

# **LG Inform Plus - My Local Metrics**

**This document outlines how to create and maintain your organisation's own metrics within LG Inform Plus 'My Local Metrics' tool.**

**August 2020**

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This document outlines how to create and maintain your organisation's own metrics within the LG Inform Plus My Local Metrics tool.

## What is it?

My Local Metrics is a data service allowing LG Inform Plus subscribers to add their local data items, or local performance indicators, to the LG Inform database for use alongside the 6,000+ publicly available data items it already holds.

Using the LG Inform Plus secure platform, you can define new metric types and upload their values for use within the LG Inform, LG Inform Plus and the LGI API tools. Once uploaded, these metrics can be used to create anything from simple charts, tables and maps to complex reports which will better reflect local needs and priorities.

Twenty four hours after upload, the new data is ready for use. The LG Inform and LG Inform Plus functionality, such as our report writing tools, natural neighbourhoods and the API can be used to surface the data or write detailed reports using your own data alongside a range of values from national sources. Subsequently, by adding new data for future time periods, these reports will automatically update as newer data is added.

You can also choose to share this new local data with other subscribing organisations to promote joint working on strategic initiatives, for example via a Joint Strategic Needs (JSN) Assessment. The My Local Metrics service lets you define exactly which organisations can view the new data on an item by item basis, so you can keep some data items private while sharing others with key partners.

## Accessing My Local Metrics

To access My Local Metrics your organisation needs to subscribe to the LG Inform Plus service. Subscribing organisations have an automatic allocation of twenty five database spaces ready to store their local metrics with their standard subscription. More database space for additional metrics can easily be added by upgrading your subscription. For further information about My Local Metrics please email: [lginformplus@local.gov.uk](mailto:lginformplus@local.gov.uk)

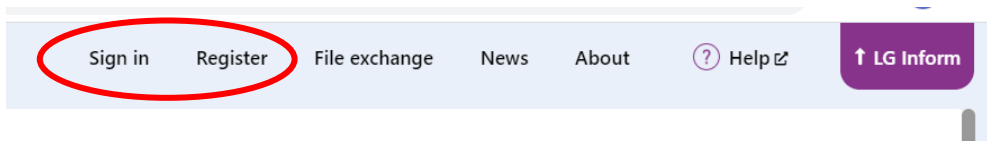
# Using the module

Follow these instructions to add new or view any metrics that have been added by other LG Inform Plus users from your organisation.

