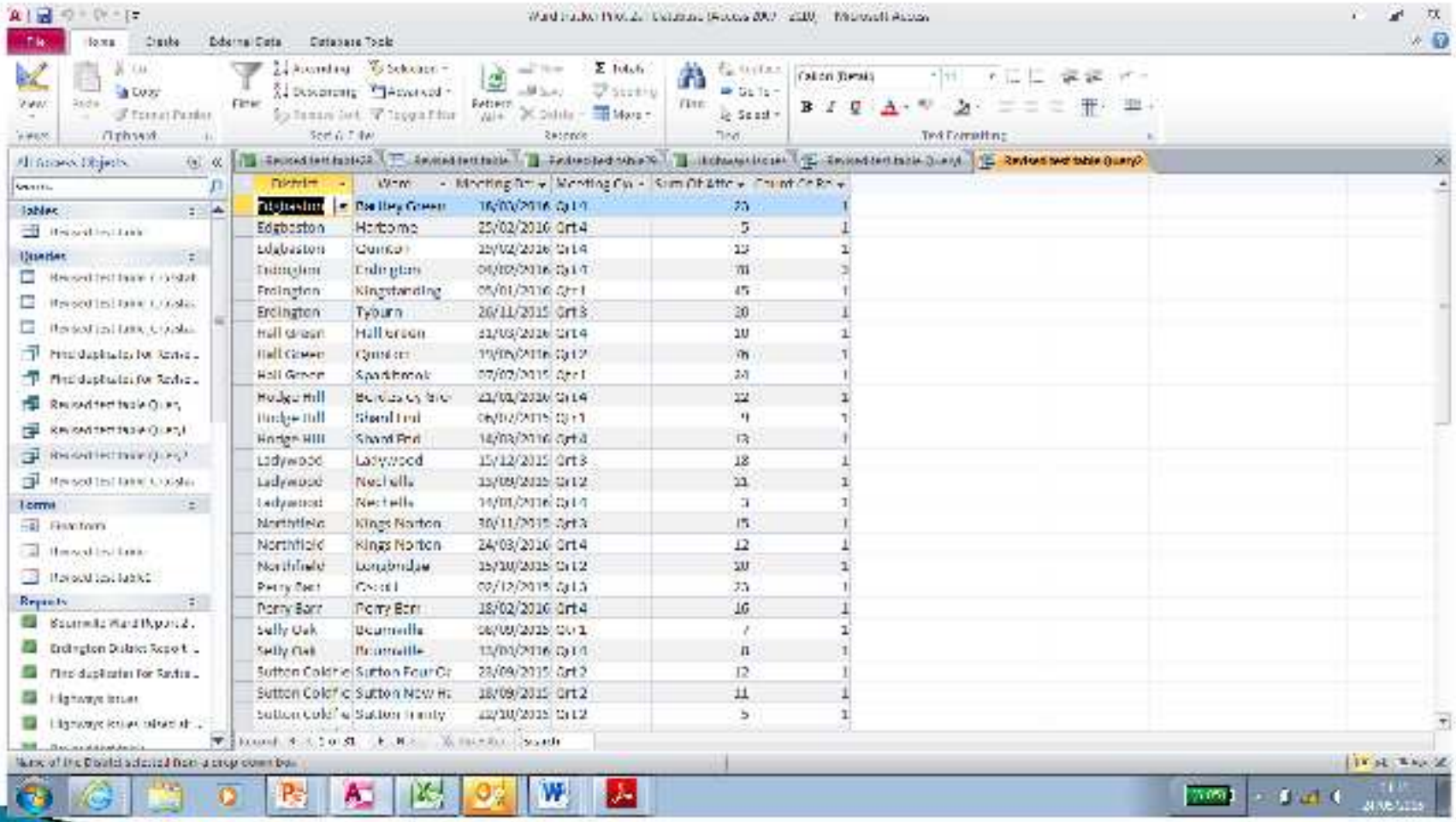
Recording meetings as data



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


Edgbaston
Harborne
Edgbaston
Quinton
Erdington
Kingstanding
Erdington
Tyburn
Hall Green
Hall Green
Hall Green
Sparkbrook
Hodge Hill
Shard End
Hodge Hill
Shard End
Ladywood
Ladywood
Ladywood
Nechells
Northfield
Kings Norton
Northfield
Kings Norton
Perry Barr
Perry Barr
Perry Barr
Selly Oak
Bournville
Selly Oak
Bournville
Sutton Coldfie
Sutton Four Cr
Sutton Coldfie
Sutton New Hi
Sutton Coldfie
Sutton Trinity

