

Community Governance Ward Action Tracker

By Lesley Bannister

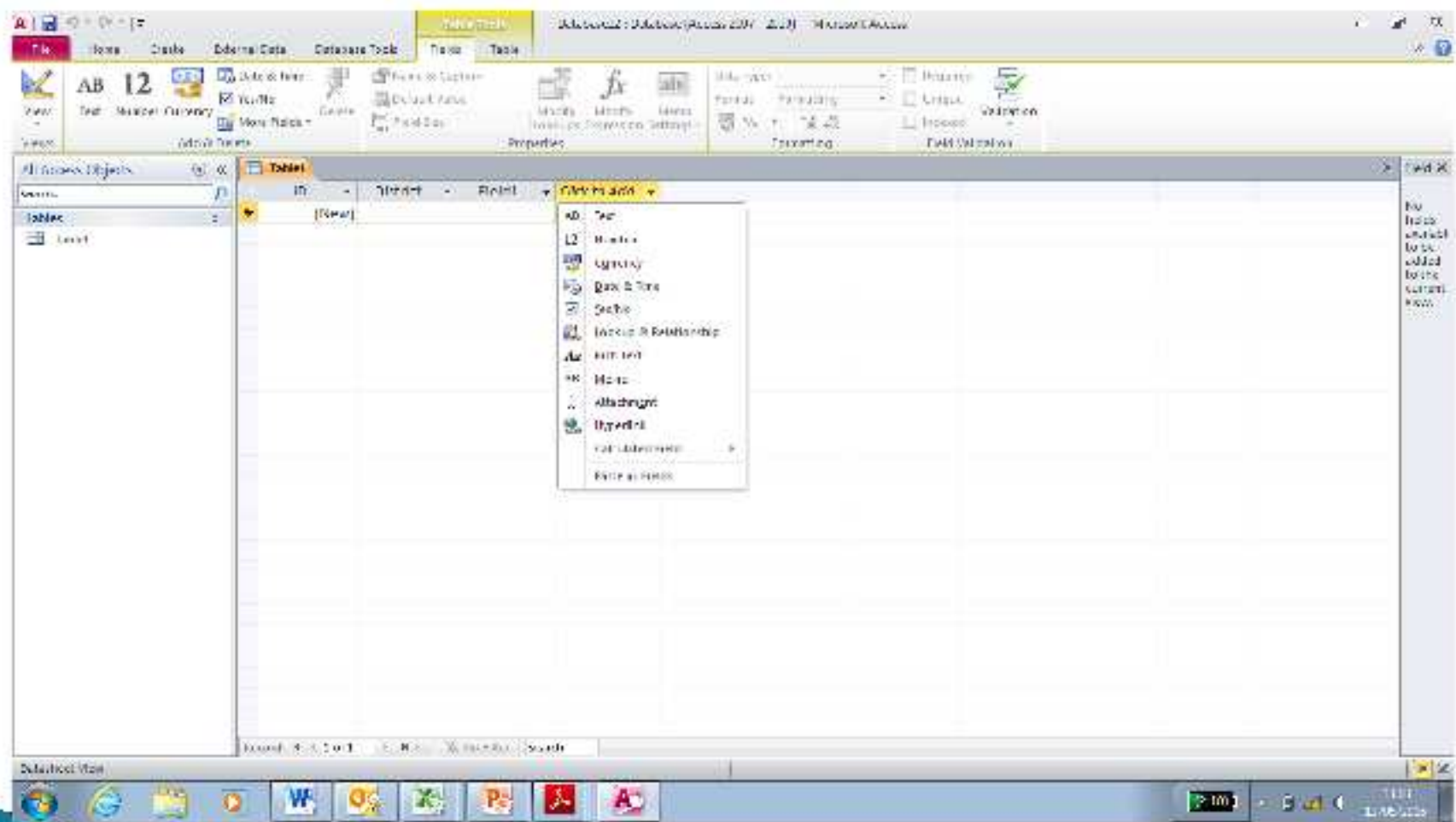


Using Microsoft Access

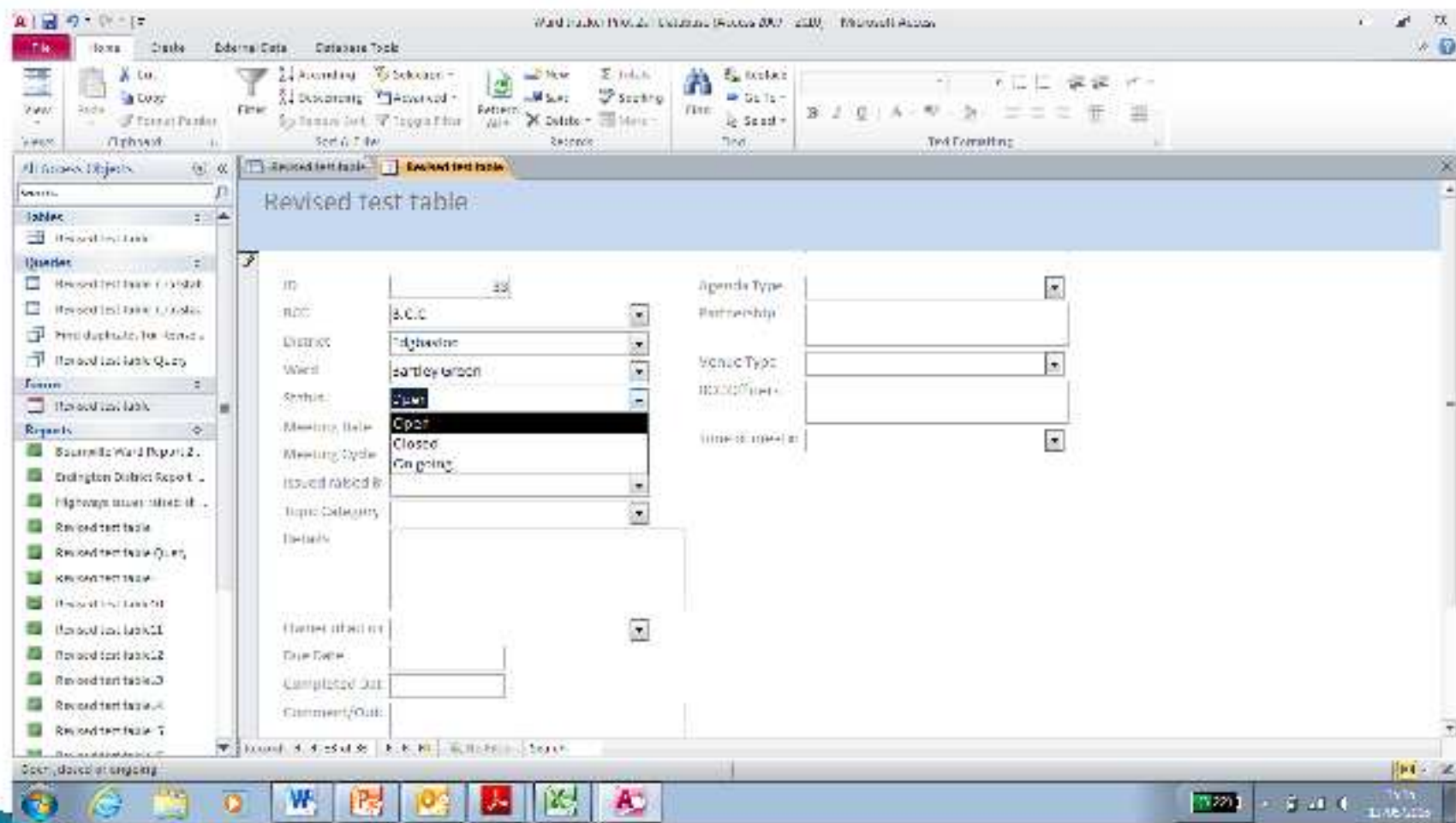
Microsoft Access is a database management system which enables the user to

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

Constructing a data table



Creating an input form



Recording meetings as data

[illegible]

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 shows the Microsoft Access application window. The title bar reads "Roads (Access 2010) - Microsoft Access". The ribbon is set to "Table Tools" with the "Table" tab selected. The "Table Design" view is active, showing the structure of the "Roads" table. The table has the following columns: "District", "Name", "Opening Date", "Opening Cn", "Sum Of Bttr", and "Count Of Bttr". The data is as follows:

