

# **LG Inform**

## **Home page and search guide**



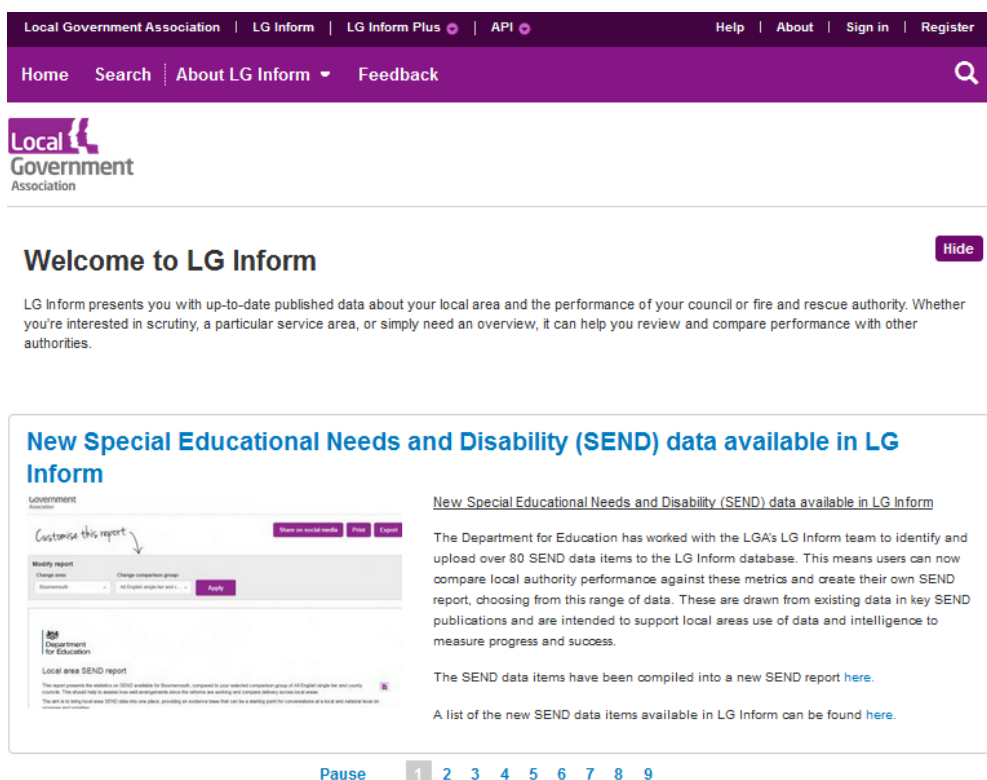
**April 2017**

This guide goes through several sections of LG Inform

1. **Public access** - home page
2. **Register users areas** – home page
4. **All users** - search

## 1. Public access – home page

- **Welcome to LG Inform** – The public access home page offers a brief ‘getting started’ message, as well and a carousel of time relevant reports.



Local Government Association | LG Inform | LG Inform Plus | API | Help | About | Sign in | Register

Home Search About LG Inform Feedback

Local Government Association

### Welcome to LG Inform

LG Inform presents you with up-to-date published data about your local area and the performance of your council or fire and rescue authority. Whether you're interested in scrutiny, a particular service area, or simply need an overview, it can help you review and compare performance with other authorities.

#### New Special Educational Needs and Disability (SEND) data available in LG Inform

The Department for Education has worked with the LGA's LG Inform team to identify and upload over 80 SEND data items to the LG Inform database. This means users can now compare local authority performance against these metrics and create their own SEND report, choosing from this range of data. These are drawn from existing data in key SEND publications and are intended to support local areas use of data and intelligence to measure progress and success.

The SEND data items have been compiled into a new SEND report [here](#).

A list of the new SEND data items available in LG Inform can be found [here](#).

