

LG Inform

Home Page and Search Guide



July 2018

V2.0

This guide provides information on the home page of LG Inform, and the search feature.

There are two options for the home page of LG Inform, dependent on whether you are signed in or visiting the website on the public access page.

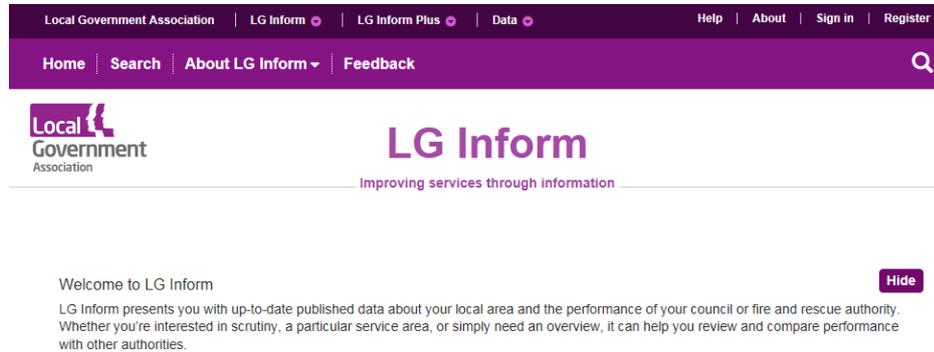
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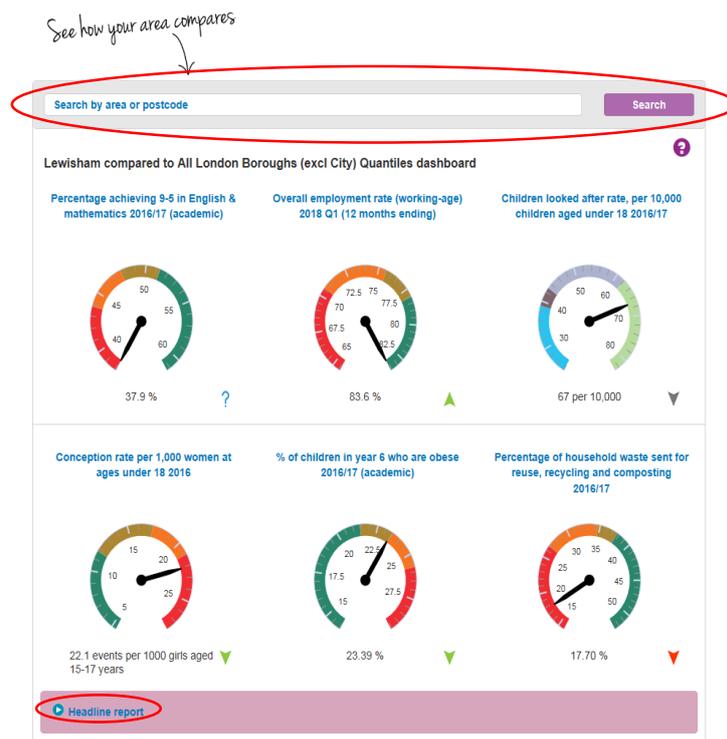
1. Public access home page

The home page is divided into three sections, as shown below:

- A welcome message provides a brief overview of the website – this can be removed by clicking *Hide*.
 - It may appear again if the LG Inform team have an important communication to advise.



- A mini dashboard showing six metrics focusing on key/topical data. If your location is enabled, this will automatically pick up an authority near to you. If your location is disabled the default option is England.
 - You can also search by area or postcode to bring up the authority of your choice.