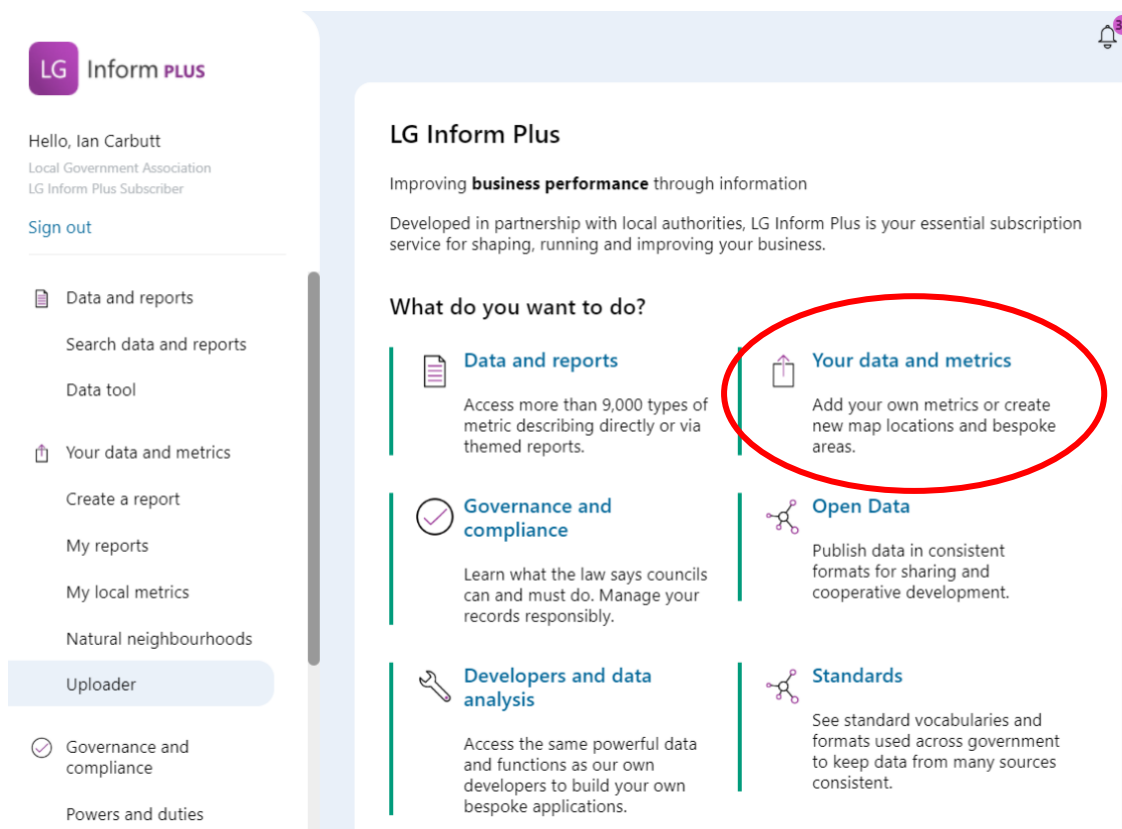
## 1. Go to My Local Metrics

Go to the front page of [LG Inform Plus](http://lginformplus.local.gov.uk) (lginformplus.local.gov.uk) and sign in. Once signed in, click on **'Your data and metrics'**.

If you have not previously registered, use the "Register" option first to register with your council email address.



Your organisation needs to be subscribed to LG Inform Plus to use this tool. If you don't have access after sign in contact: [lginformplus@local.gov.uk](mailto:lginformplus@local.gov.uk) or the Support team at: [support@esd.org.uk](mailto:support@esd.org.uk)



## 2. Scroll down the page and select 'Go to my local metrics'

**My Local Metrics**

Define and maintain your own metric types for values collected locally, regionally or in a special interest group. You can also use My Local Metrics to record extra national metrics that the LGA does not normally expose via LG Inform Plus, but check with us first to see if the LGA might add them.

Local metrics can be used alongside any other metrics in LG Inform and Inform Plus reports, data tools and the Application Programming Interface.

[GO TO MY LOCAL METRICS](#)

## 3. View your list of metrics

If your organisation has any metric types defined in the My Local Metrics tool, they will be listed on this page.

The screenshot shows the 'My metrics' page with the following content:

- Navigation: My account, File exchange, News, About, Help, LG Inform
- Actions: Add metric types, Upload metric values
- Section: Local Government Association Local Metrics
- Buttons: ADD METRIC TYPE, METRIC TYPE DOWNLOAD, METRIC VALUE DOWNLOAD, DOWNLOAD REPORT
- Sort options: sort by label | sort by id
- Filter: Filter list
- Info: To edit/delete your metric type click on the metric type title
- Table of metrics:

Checkbox	Metric Type Name (id)	Author	Icons
<input type="checkbox"/>	API Data Feed Data (id: 9120)	Author: Ian Carbutt	[Download] [Report] [Plus] [Data Tool]
<input type="checkbox"/>	<b>Cumulative COVID-19 Cases (id: 13002)</b>	Author: Jonathan Evans	<b>[Download] [Report] [Plus] [Data Tool]</b>
<input type="checkbox"/>	Cumulative COVID-19 Deaths (id: 13004)	Author: LGA Research	[Download] [Report] [Plus] [Data Tool]
<input type="checkbox"/>	Daily Confirmed Cases of COVID-19 (id: 13003)	Author: Jonathan Evans	[Download] [Report] [Plus] [Data Tool]

Click on a metric type name to view the details it contains.