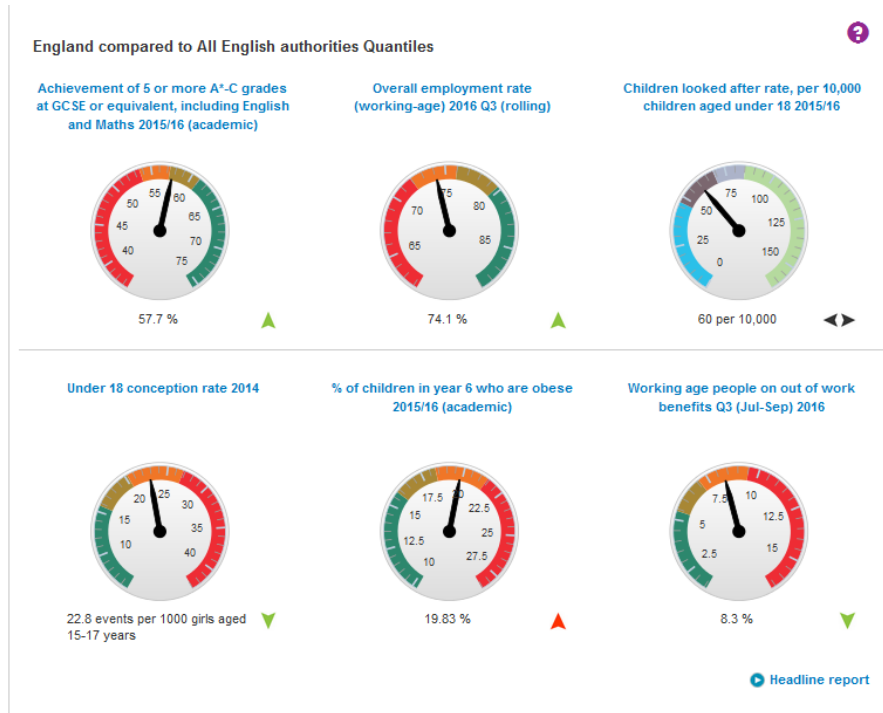
- **Area or postcode** – This section allows any users to search for their area either by postcode or area name, which is particularly important in two-tier areas and as other public sector organisations, such as fire and rescue services and police in LG Inform.

*See how your area compares*

Search by area or postcode

Search

- **Dashboard** – The mini dashboard on the home page focuses on key/topical data. By default it will show metrics for England as a whole until the user has selected an area. Once this has occurred the dashboard will update all data relevant to the area selected.



- **Links** – unsigned in users can enter other areas of the site and LG Inform Plus through the links at the bottom of the page.

| Site links                    |                                      |                                |
|-------------------------------|--------------------------------------|--------------------------------|
| <a href="#">Home</a>          | <a href="#">About LG Inform</a>      | <a href="#">LG Inform Plus</a> |
| <a href="#">Search</a>        | <a href="#">Help</a>                 |                                |
| <a href="#">Accessibility</a> | <a href="#">Site map</a>             |                                |
| <a href="#">Contact</a>       | <a href="#">Terms and conditions</a> |                                |
| <a href="#">Feedback</a>      | <a href="#">Privacy policy</a>       |                                |

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## Public access - about LG Inform

Through the drop down on this header users can access the following information.

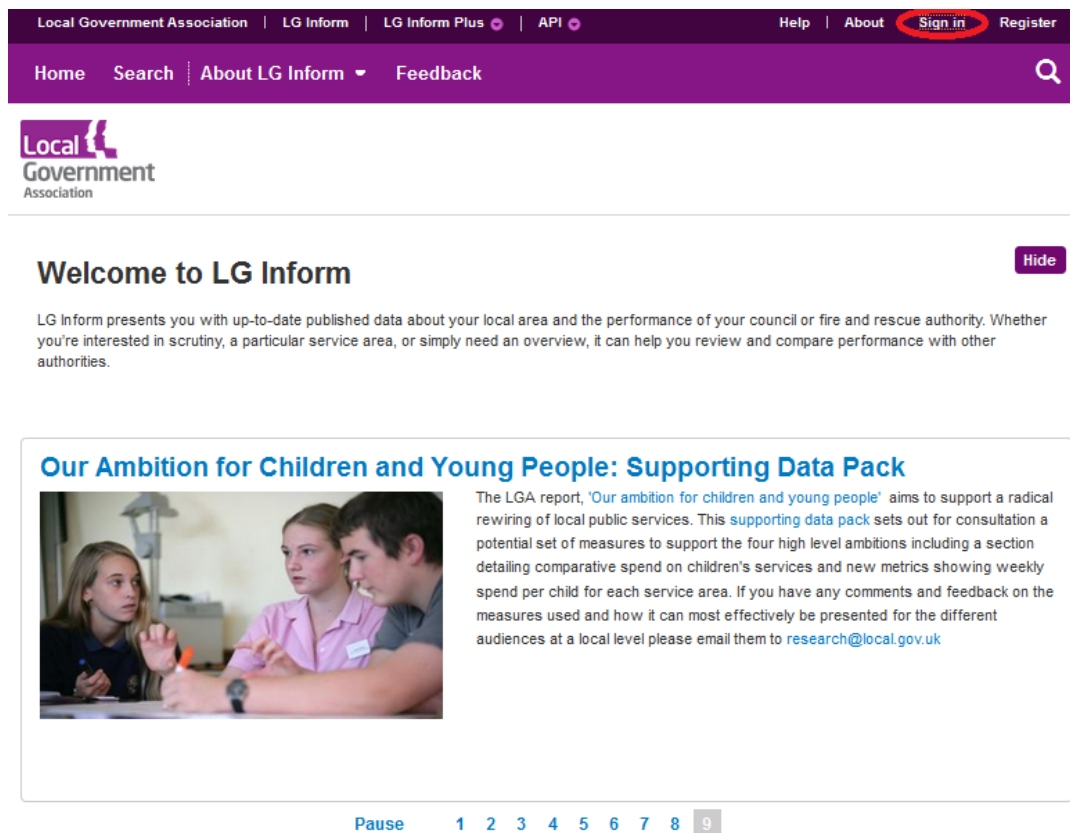
- **About LG Inform** – This page gives you an explanation of the purpose of LG Inform.
- **Contact** – This page gives you the option to register to LG Inform if you have a .gov.uk email address and gives you the email address for the support team.
- **FAQ** – This provides a comprehensive summary of background details about LG Inform.
- **Help** – links to the various areas of help available in LG Inform.
- **User guides** – ‘How to’ guides offering users of LG Inform short introductions to the most common tasks and procedures to ensure you are getting the most out of our service.
- **Resident satisfaction** – Guidance for councils who are carrying out general population surveys and would like to include questions on resident satisfaction, crime and cohesion and benchmark these results against other councils in LG Inform.
- **Benchmarking local data in LG Inform** – A voluntary process aimed at collecting local data directly from councils for benchmarking.
- **Online training** - Information on the ongoing series of online training sessions.