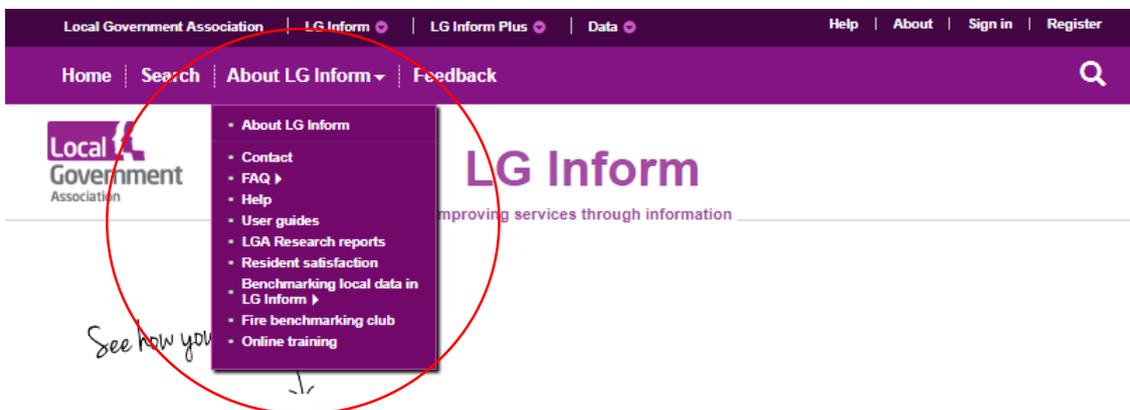


- A Headline Report for the area is also available by selecting *Headline Report* underneath the dashboard. This provides comparable value for money and performance data for service metrics that can be compared with other local authorities/regions across the country.

- The final area of the home page shows a range of reports, which will automatically rotate between the nine available. You can also browse yourself, by clicking on one of the numbers.



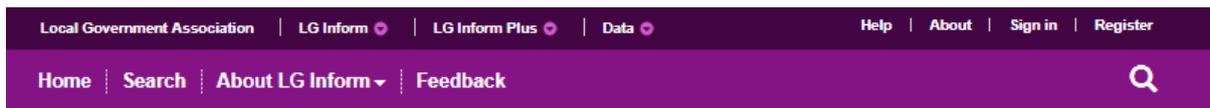
- When looking at the website via the public access home page, a number of options are available on the menu dropdowns at the top of the page:



- **About LG Inform:** Provides an explanation and the purpose of LG Inform.
- **Contact:** Provides an option to register with LG inform if you have a gov.uk email address, and provides contact details for the support team.
- **FAQ:** Provides background information regarding LG Inform.
- **Help:** Provides links to areas of the website relevant depending on the help required.
- **User guides:** Guides on how to use LG inform, covering common tasks and user requirements.
- **Resident satisfaction:** Guidance for councils carrying out general population surveys and who 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.
- **Fire benchmarking club:** A voluntary process aimed at collecting local data directly from fire authorities for benchmarking.
- **Online training:** Access to online training guides, and information on upcoming online training sessions.

2. Registered users home page

For those that have registered with LG Inform and have signed in, the options available will be slightly different on the home page.