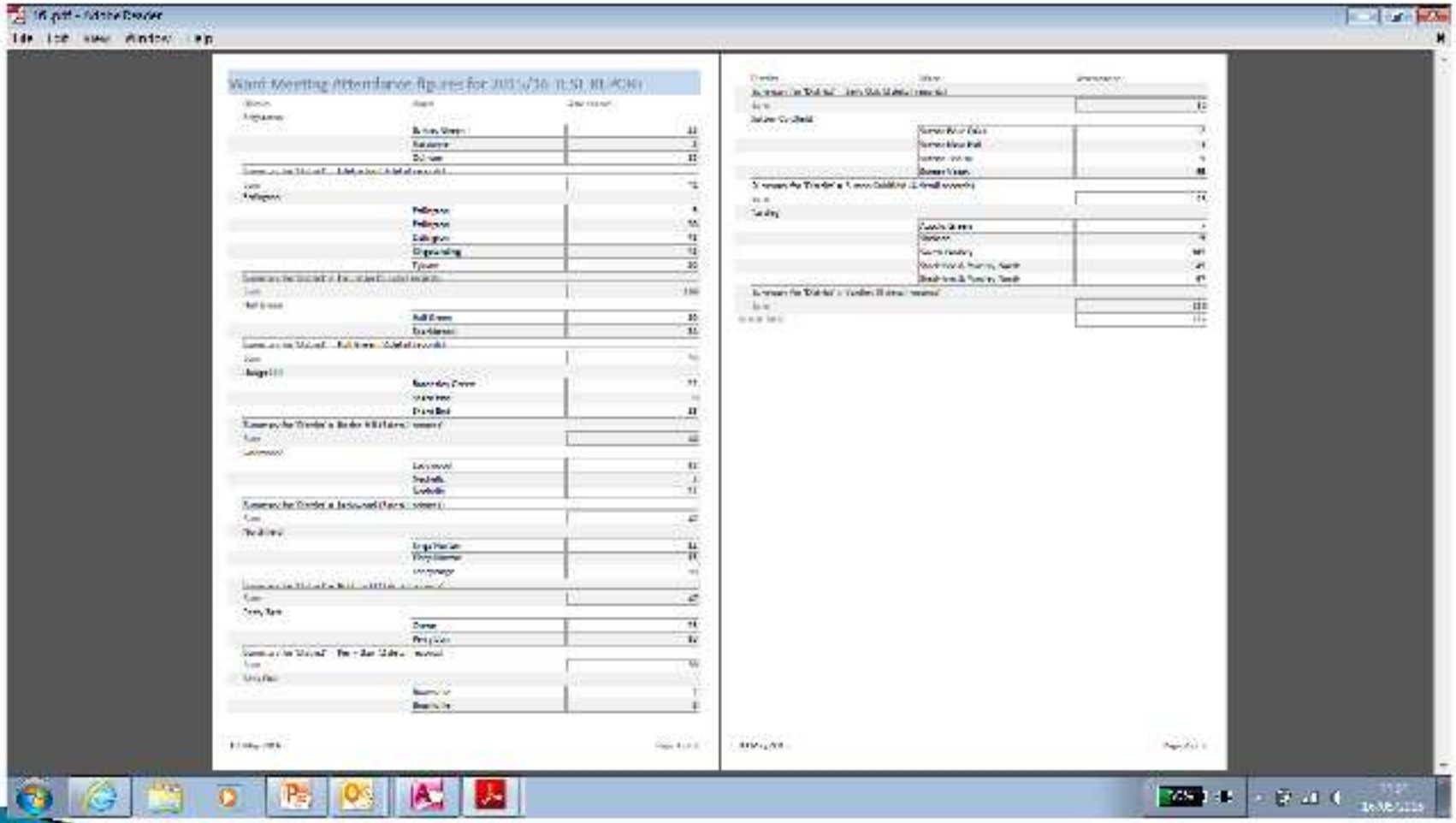
Create reports from the database



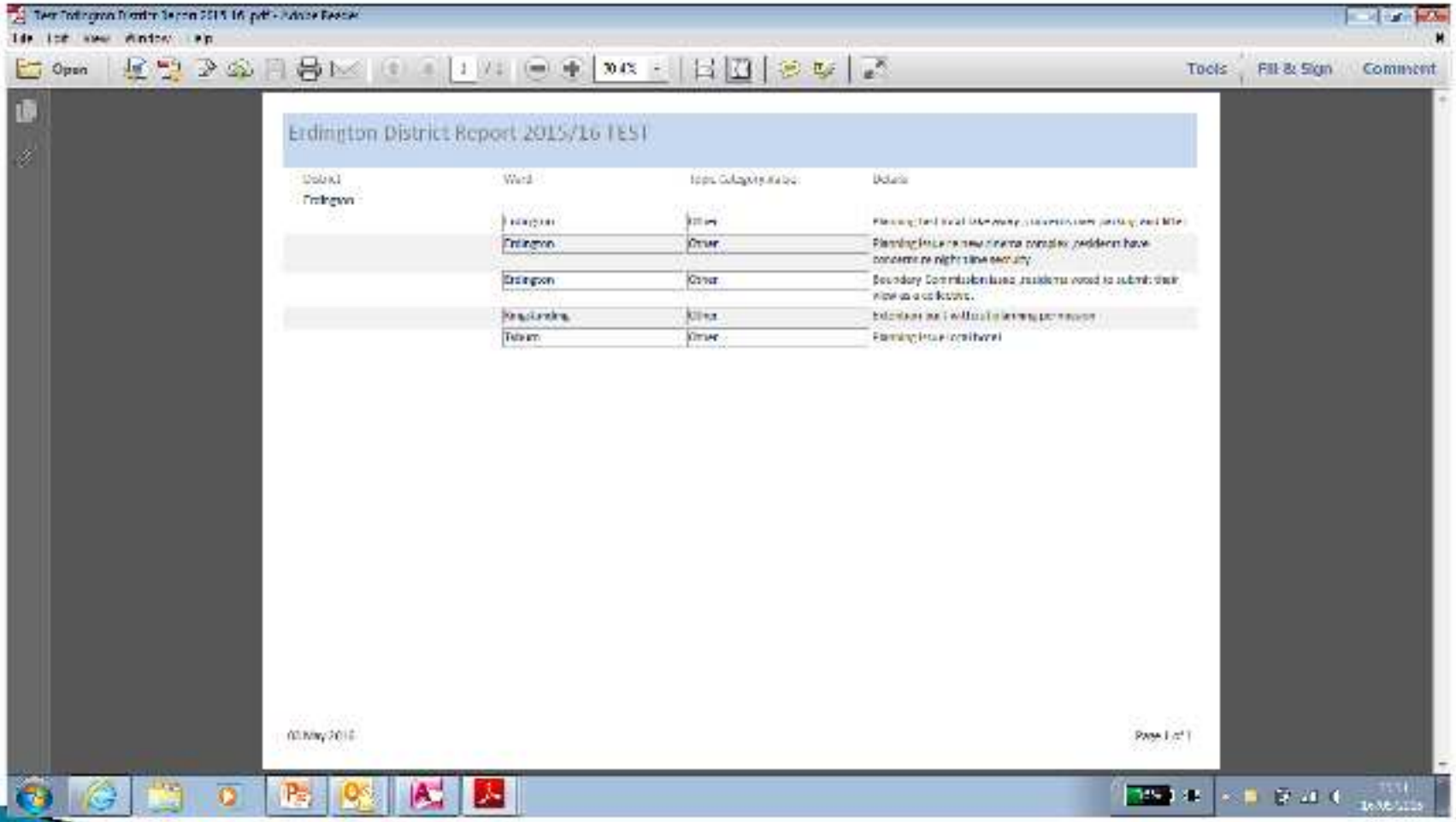