## Feedback

This selection from the purple tool bar allows the user to provide feedback, comments or suggestions regarding LG Inform. All fields marked with an asterisk must be completed in order to submit.

## 2. Register users areas – home page

To view this, the user must first sign in using the 'sign in' option on the top right hand side of the home page.



Local Government Association | LG Inform | LG Inform Plus | API | Help | About | **Sign in** | Register

Home | Search | About LG Inform | Feedback

**Local Government Association**

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#### Our Ambition for Children and Young People: Supporting Data Pack

The LGA report, 'Our ambition for children and young people' aims to support a radical rewiring of local public services. This [supporting data pack](#) sets out for consultation a potential set of measures to support the four high level ambitions including a section detailing comparative spend on children's services and new metrics showing weekly spend per child for each service area. If you have any comments and feedback on the measures used and how it can most effectively be presented for the different audiences at a local level please email them to [research@local.gov.uk](mailto:research@local.gov.uk)

Pause 1 2 3 4 5 6 7 8 9

*See how your area compares*

Once you reach the sign in screen you will be asked to enter the email address you registered with and the password you selected.

### Sign in to view all content

#### Sign in now

Email address

Password

☐ Remember email address

**SIGN IN**

#### Why do I need to sign in?

So we can attribute comments to you and can make tools specific to your area. For example, if you're from a local authority, maps and charts will be for your borough. Also we can include extra data when we know your organisation has licenced it.

Some tools are only available to people from organisations that subscribe to esd-toolkit. Subscriptions help pay for the standards that are available for free use by everyone under the Open Government Licence so long as you attribute them to esd-standards.

If you are yet to register with LG Inform or LG Inform Plus, follow the 'register' option to the right of 'sign in' at the top right of the screen or on the left hand side task bar if you have already selected 'sign in'. From here you will be asked to fill in the required fields in order to create your account, shown in the image below.

**Local Government Association** **LG Inform & LG Inform Plus** powered by esd

sign in  
register  
reset password

### Register

Email address\*

Password\*

Repeat password\*

Forename\*

Surname\*

Job title\*

Address

Postcode\*

Telephone

Complete this form to register for all applications that use esd's sign-in. Some applications, including LG Inform and LG Inform Plus, require you to be associated with a local public sector organisation.

Compulsory fields are marked with an asterisk(\*).

You will receive a validation link via email upon registration. If you have any problems registering, or any questions regarding registration, contact the [esd support team](#).

**Organisation details**  
Your email domain is not recognised. If you belong to a local public sector organisation please use an email address associated with that organisation, otherwise leave the box below checked.

☒ I do not need to register my organisation

**Terms and conditions**  
☐ Tick to indicate that you accept the terms and conditions, as defined by the [User Policy](#) (only applicable to esd-toolkit users) incorporating [Discussion Forum Policy](#) and [Privacy Policy](#).