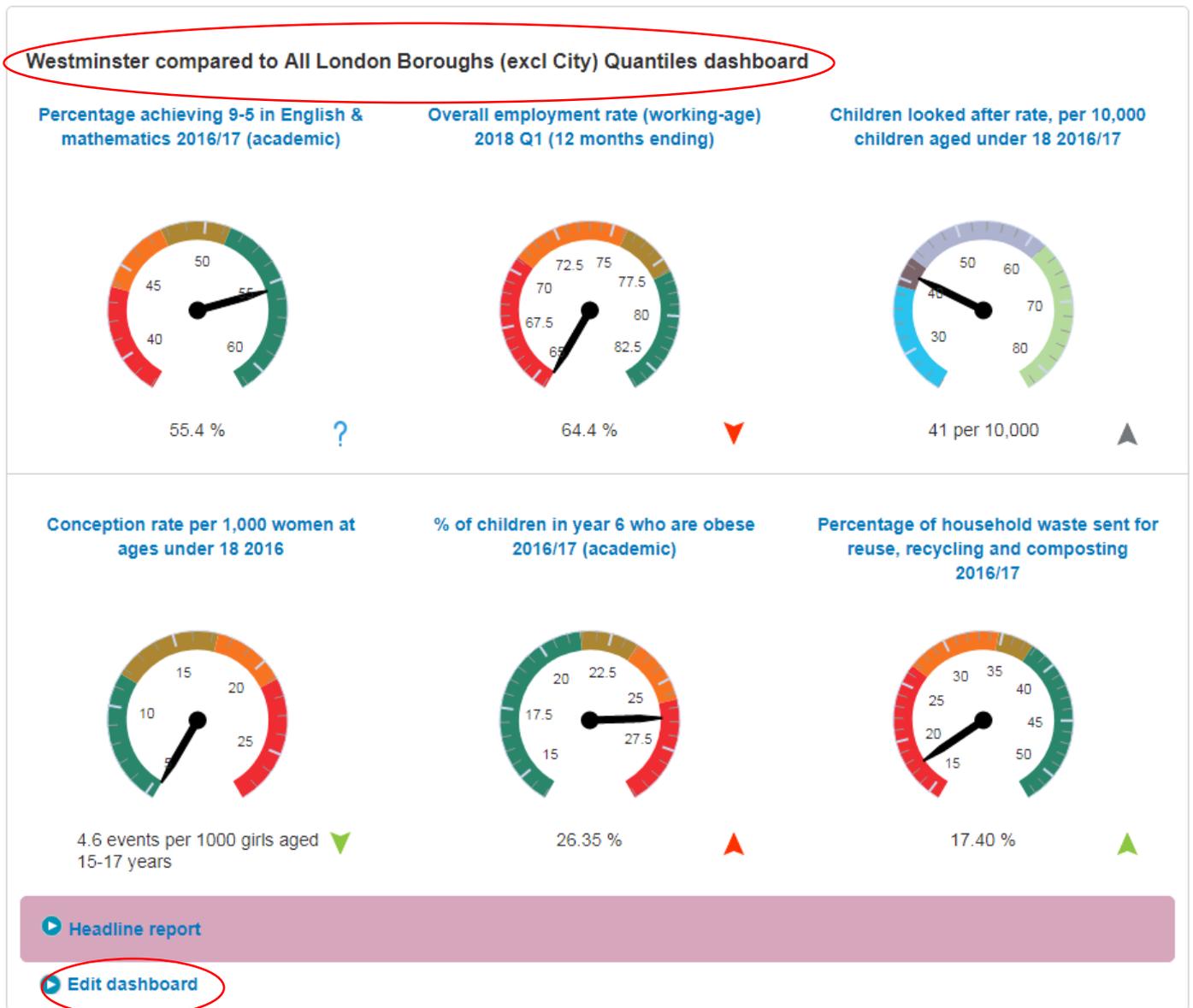


- To register for an account with LG Inform, click *Register*. You will be taken to the screen below and should fill in your details accordingly. You will also be asked to confirm that you agree to the terms and conditions.

- If you have already registered, click *Sign In*. You will be taken to the screen shown below, and should log in with the details that you used when registering.

- If you have forgotten your password, select the link on the left; *Reset Password*. You will be asked to provide the email address that you registered with.

- Once you have signed in, your home page will differ slightly. The dashboard will be adjusted to the area relevant for you from your registration, and the *search by area or postcode* box will have been removed as a result.



- The metrics on the dashboard are set by default again, but can now be customised through *My LG Inform* or by clicking on *Edit Dashboard*.
 - You can:
 - Select up to six different metrics to show and decide the order by which they appear.
 - Change the area the metrics cover (this will by default be set as the authority you have registered as).
 - Choose the calculation method to control how the RAG status is applied.
 - Set the comparison group for the metrics.
 - Link a report – this can be a report written by the LGA or your own (more information on how to build a report is in our guide: [‘Report Builder – Building a Report’](#)).

- Any changes saved will show on the home page the next time you visit it.

Edit dashboard

Manage the title, description and content of your homepage dashboard

Dashboard title

Dashboard description

Select metrics ?

Select your area ?

Performance measurement scale ?

Number of bands

Comparison group

Report link ?

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

1. Percentage achieving 9-5 in English & mathematics
2. Overall employment rate (working-age)
3. Children looked after rate, per 10,000 children aged under 18
4. Conception rate per 1,000 women at ages under 18
5. % of children in year 6 who are obese
6. Percentage of household waste sent for reuse, recycling and composting

- Beneath the dashboard you will see *My Recent Activity*. This shows all reports that you have recently viewed or edited. You are able to add reports to your library by clicking the yellow star to the left of the report name.
 - To view the report, simply click on the report name.

My recent activity
[Visit my library](#)

★ Percentage of the local authority workforce who are of mixed ethnicity

Created by: LGA Research (*Local Government Association*) and last updated on **23 May 2017**
Data range: 2010/11 - 2014/15

The distributions of employees by ethnic group and age are based on data from the Local Government Earnings Survey and does not include teachers. The percentages are based only on those employees for whom the ethnicity is known. This survey collected demographic and pay data relating to over 1,000,000 local authority posts - it is estimated this accounts for over 60% of the directly employed local government workforce (excluding teachers). The individual age and ethnic group data reported is based on observed figures only and, as such, is affected by changes in sample. Please do not use this data in conjunction with any other year as it will not accurately reflect periodic changes. This is an annual figure relating to the position as at 1st June.