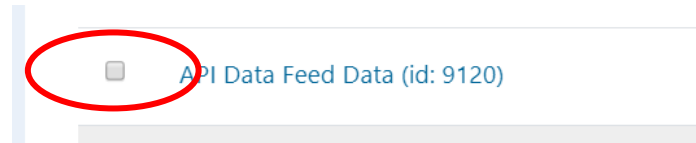
To the right of each metric type name you will see four icons. These are:

- Download data for this metric type
- View an LG Inform report for this metric type
- View an LG Inform Plus report for this metric type
- View this metric type in the LG Inform Plus data tool

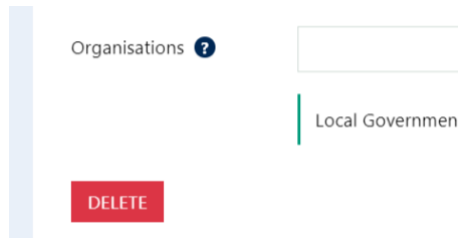
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### Deleting metric types:

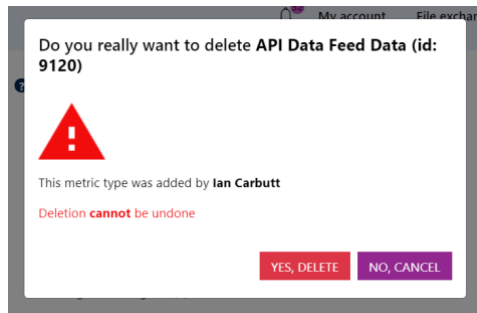
To delete any metric check the box to the left of the metric title.



Then open the metric by clicking on the title. Scroll down till you see the delete button.



Clicking the delete button will allow you to delete the metric type. Observe the warning message as deletion is permanent so take care!



### Downloading data for this metric type:

The download button will produce a comma separated values (CSV) spreadsheet file containing all metric values for the selected metric type.



### View an LG Inform report:

LG Inform allows for the benchmarking of data at authority level. When there is no data in LG Inform for this metric type the icon will be grey and not clickable. When there is data in LG Inform for this metric type, the button will become purple and clicking it will take you to a standard report in LG Inform for this metric type.



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**View an LG Inform Plus report:**

LG Inform Plus allows for the benchmarking of data within an authority boundary. When there is no data in LG Inform Plus for this metric type, the icon will be grey and not clickable. When there is data in LG Inform Plus for this metric type, the button will become purple and clicking it will take you to a standard report in LG Inform Plus for this metric type.

**View the metric type in the LG Inform Plus data tool:**

The LG Inform Plus data tool allows subscribers to interrogate the LG Inform database and pull out the data in CSV format. When there is no data in the LG Inform Plus data tool for this metric type, the icon will be grey and not clickable. When there is data in LG Inform Plus for this metric type, the button will become purple and clicking it will take you to the data tool, allowing you to easily see all the data available.