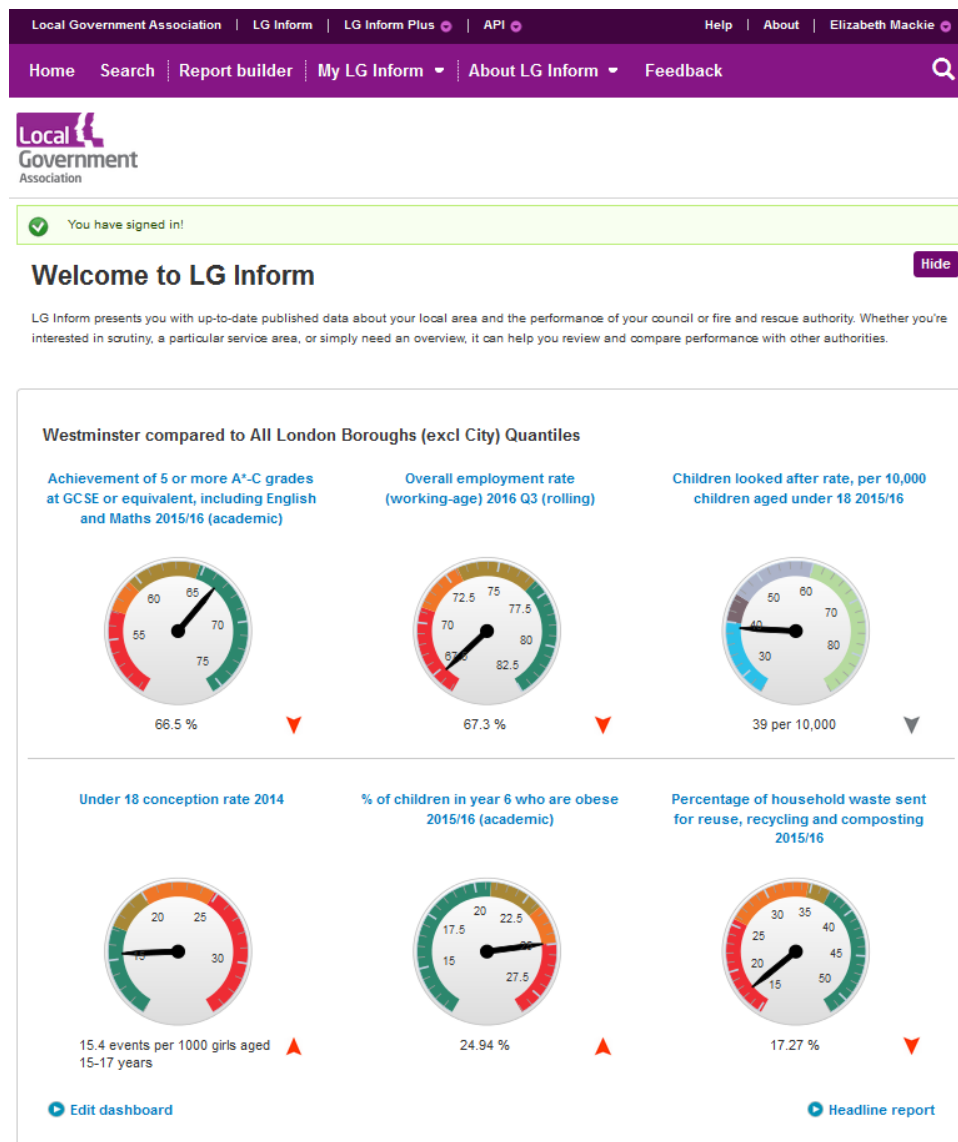
**REGISTER**

As you can see from the task bar, you are also given the option to reset your password for pre-existing accounts from here.

## Signed in home page

As with the public page this has been designed more like a traditional website but once registered you have access to:

- all the report builder tools
- personalised sections on the site
- a separate section to store all your content



Unlike the public view home page, there is no 'area search' function, as the system identifies this from your registration. Your registration is important because the details provided will be used throughout the tool to expedite a number of processes.