Source: Local Government Association
Collection (URL): <http://www.lga.gov.uk>
Polarity: Not applicable
Unit of measure: Percentage of the local authority workforce
Metric type definition (URI): <http://id.esd.org.uk/metricType/607>

Service areas: Internal operation Government, citizens and rights

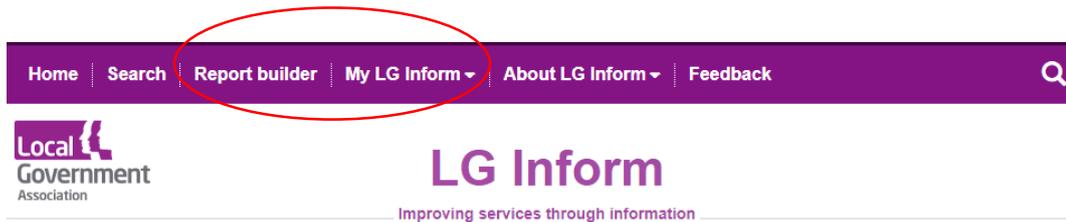
Report tags: workforce demographics characteristics ethnicity

Related collection: Earnings Survey

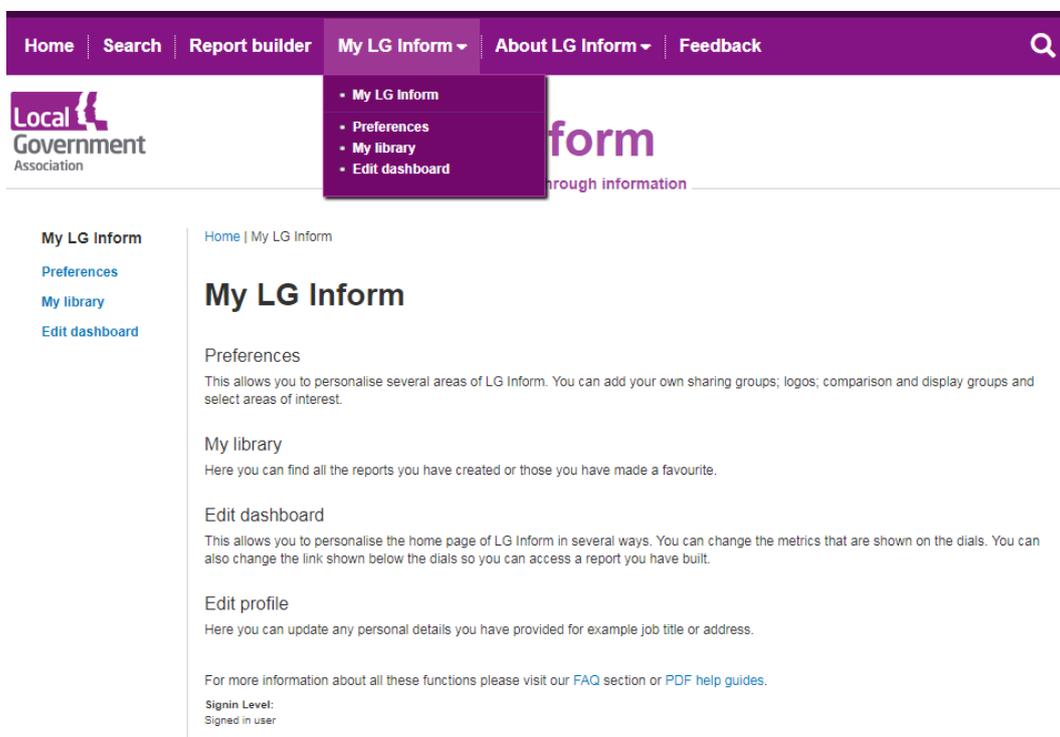
★ Life expectancy

Created by: Anne Kittappa (*London Borough of Brent*) on **05 March 2018** and last updated on **05 March 2018**
 Life expectancy compared to healthy life expectancy at birth

- Two extra options are available from the dropdown menu at the top of the page for users that have signed in:



- **Report builder** will allow you to build your own reports using various metrics within the system. More information on how to build reports can be found in our training guide '[Report builder – building a report](#)'.
- **My LG Inform** provides you with the options below, where you can personalise areas of LG Inform, view documents that you have created, edit your home page dashboard and edit your profile.