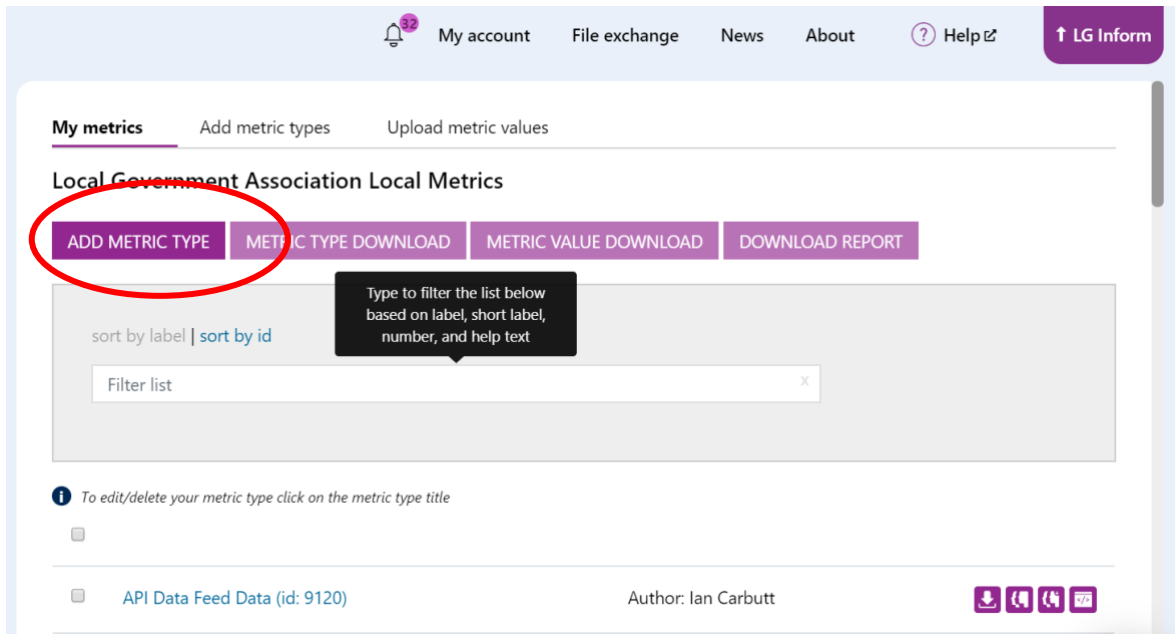


**NOTE:** It takes 24 hours for new data uploaded to the system to become available across all tools, so if you are expecting this link to be active and it is not, please ensure you have allowed 24 hours for data to transfer.