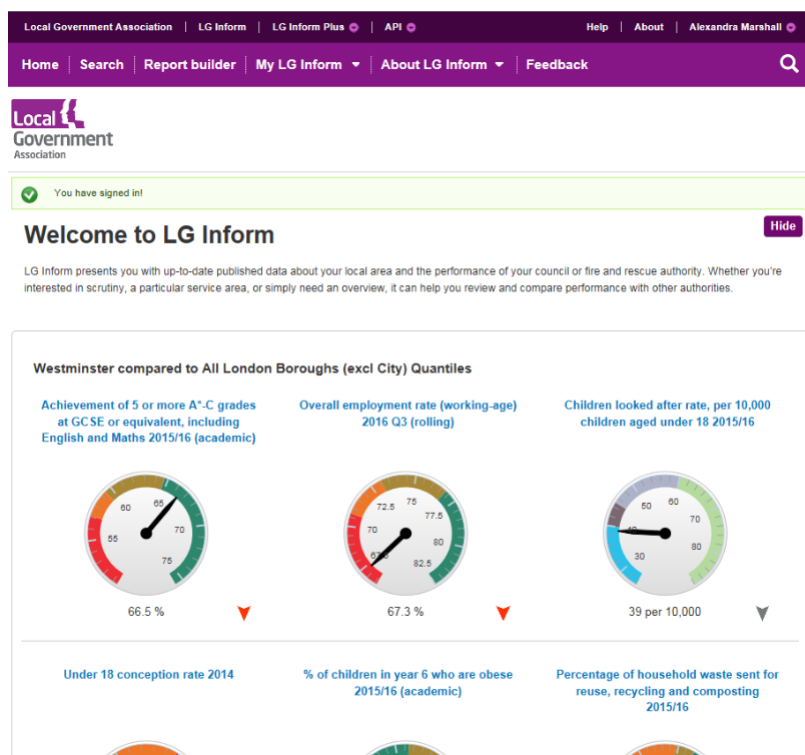
The dials on the home page are set by default and display metrics relevant to your registered area; these dials can be customised through 'my LG Inform'.

From the home page you can access all the areas of the site from the lighter purple tool bar, or from the site links in the footer of this page. There are also links to the LGA, LG Inform, LG Inform Plus and API websites in the top dark purple tool bar.

## Home page sections

- **Welcome to LG Inform**

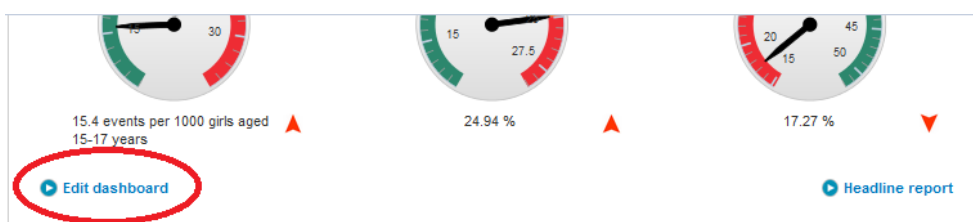
This is a general introduction to the site, which can be hidden by the user. It will only appear again if the LG Inform team need to communicate something important to users, in which case notes might be added to this section.



- **Dashboard**

When you first register with LG Inform the dashboard on this page will be the same as the public page, with one important difference. You will now be able to utilise an 'edit dashboard' link allowing you to customise your own dashboard.

You can also access the edit dashboard functionality from 'my LG Inform'.





- **My recent activity**

If you continue to scroll down past your dashboard you will find the 'my recent activity' section. In this section you will see any reports you have recently viewed or edited. The star icon to the left of the title allows you to add the report to your library.

To view the report, just click on the title, which is a hyperlink.

**My recent activity** [Visit my library](#)

★ [Total households on the housing waiting list at 1st April](#)

Created by: LGA Research(Local Government Association) and last updated on 19 February 2017

Local authorities are expected to keep a waiting list of housing applicants in order to deliver their statutory allocation functions. The housing waiting list should include both households in housing need and those not in housing need. However, this should exclude existing local authority tenants seeking a transfer within the authority's own stock. "Housing need" should include those people in identified housing need who are given priority under the authority's allocation scheme and must include those in the "reasonable" preference categories set out in s.167 of the Housing Act 1996, i.e. (a) people who are homeless (but not owed a homelessness duty); (b) people owed a homelessness duty because they have been accepted as unintentionally homeless (or threatened with homelessness) and in priority need or intentionally homeless and in priority need, and people accepted as unintentionally homeless and not in priority need and provided with accommodation at the authority's discretion; (c) people occupying unsanitary or overcrowded housing, or otherwise living in unsatisfactory housing conditions; (d) people who need to move on medical or welfare grounds, including grounds relating to a disability; and (e) people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship. For this metric data was not published at a FRS level therefore the LGA has calculated a value for each individual FRS based on the constituent council values. Please note that these are not official statistics but simple estimates so should be used with care. Regional values are calculated from all single tier and district authorities. Source: Communities and Local Government

Service areas: [Housing](#) [Council and community housing](#)

Report tags: [housing](#) [housing stock](#)

★ [Running expenses on Education services \(£000s\)](#)

Created by: LGA Research(Local Government Association) and last updated on 19 February 2017

This is total running costs for this service and is taken from the Revenue Outturn Service Expenditure Summary (RSX). The data are revenue outturn estimates of local authority revenue expenditure. These estimates are on a non-Financial Reporting Standard 17 (FRS17) and PFI "Off Balance Sheet". Source: Communities and Local Government

Service areas: [Government, citizens and rights](#) [Education and learning](#) [Municipal operation](#)