District	Name	Opening Date	Opening Cn	Sum Of Bttr	Count Of Bttr
Edgbaston	Hortons	16/02/2016	Qtr 1	75	1
Edgbaston	Hortons	25/02/2016	Qtr 4	5	1
Edgbaston	Quincey	25/02/2016	Qtr 4	22	2
Edgbaston	Quincey	06/03/2016	Qtr 1	70	3
Edgbaston	Quincey	06/03/2016	Qtr 1	45	1
Edgbaston	Quincey	26/11/2015	Qtr 3	20	1
Edgbaston	Quincey	21/03/2016	Qtr 4	20	1
Edgbaston	Quincey	19/03/2016	Qtr 1	76	1
Edgbaston	Quincey	07/02/2016	Qtr 1	24	1
Edgbaston	Quincey	23/02/2016	Qtr 4	22	2
Edgbaston	Quincey	06/02/2016	Qtr 1	9	1
Edgbaston	Quincey	16/03/2016	Qtr 3	13	1
Edgbaston	Quincey	15/12/2015	Qtr 3	18	1
Edgbaston	Quincey	15/09/2015	Qtr 2	23	2
Edgbaston	Quincey	16/01/2016	Qtr 1	3	1
Edgbaston	Quincey	30/11/2015	Qtr 3	15	1
Edgbaston	Quincey	24/03/2016	Qtr 4	12	1
Edgbaston	Quincey	15/03/2016	Qtr 2	20	2
Edgbaston	Quincey	02/12/2015	Qtr 3	73	1
Edgbaston	Quincey	18/02/2016	Qtr 4	16	1
Edgbaston	Quincey	06/03/2016	Qtr 1	7	2
Edgbaston	Quincey	13/03/2016	Qtr 1	8	1
Edgbaston	Quincey	28/09/2015	Qtr 2	12	1
Edgbaston	Quincey	18/09/2015	Qtr 2	11	1
Edgbaston	Quincey	22/10/2015	Qtr 2	5	1

Create reports from the database



The screenshot shows the Microsoft Access 2010 interface. The 'Report Wizard' dialog box is open, and the 'Table/Queries' tab is selected. The 'All Access Objects' pane on the left shows the 'Tables' list. The 'Report Wizard' dialog box has a preview of a report titled 'Report1'. The report preview shows a table with columns: Address, Type, Category, Details, and Date. The report is titled 'Report1' and is a 'Table Report'.

Address	Type	Category	Details	Date
1000	Station/Police	Parking outside	Police	01/05/20
1000	Pot Holes	Residential	BCC Officer	01/05/20
1000	Arson/Fire	Commercial	Other	21/04/20
1000	Other	Boundary	BCC Officer	01/05/20
1000	Other	Planning Issue	BCC Officer	01/05/20
1000	Other	Planning Issue	BCC Officer	11/02/20
1000	Parking	Parking in road	Councillor	10/05/20
Business	Other	Little and main	BCC Officer	25/05/20
1000	Other	Planning Issue	Councillor	01/05/20
1000	Arson	Arson	Council Police	14/05/20
1000	Highways, Pot	Two bends	Other	11/12/20
1000	Arson/Fire, St	Fire in a shop	Police	11/12/20
1000	Highways, Pot	Pot Holes in W	Other	25/01/20
1000	Other	Development	Other	20/05/20
1000	Dog Fouling	Dog fouling in	BCC Officer	29/10/20
1000	Other	Retention	BCC Officer	01/05/20
1000	Arson/Fire, AS	Gangs in local	BCC Officer	11/02/20
Local Business	Speeding	Speeding by	Police	14/05/20
1000	Other	Illegal parking	BCC Officer	25/05/20
1000	Other	no collection	BCC Officer	25/05/20
1000	Parking	Parking in local	BCC Officer	14/10/20
1000	Other	Non collection	BCC Officer	19/12/20
1000	Other	Concern over	BCC Officer	25/12/20
1000	Other	Planning Issue	BCC Officer	12/11/20
1000	Other	Unlashed str	BCC Officer	23/12/20