# Create a single metric type

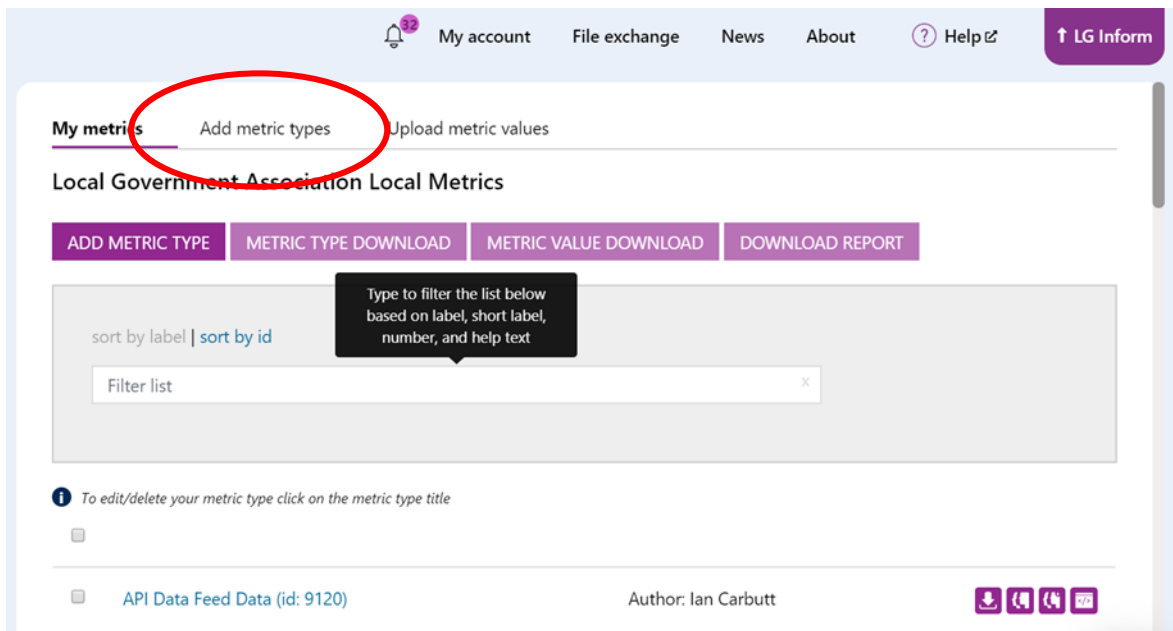
## From the “My metrics” tab

Click on the purple “add metric type” button

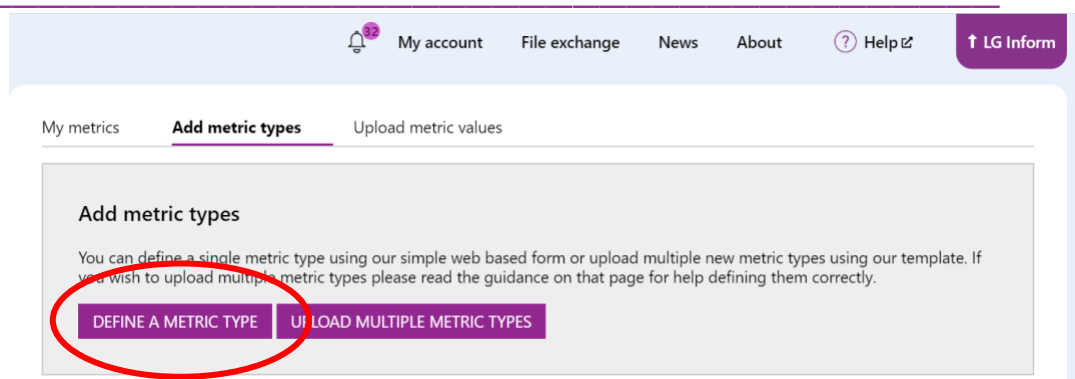


OR

From the “Add metric types” tab to the right of My metrics’



Then click on the purple “Define a metric type” button



## 1. Fill in the “Create metric type” form

The form will guide you through the process of adding a single metric type. The small “?” icons next to each label contain some hover-over help text.

If you need to ‘Chat’ with us at any stage click on this icon.



The following table explains the fields that you need to complete to create your new metric:

Metric type name	The name the metric type will be known by
Short name	The name the metric type will be known by in places where space is limited. For example, on a chart.



Period type	The type of time period of the data chosen from the drop down options. For example, if your data covers a calendar year, choose “calendar year”.
Measure type	What the data value represents chosen from the available drop down options. For example it could be a count or a percentage.
Help text	The description of the metric type
Polarity	Whether high values are good (e.g. number of GCSE’s) or low values are good (e.g. number of crimes) or ‘not applicable’
Client applications	The LG Inform and LG Inform Plus tools that your metric types will be available in
Open access	Check this to make data for your metric type public access
Organisations	The organisations that will be able to view the data you add. By default it is limited to just your organisation.

Period type can be one of these types:

- Academic year
- Calendar quarter
- Calendar year
- Census year
- Financial quarter
- Financial year
- Month

Measure type can be one of these types:

- Percent (%)
- Count
- GBP
- Incidents
- Mean
- Other
- Ratio
- Score

## 2. Save your metric type

Click the “Save” button and, assuming that you have correctly filled out the form, you will be notified that it has been saved and asked if you would like to add another metric or start adding data. Otherwise an error message will be shown.

Organisations ?

Local Gove

[SAVE](#) [CANCEL](#)

## Upload multiple metric types

If you need to add multiple new metric types, you can do this with the spreadsheet upload. Your spreadsheet will need to be formatted in a specific way so we have provided a template for you to use.

### 1. Download the template

Visit the “Add metric types” tab and then click the purple “upload multiple metric types” button.

Click the “download template” link and a CSV file will download to your computer.

### Filling out your metric type template

Fill out each row of the template as follows. Note that PeriodTypeLabel, MeasureTypeLabel, PolarityLabel, AdjustForInflationLabel, and ClientApplicationsLabels can be left blank. These are used when downloading details of existing metric types.

**MetricTypeid**

The id of the metric type you wish to change. If you are adding a new metric type leave this blank.

**HelpText**

The long description of your metric type.

**Label**

The name of the metric type. This should be unique amongst your metric types.

**Polarity**

Whether high or low values are good.

Polarity	PolarityLabel
(leave blank)	Not applicable
1	High value is good
2	Low value is good

**ShortLabel**

The short name of the metric type to be used when space is tight. For example the label on an axis of a graph. This should be unique amongst your metric

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## 2. Populating the template

Open the CSV file here

**Add metric types**

You can define a single metric type using our simple web based form or upload multiple new metric types using our template. If you wish to upload multiple metric types please read the guidance on that page for help defining them correctly.

To create new metric types you can either [add them manually](#) or upload them on this page. To upload them here [download a template](#), fill it out, then upload it here. To update existing metric types download their details from the home page, edit the file, then upload it here.