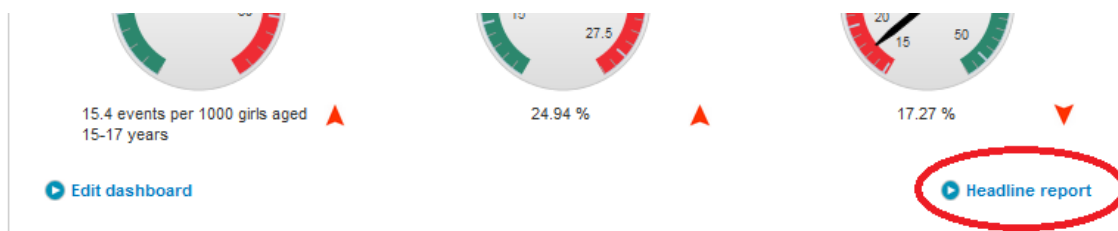
Report tags: [local government finance](#) [education](#)

★ [Number of education enterprises](#)

- **Home page customisation for registered users**

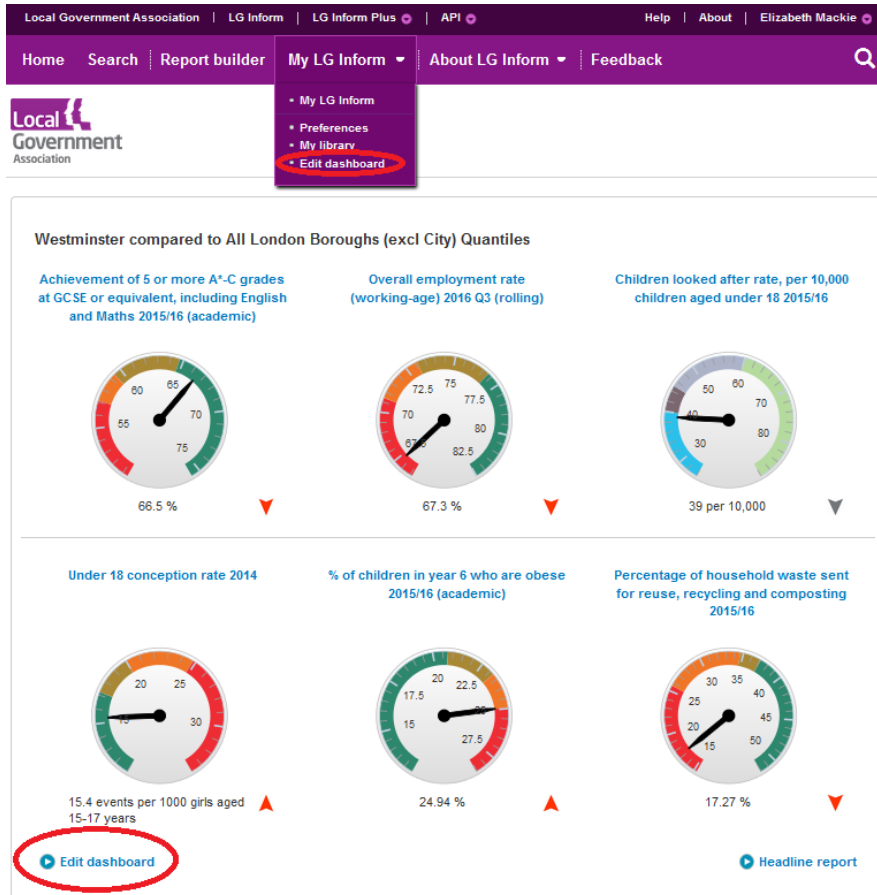
When you first register as a LG Inform user, the dashboard dials on the home page will be the same as the public page but after registration can be altered and configured to match your local authority.

The 'headline report' link in the bottom right of the dashboard can also be customised to suit your requirements.



- **Edit your dashboard**

The dials on your home page can be edited in two ways; through the link on the home page; or by selecting 'edit dashboard' from the 'my LG Inform' drop down on the lighter purple task bar.



Through the 'edit dashboard' section you can:

- select up to six metrics from the system
- decide which order they should appear
- pick an area to be displayed on the dashboard (by default it will be the one you have registered as)
- choose a calculation method to control how the RAG status is applied
- set the comparison group

As this is only a mini dashboard, you can specify a report of your choosing to link to. The LGA will author a number of possible reports and styles, which can be chosen from, however, you also have the option to create your own detailed report/dashboard to link to.

Any changes that are made and saved will appear next time you visit the home page.