Reporting levels

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

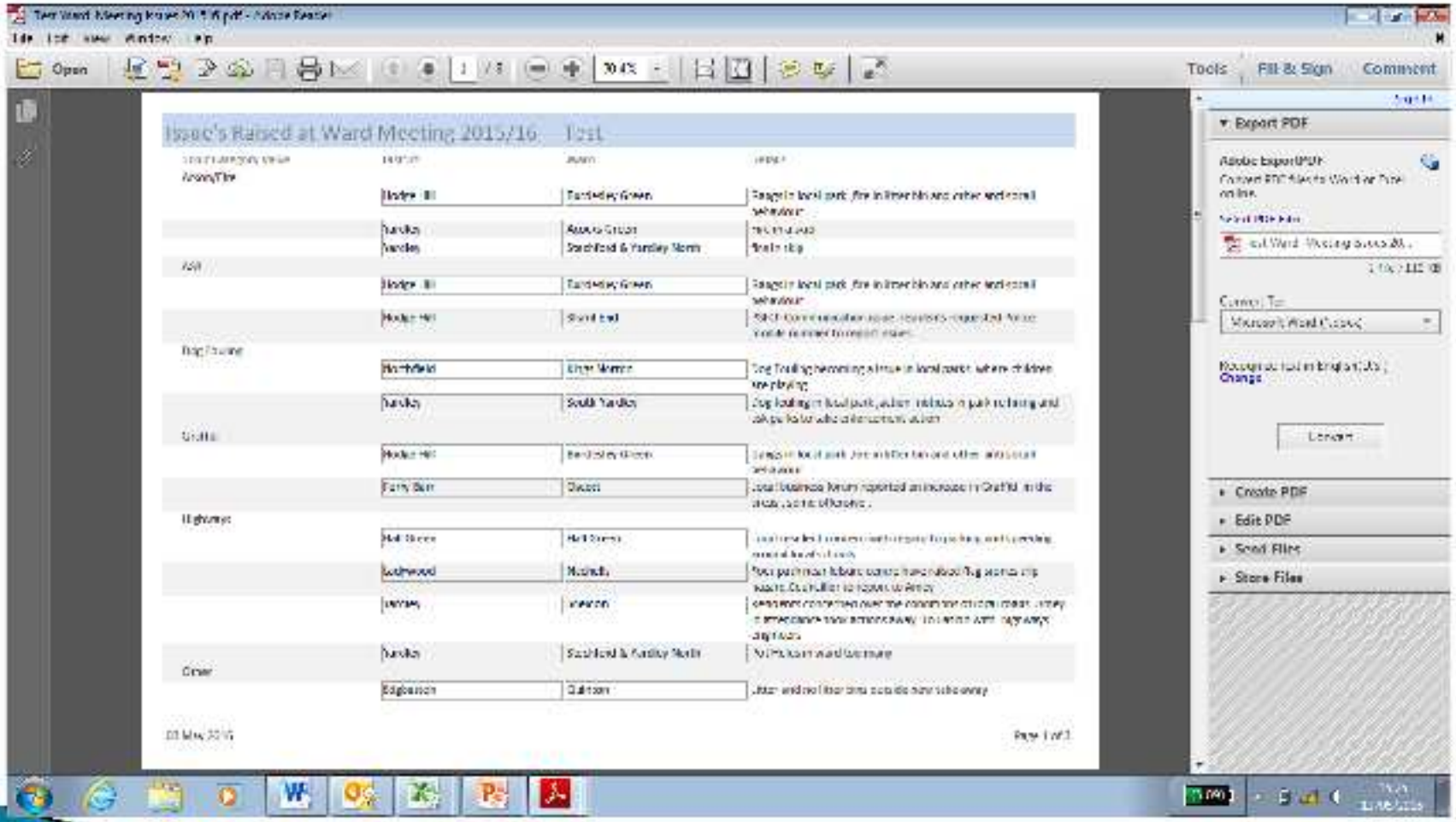