Choose file

and then populate the columns with the following values:

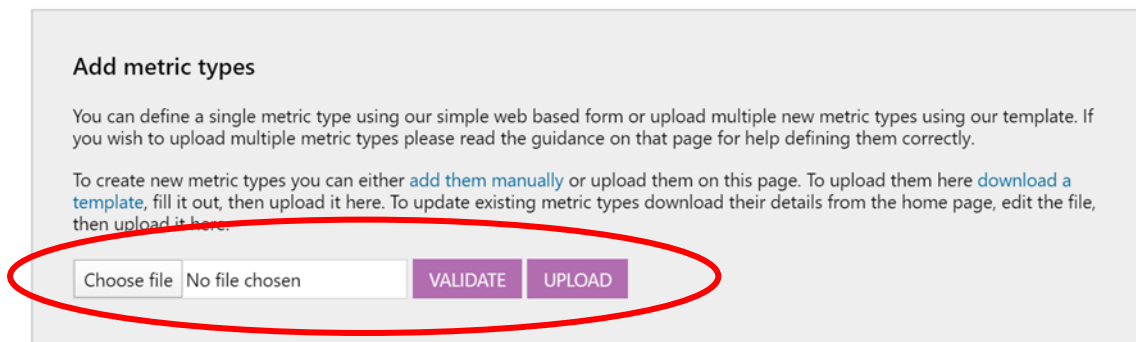
MetricTypeId	The ID of the metric type you wish to change. Do not edit this. If you are adding a new metric type leave this blank.										
Label	The name of the metric type. This should be unique amongst your metric types.										
ShortLabel	The short name of the metric type to be used when space is tight. For example the label on an axis of a graph. This should be unique amongst your metric types.										
PeriodType	The frequency with which the data is collected. This cannot be changed for existing metric types. <table border="1"><tr><td><b>AcademicYear</b></td><td>Academic year</td></tr><tr><td><b>CalendarQuarter</b></td><td>Calendar quarter</td></tr><tr><td><b>CalendarYear</b></td><td>Calendar year</td></tr><tr><td><b>CensusYear</b></td><td>Census year</td></tr><tr><td><b>FinancialQuarter</b></td><td>Financial quarter</td></tr></table>	<b>AcademicYear</b>	Academic year	<b>CalendarQuarter</b>	Calendar quarter	<b>CalendarYear</b>	Calendar year	<b>CensusYear</b>	Census year	<b>FinancialQuarter</b>	Financial quarter
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<b>CalendarQuarter</b>	Calendar quarter										
<b>CalendarYear</b>	Calendar year										
<b>CensusYear</b>	Census year										
<b>FinancialQuarter</b>	Financial quarter										

	<table border="1"> <tr> <td><b>FinancialYear</b></td> <td>Financial year</td> </tr> <tr> <td><b>Month</b></td> <td>Month</td> </tr> </table>	<b>FinancialYear</b>	Financial year	<b>Month</b>	Month										
<b>FinancialYear</b>	Financial year														
<b>Month</b>	Month														
MeasureType	<p>The type of data the value refers to. This cannot be changed for existing metric types.</p> <table border="1"> <tr> <td><b>Ratio_Percentage</b></td> <td>Percentage (to two decimal places)</td> </tr> <tr> <td><b>Quantity_Count</b></td> <td>count (to 0 decimal places)</td> </tr> <tr> <td><b>Quantity_Pounds</b></td> <td>GBP (to 0 decimal places)</td> </tr> <tr> <td><b>Quantity_Incidents</b></td> <td>incidents (to 0 decimal places)</td> </tr> <tr> <td><b>Other_Mean</b></td> <td>Mean (to two decimal places)</td> </tr> <tr> <td><b>Ratio_Unitless</b></td> <td>ratio (to two decimal places)</td> </tr> <tr> <td><b>Other_Score</b></td> <td>score (to two decimal places)</td> </tr> </table>	<b>Ratio_Percentage</b>	Percentage (to two decimal places)	<b>Quantity_Count</b>	count (to 0 decimal places)	<b>Quantity_Pounds</b>	GBP (to 0 decimal places)	<b>Quantity_Incidents</b>	incidents (to 0 decimal places)	<b>Other_Mean</b>	Mean (to two decimal places)	<b>Ratio_Unitless</b>	ratio (to two decimal places)	<b>Other_Score</b>	score (to two decimal places)
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<b>Ratio_Unitless</b>	ratio (to two decimal places)														
<b>Other_Score</b>	score (to two decimal places)														
HelpText	The long description of your metric type														
Polarity	Whether high or low values are good or if polarity is 'not applicable'														
AdjustForInflation	Whether to automatically adjust values according to inflation. Only applicable if measure is GBP. When not GBP use <b>0</b> .														
ClientApplications	Which applications your metric type will be visible on. Pipe delimited, so to select all use <b>esdToolkit Inform API</b>														