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Local Government Association

Home | My LG Inform | Edit Dashboard

Dashboard

Edit dashboard

Manage the title, description and content of your homepage dashboard

Dashboard title

Dashboard description

Select metrics

Choose a metric

Add

Reset your dashboard to LGA defaults | Clear the metrics from your list

Currently selected metrics:

1. Achievement of 5 or more A\*-C grades at GCSE or equivalent, including English and Maths

2. Overall employment rate (working-age)

3. Children looked after rate, per 10,000 children aged under 18

4. Under 18 conception rate

5. % of children in year 6 who are obese

6. Percentage of household waste sent for reuse, recycling and composting

Select your area

Westminster

Performance measurement scale

Quantiles

Number of bands

4

Comparison group

All London Boroughs (excl City)

Report link

Search for reports

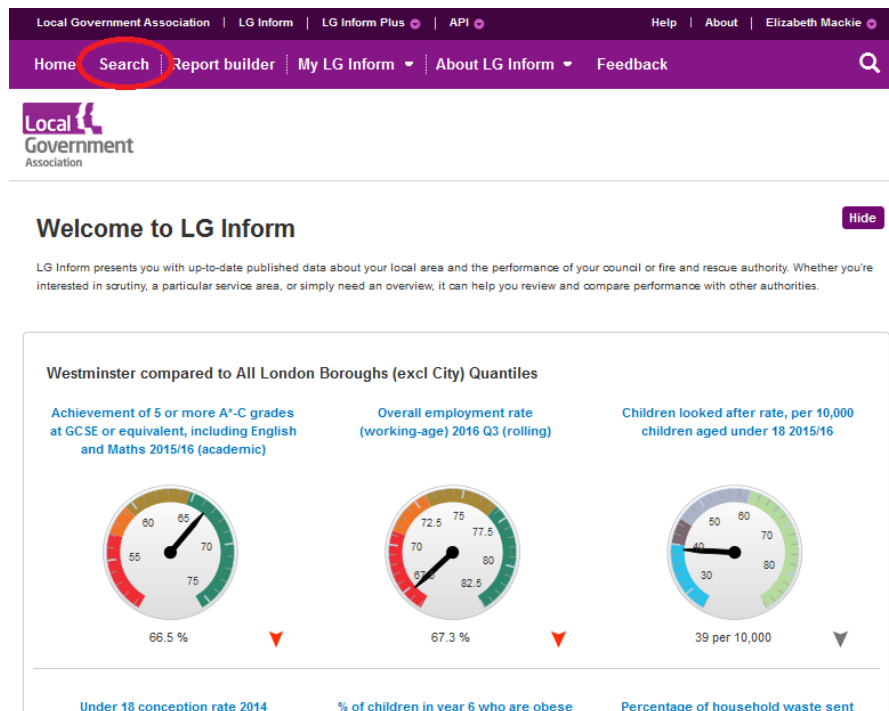
Save

Cancel

11

### 3. All users – search

The search function can be found on the lighter purple toolbar.



Once selected, you will be able to utilise either the basic search function or more advanced search metrics.

- **Basic search** - This is a single keyword search field, which searches across report titles, alternative report titles (e.g. NI and BVPI titles), service areas and tags. The grey boxes under the search can be used to find reports on the selected theme.

The screenshot shows the LG Inform search interface. The top navigation bar is purple with links: Local Government Association, LG Inform, LG Inform Plus, API, Help, About, Sign in, and Register. Below this is a lighter purple toolbar with links: Home, Search, About LG Inform, and Feedback. The main content area has a 'Search' heading and a search bar with the text 'crime'. Below the search bar is a dropdown menu with the following options: Crime, Crime type, crimes, crime. To the right of the dropdown menu is a link: 'metrics you have access to. For a full list of metric types available in LG Inform please view the metric types list'. Below the search bar is a section titled 'Just want to look around? Here are some popular searches to get you going' with a list of popular searches: LGA Research Reports, Health, Community Safety, Waste Management, Equality and diversity, Housing, Adult Social Care Outcomes Framework, Welfare, Population, demographics and census, Looked after children (LAC), and Local government finance.

- **Advanced search** – You can further narrow down your search in LG Inform by using the advanced search option. This allows you to filter your search by:
  - report type (LGA Standard report, Custom report)
  - services (this is the list of functions the sector has developed as part of the LG Inform Plus)
  - date report edited
  - created by (this is either the author of the report or in the case of LGA standard reports it is the source of the data, e.g. ONS)

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Home | Search | Report builder | My LG Inform | About LG Inform | Feedback

Local Government Association

Home | Search

## Search

population Search

**Report type** **Services** **Date report edited** **Created by**

☐ LGA Standard Report

☐ Custom report

Select services

From: DD/MM/YY

To: DD/MM/YY

Enter author (e....)