Reports at BCC level



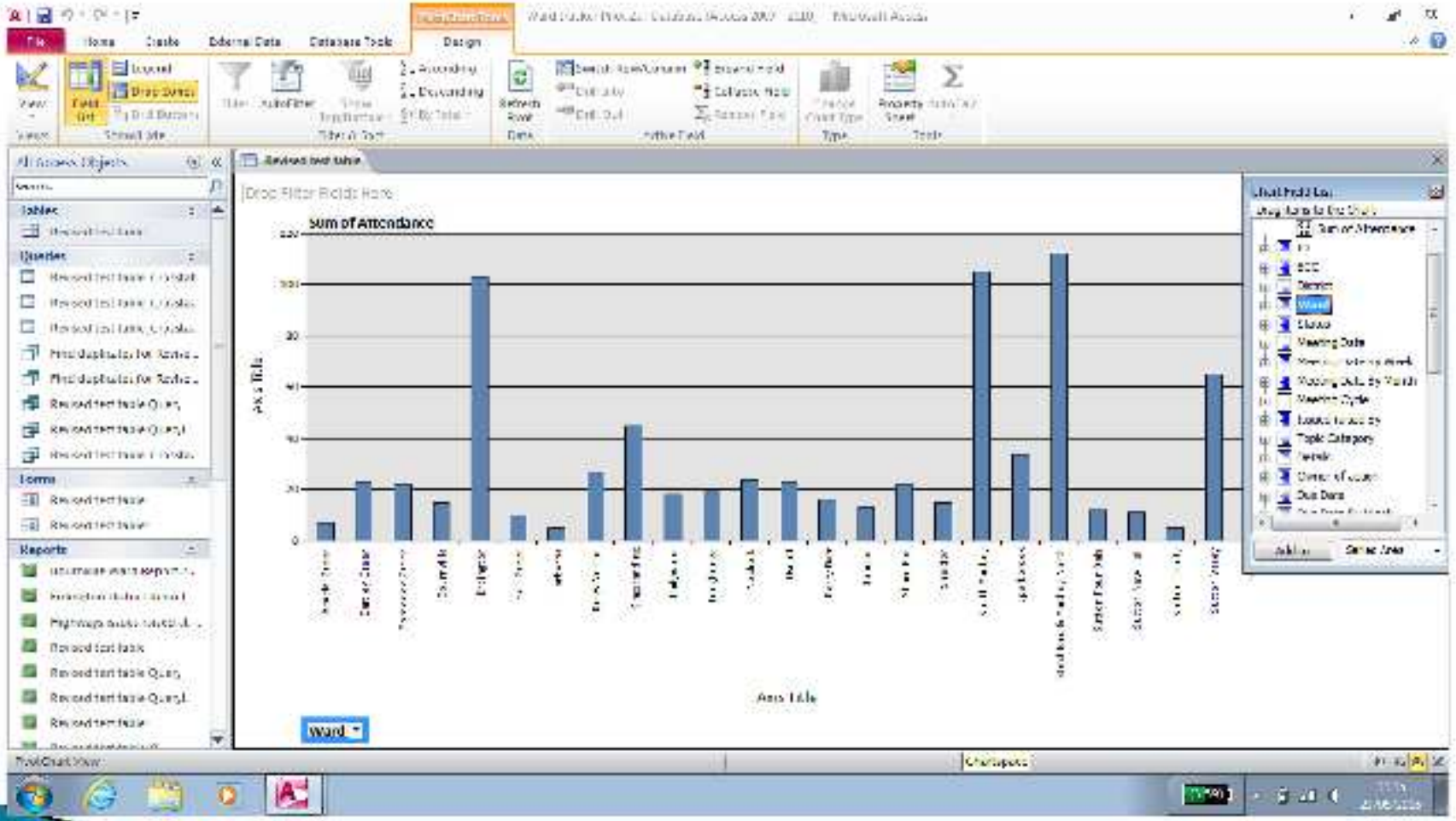
Reports at District level



Reports by Thematic level



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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