Organisations	The pipe delimited domain name of email addresses in the organisation. For example, if you want to include two organisations, one with addresses user.name@example.com and the other user.name@example.co.uk use <b>example.com example.co.uk</b>
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Note that the columns for PeriodTypeLabel, MeasureTypeLabel, PolarityLabel, AdjustForInflationLabel, and ClientApplicationsLabels can be left blank. These are used when downloading details of existing metric types.

Once you have populated your CSV spreadsheet with your data, return to the “Add metric types” page and use the file picker to find your file on the computer.



Click the “validate” button and the system will check that your file is valid. If not, it will tell you which cells need editing.

Once the file is validated, click the “upload” button and your metric types will be added.

Please note that while the metric types will be created almost instantly, it will take up to 24 hours for them to appear in all LG Inform/LG Inform Plus tools that you have specified.

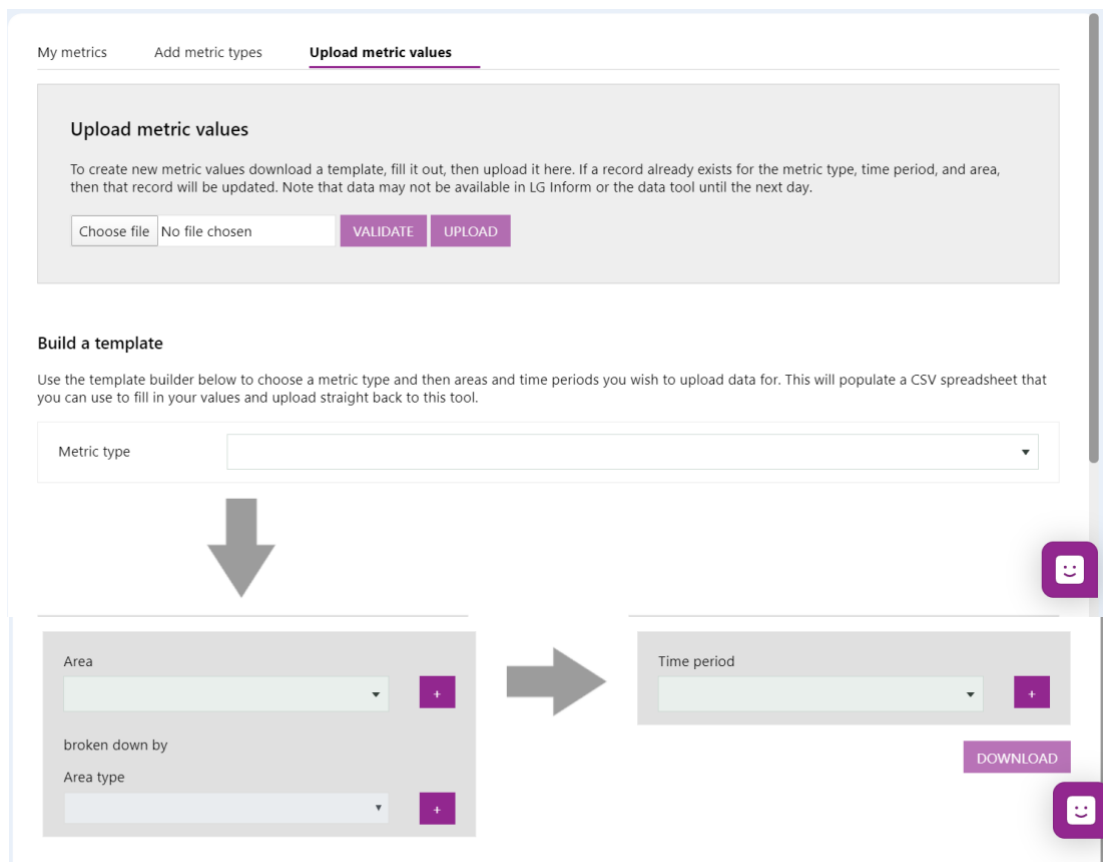
# Upload metric values

Once you have defined some metric types, you will probably want to add values to them. This is done via a spreadsheet upload. Your spreadsheet needs to be in a specific format, so we have provided a template.

## 1. Download the template

Visit the “Upload metric values” tab.

Use the “Build a template” functionality to create a template. This allows you to say which metric type you wish to add values for, as well as the areas and time periods the data is applicable to.



First, pick the metric type you wish to add data for. If you haven't yet created a metric type, do that first.

Select the area, and then area type for which you would like to add data. We have preloaded the system with many types of geographies that you can use e.g. all councils, ward boundaries etc.

Select the time period you wish to add data for. Note that by default we will add the most recent time period, but you can remove this if you wish via the red “minus” button to the right of the time period name.

Click the “download” button. The CSV spreadsheet will then download to your computer.

## 2. Populate the template

Once the template has downloaded you will see a row for each metric type/area/time period combination. If you have picked multiple areas and time periods this could be a long list.

