

Information authority Actions Log 04.03.09 Board Meeting

Action No.	Date Raised	Action Description	Action Owner	Due Date	Status	Date Closed	Comments
06/08 - 9	04.06.08	<i>The information authority</i> to consider further changes to the F05 final collection date for 2008/09 onwards	IA Secretariat	Jun '09	OPEN		Proposal included in the paper 'Changes to ILR specification for 2009/10' for board meeting on 1st October 2008. Project resource has been assigned to this work. Requirements captured. Investigations continuing. Further detailed proposal to be presented at June 2009 board meeting.
06/08 - 10	04.06.08	LLUK to review further specifications of the staff individualised record in line with the board recommendations i.e. further communication and consultation with the sector, and to aim to reduce the number of fields	LLUK	Dec '08	CLOSED		LLUK has undertaken a number of further consultation events including with <i>the information authority</i> to review the staff individualised record.
06/08 - 11	04.06.08	LLUK to submit the specification of 2009/10 staff individualised record to the information authority board in December 2008	LLUK	Dec '08	CLOSED		24/11/08 Following discussion with the secretariat, LLUK has decided that it is not yet in a position to present its proposals on the staff individualised record for consideration by the board. Update provided by Tynan Rodgers at LLUK and included in board papers.
10/08 - 1	01.10.08	The secretariat should accelerate the review of fields for removal from the ILR and to consider groups of fields	Pete Ashton	Oct '09	OPEN		In progress - as part of 2010/11 ILR specification review
10/08 - 2	01.10.08	The secretariat to seek feedback on the pilot of ILR returns by Independent Specialist Colleges and consult the board again before the collection might be extended to all ISCs	Paul Kelman	Oct '09	OPEN		Paul Kelman has been liaising with the LSC's Julie Harrison to keep up to speed on the pilot. Pete Ashton met with the consultants who are working with the LSC on this. Recommendation to be made as part of 2010/11 ILR specification review..

10/08 – 7	01.10.08	Margaret Coleman to ask the LSC to review the wider issues (including success rate implications) surrounding a change identifying cessation of learning from voluntary dissolution of a consortia. A further proposal would be considered for the ILR specification for 2010/11	Margaret Coleman	Oct '09	OPEN	Proposals expected for 2010/11 ILR specification.
10/08 – 8	01.10.08	The secretariat to confirm that the Employer Data Registration Service is working satisfactorily to enable inclusion of the employer number in field 44 of the ILR specification for 2009/10	Pete Ashton	Jan-09	CLOSED	The data will be included in the ILR specification for 2009/10. There were some issues with the use of this database. These have now been resolved with the LSC.
10/08 - 9	01.10.08	At the board meeting in June 2009 the secretariat is to present the case for moving the end date for final learner responsive ILR returns for 2008/09 to mid January 2010	Paul Kelman	Jun '09	OPEN	This is being addressed by the same piece of work as Action 06/08-09
10/08 – 11	01.10.08	The secretariat is to work with the LSC and the ALP on developing an alternative method of identifying employer contribution to training in 2009/10	Pete Ashton/Lisa Macdougall	Mar-09	OPEN	The LSC is tendering for a survey on this issue; <i>the information authority</i> is providing advice.