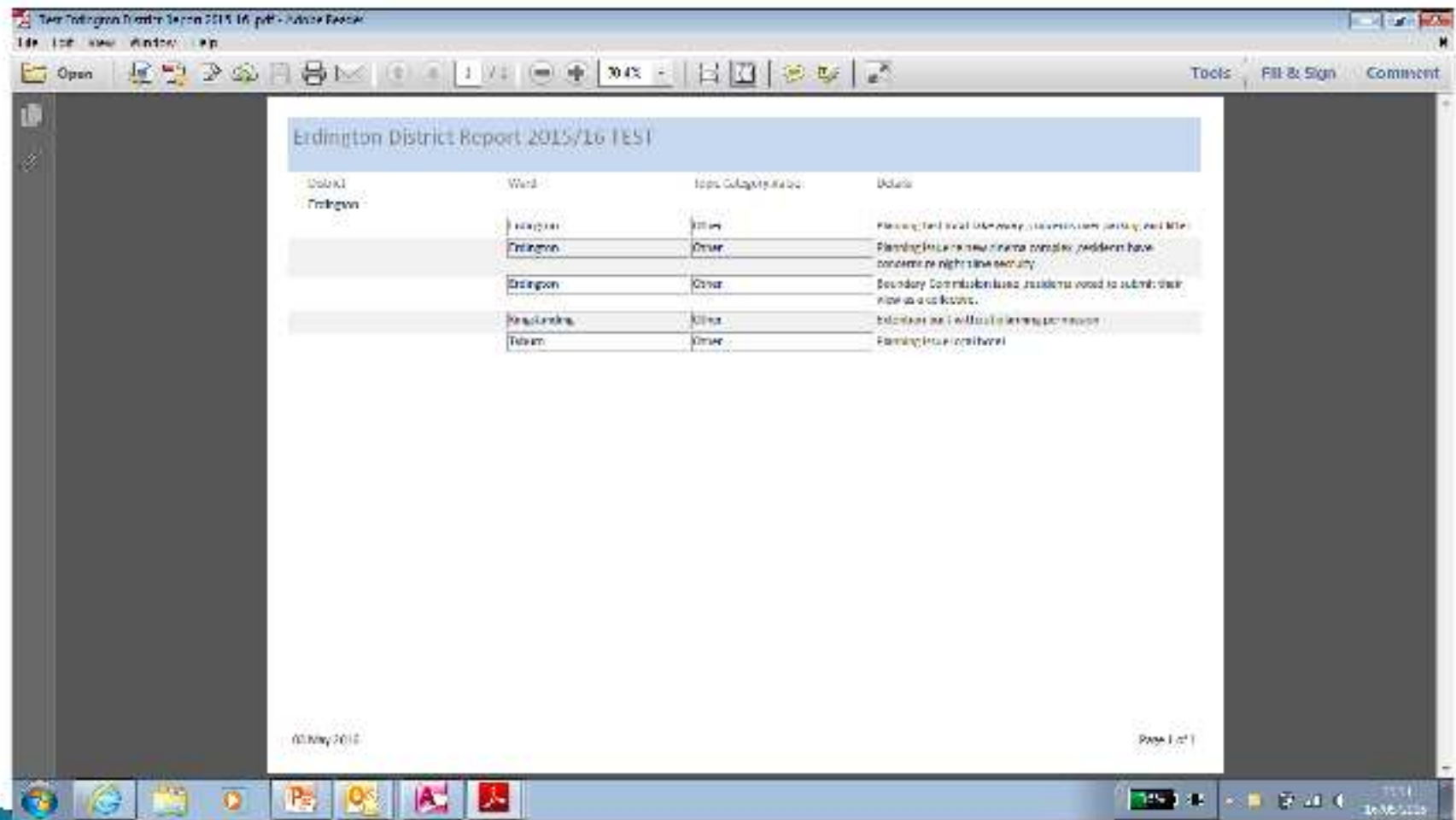
Reporting levels

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

Reports at BCC level

[illegible]

Reports at District level



Task: Erdington District Report 2015/16 TESI - Adobe Reader

100% (PDF) View Windows 10 App

Open [Icons] 1/1 104% [Icons] Tools Fill & Sign Comment

Erdington District Report 2015/16 TESI

District	Ward	Topic Category	Update
Erdington	Erdington	Other	Planning and local infrastructure concerns, parking, and more.
	Erdington	Other	Planning issues, new internal complex, residents have concerns re night time security.
	Erdington	Other	Boundary Commission issues, residents need to submit their views as a priority.
	Erdington	Other	Infrastructure and local planning concerns.
	Erdington	Other	Planning issues, infrastructure.