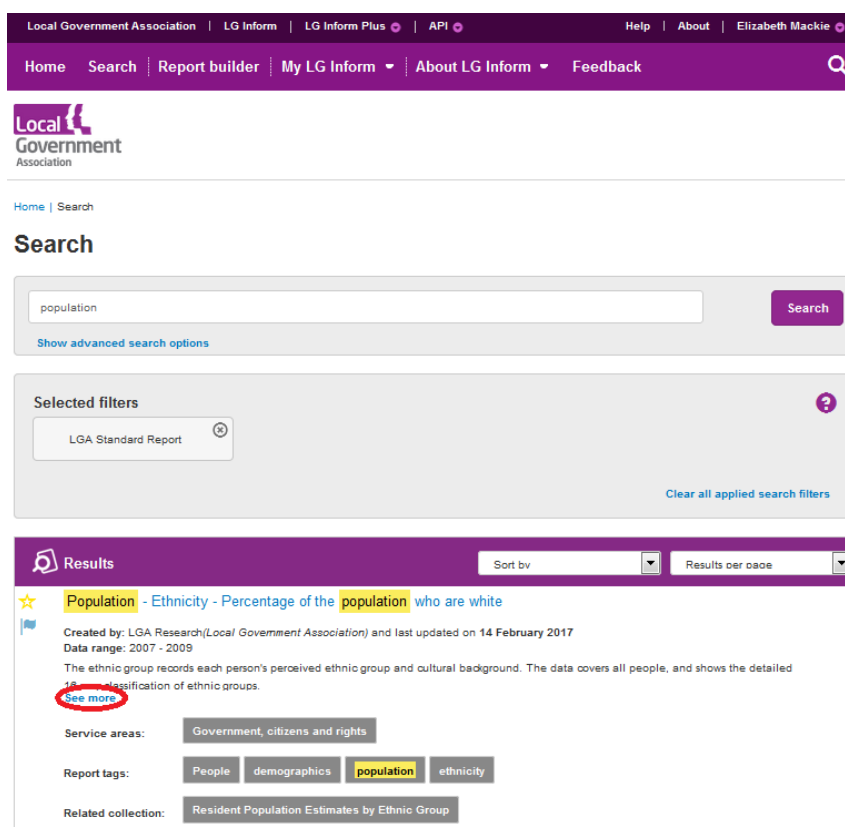
Search

[Hide advanced search options](#)

*\*The LGA standard reports show one metric in a variety of ways for a chosen area.*

*\*Custom reports are those created and shared by users of LG Inform, alongside some reports the LGA have written on a subject area.*

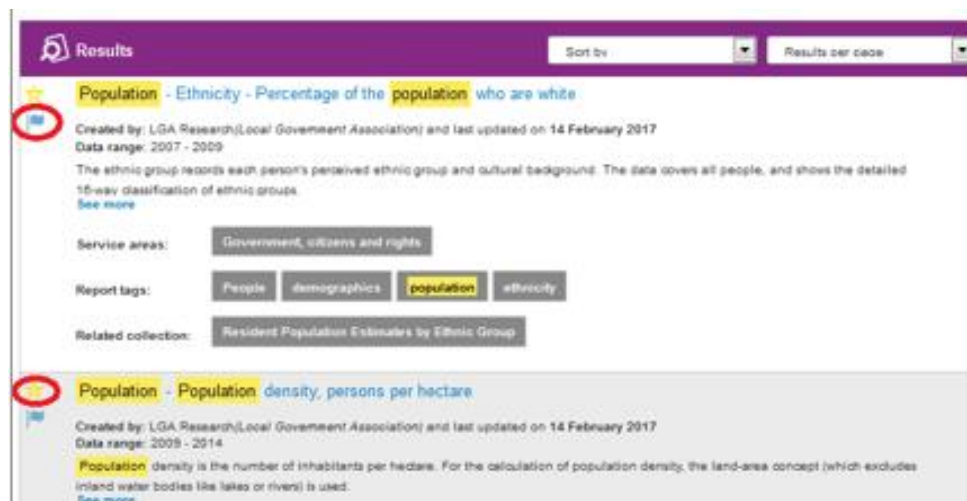
Once you find a report you are interested in you can view it by clicking on the report title or 'see more' to find out more details.



You can change the order of the reports in the search either by relevancy or date descending. You are also able to increase the number of results per page up to 25 reports.

The star and flag icons you see on the left hand side of the report in the results section serve the following purposes:

- Star – allows registered users to add the report to their library.
- Flag - there to help users see what is new to the system, what has recently been updated and for report authors showing which reports they have published and those still in draft. The message will appear when you hover the mouse over the flag.



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**For more information please contact**

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**Contact the Local Government Association**

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Website: [www.local.gov.uk](http://www.local.gov.uk)

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We consider all requests on an individual basis.