For each row, fill in the “Value” column with the appropriate value. You can also add notes in the “Comments” column if you wish.

When you have finished filling it out, save it to your computer as a CSV file.

	A	B	C	D	E	F	G	H
1	MetricType	AreaCode	AreaLabel (re	TimePeriod	Value	Comments		
2	9143	S12000034	Aberdeenshi	cq_Q4_2016				
3	9143	S12000034	Aberdeenshi	cq_Q4_2017				
4	9143	E07000223	Adur	cq_Q4_2016				
5	9143	E07000223	Adur	cq_Q4_2017				
6								
7								
8								
9								
10								
11								
12								
13								
14								

## 3. Upload the spreadsheet

Return to the “Upload metric values” tab and use the file upload picker to select your CSV file from your computer.

My metrics   Add metric types   **Upload metric values**

**Upload metric values**

To create new metric values download a template, fill it out, then upload it here. If a record already exists for the metric type, time period, and area, then that record will be updated. Note that data may not be available in LG Inform or the data tool until the next day.

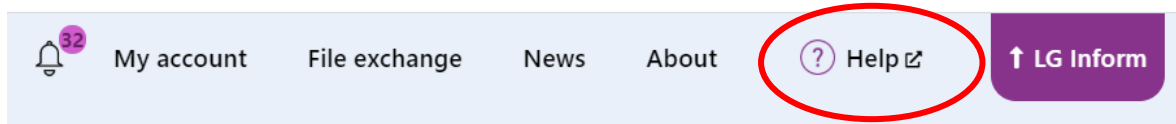
Choose file   No file chosen   VALIDATE   UPLOAD

Click the “upload” button. Your upload will be processed in the background. When your upload is complete you will receive an email message with the details of your upload. If there were any errors a message will tell you where they were so that you can fix them.

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## Need more help?

We hope you found the introduction to the “My Local Metrics” tool useful, but if you have any further questions or would like to learn more, use the “Help” link in the navigation bar anywhere in LG Inform Plus to read through our [online help guides](#), or send an email to [support@esd.org.uk](mailto:support@esd.org.uk) and the support team will get back to you (Monday –Friday, 9 a.m. to 5.30 p.m.).



### For more information please contact

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18 Smith Square  
London SW1P 3HZ

Email: [lginform@local.gov.uk](mailto:lginform@local.gov.uk)





**Contact the Local Government Association**

Telephone: 020 7664 3000

Email: [info@lga.gov.uk](mailto:info@lga.gov.uk)

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

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For a copy in Braille, Welsh, larger print or audio, please contact us on 020 7664 3000.  
We consider all requests on an individual basis.