01 May 2016 Page 1 of 1

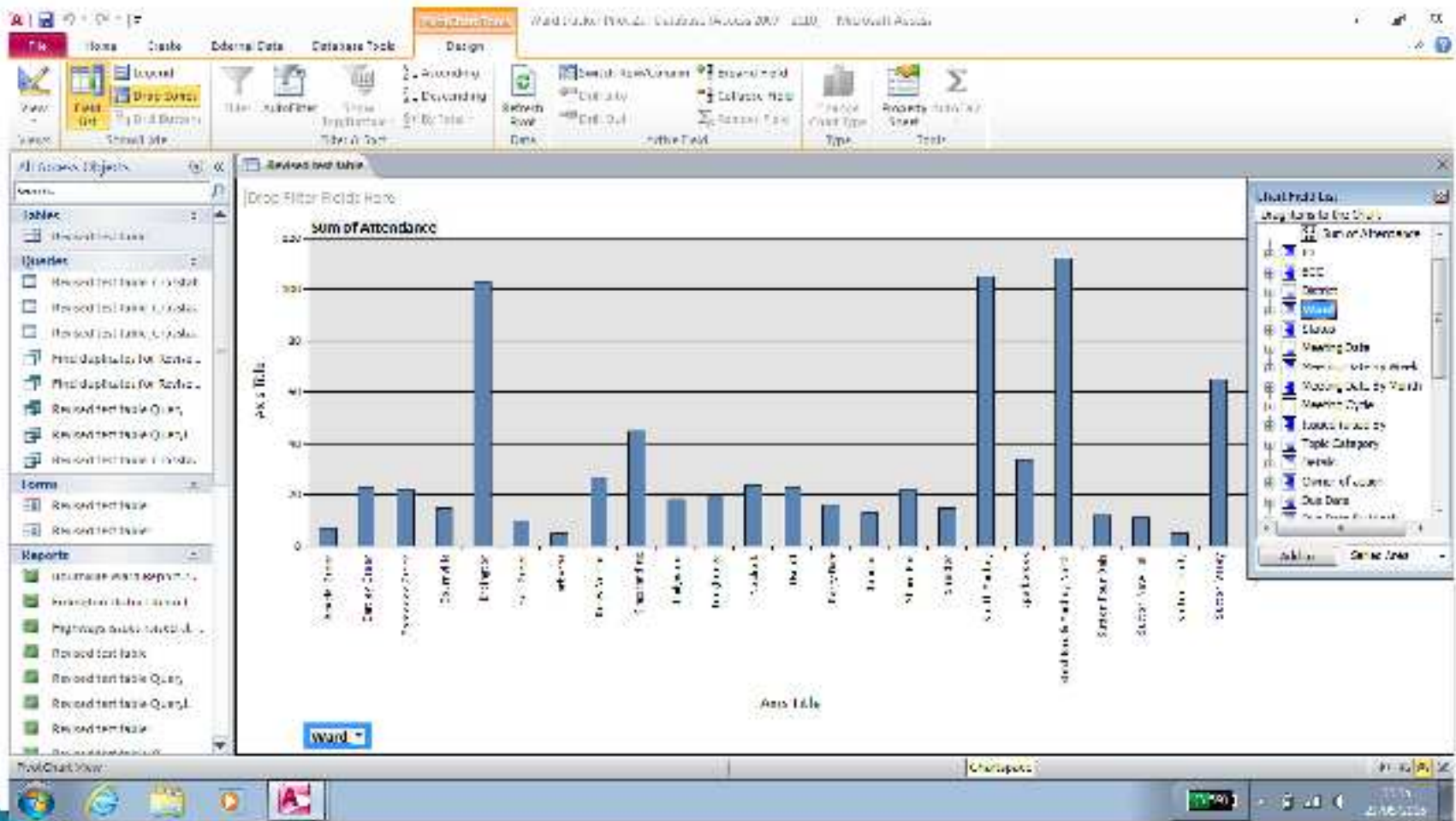
[Taskbar icons: Internet Explorer, File Explorer, Microsoft Edge, Word, PowerPoint, Adobe Reader, etc.]

Reports by Thematic level

The screenshot displays a PDF document titled "Hisco's Raised at Ward Meeting 2015/16 - Part 1". The document is a table with 4 columns: Ward, Issue, Action, and Update. The table lists various issues raised at a ward meeting, such as "Road Safety", "Bin Lining", "Dog Training", "Graffiti", "Highways", and "Crime". The right sidebar shows PDF tools like "Export PDF", "Create PDF", "Edit PDF", "Send File", and "Store File".

Ward	Issue	Action	Update
Road Safety	Issue: Road Safety	Action: Road Safety	Update: Road Safety
Bin Lining	Issue: Bin Lining	Action: Bin Lining	Update: Bin Lining
Dog Training	Issue: Dog Training	Action: Dog Training	Update: Dog Training
Graffiti	Issue: Graffiti	Action: Graffiti	Update: Graffiti
Highways	Issue: Highways	Action: Highways	Update: Highways
Crime	Issue: Crime	Action: Crime	Update: Crime

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