3. All users – search function

- All users will have access to the *Search* function, which is located on the toolbar across the top of the website, and is used to locate particular reports:

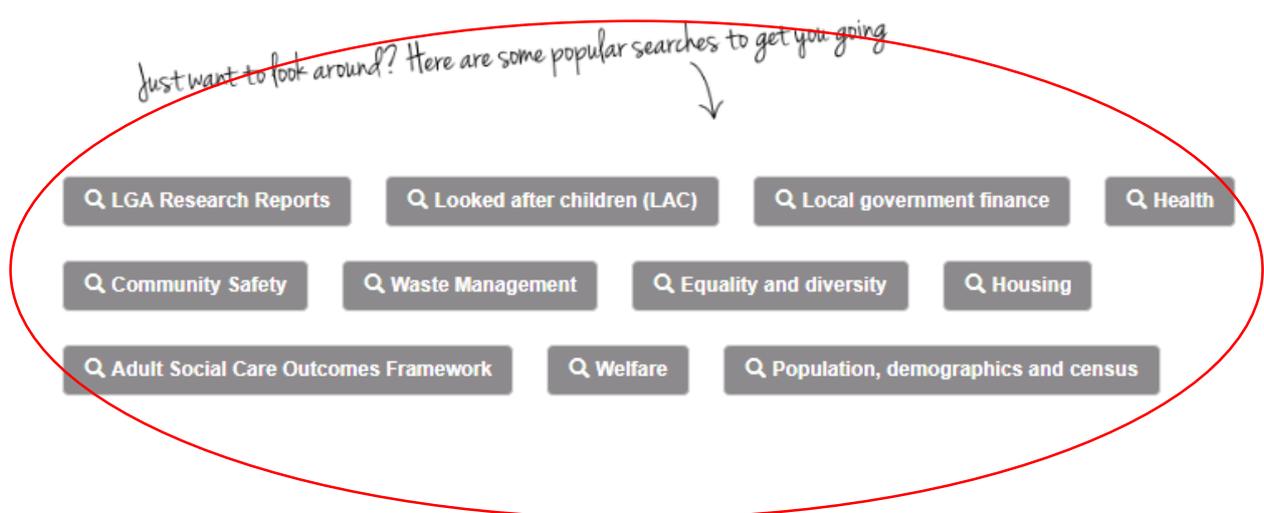


- You have the option to use a basic search or advanced search
 - **Basic search** – you can use key words to look for certain reports. Any that match with report titles, alternative report titles (e.g. NI and BVPI titles), service areas and tags.
 - If you are not looking for a specific report, you can browse different reports by clicking on one of the popular searches provided.

Search



Search results are limited to the reports and metrics you have access to. For a full list of metric types available in LG Inform please view the [metric list](#) Click here to see the range of ready-made [LGA Research reports](#)



- **Advanced search** – by selecting *Show advanced search options*, you can narrow down your search and can filter results by the following:
 - Report type (LGA standard: one metric in a variety of ways for a chosen area; Custom: created and shared by users of LG Inform and LGA reports written on a subject area)
 - Services
 - Date report edited
 - Created by (either the author of the report, or the source of the data for LGA standard reports).

Search

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

LGA Standard Report
 Custom report

From:

To:

[Hide advanced search options](#)

- A list of results relevant to your search will appear. You can either click on the report title to view it, or select *See More* to view further details about the report.
 - You also have the option to sort the results by relevancy or date descending.
 - By selecting the star by each report title, you can add the report to your library.

[Show advanced search options](#)

Selected filters ?

No selections

Results

★ [IMD - Living Environment Deprivation \(2015\) - score](#)

Created by: LGA Research (Local Government Association) and last updated on **21 September 2017**
Data range: 2015 - 2015

The domain measures the quality of the local **environment**. The indicators fall into two sub-domains. The 'indoors' living **environment** measures the quality of housing; while the 'outdoors' living **environment** contains measures of air quality and [See more](#)

Related collection: **Indices of deprivation**

★ [IMD - Living Environment Deprivation \(2015\) district rank](#)

Created by: LGA Research (Local Government Association) and last updated on **22 September 2017**
Data range: 2015 - 2015

The Living **Environment** domain aims to identify deprivation in the quality of the local **environment** both within and beyond the home. In this case 'district' refers to all authority types other than county councils. The domain consists of two sub-

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