10/08 – 12	01.10.08	The LSC is to appoint a senior representative to develop and own an action plan on the data burden issues agreeing timescales, and joint action where appropriate, with the information authority and the Data Service.	Caroline Kempner	Dec '08	CLOSED	Margaret Coleman has confirmed that Caroline Kempner will own the action plan. Action to be presented at board meeting in March 09.
10/08 – 13	01.10.08	The LSC will provide periodic updates on progress against the agreed action plan on data burden to the information authority board	Caroline Kempner	Mar '09	OPEN	An update is to be provided at the March '09 meeting; further updates to be agreed.
10/08 – 14	01.10.08	The LSC is to ensure that consideration of cultural issues in relation to data burden is fed into the development of its successor agencies.	TBC	ongoing	OPEN	Progress is dependent on appointments being made to the shadow structures for the new organisations.
10/08 – 16	01.10.08	The NAS is to work with the secretariat on how data will flow from NAVMS to feed the ILR and other data requirements to ensure maximum re-use of data	Paul Kelman	ongoing	OPEN	Paul Kelman to meet with NAS's Penny Martin & Julie Hope to discuss how NAVMS system will operate and to ensure best use of NAVMS data.
10/08 – 19	01.10.08	The ESP programme team is to work with the secretariat on the detail of the current proposals e.g. the best method of data transfer to minimise burden and satisfy data security requirements	Lisa Macdougall	Jan '09	CLOSED	Short term issues resolved. Similar requirements e.g. capturing employment outcome are also being assessed.
10/08 – 20	01.10.08	The ESP programme team is to work with the secretariat to develop proposals for a more efficient data collection	Lisa Macdougall	Jun '09	OPEN	Proposals expected from ESP team as part of 2010/11 ILR change process.

		prior to roll out beyond the initial tranche of 40 providers					
10/08 - 22	01.10.08	The secretariat to work with the QSR Harmonisation Group on improving communication and transparency of QSRs within the sector	Anne Fessi	Ongoing	OPEN		Communication plan drafted - AF to meet with Stuart Vickers to agree final 'Plain English' versions of documentation and rational for producing the guidance. Specific information awaited to produce first communication.
10/08 - 23	01.10.08	Jon Dalton to ensure that the Skills Account team is working with the secretariat on its further development e.g. including the use of common data standards and minimising data bureaucracy	Paul Kelman		CLOSED		Skills Accounts are working with the Data Service to make best use of existing data. Paul Kelman has offered to meet with Jon D to discuss any future data needs.
11/08 - 01	04.11.2008	The LSC (and its successor organisations) to provide output data on employer responsive planned contact hours collection from 2009/10 onwards, to the information authority board.	LSC	Dec'09	OPEN		
11/08 - 02	04.11.2008	The LSC (and its successor organisations) to consult with a range of providers and the ALP on the data on employer responsive planned contact hours, its implications and the setting of funding rates as a consequence.	LSC	Mar '10	OPEN		

12/08 – 1	03.12.2008	LLUK agreed to provide an update at the information authority board in March 2009 on the development of the WBL and ACL specifications. They would also confirm when the FE college specification for 2009/10 would be available for review by the board	LLUK	Mar-09	CLOSED	Update included with March board papers
12/08 – 2	03.12.08	Tim Barrett is to include the information authority in the consultation on the proposed operating model of the service layer	LSC	Jun '09	OPEN	The LSC's initial focus is on delivery of the service layer pilot in April 2009. Consultation will take place through the pilot phase.
12/08 – 3	03.12.08	Tim Barrett will ensure data burden and bureaucracy is considered in the QCF unit funding trials and in the evaluation of the transitional service layer, and will report back at a future board meeting	LSC	Jun '09	OPEN	Update expected in June 2009
12/08 – 4	03.12.08	The secretariat should encourage change requesters to engage in discussion earlier on known changes for the 2010/11 ILR and should apply the lessons learned on communications	IA Secretariat	Jun '09	CLOSED	2010/11 ILR change process is now open and various communications have gone out to stakeholders. Some of the approach has been changed following the 'lessons learned' exercise from the 2009/10 process.
12/08 - 5	03.12.08	When developing the ILR specification timetable for 2011/12, the secretariat should aim for an earlier completion date. Other organisations should plan on the basis that	IA Secretariat	Dec '09	OPEN	

		the process for that year would be earlier					
12/08 – 6	03.12.08	The secretariat is to work with the LSC to identify other options for collecting data for key policy initiatives in advance of an ILR change	IA Secretariat	Jun '09	OPEN		
12/08 – 7	03.12.08	The secretariat should start working with the LSC, DIUS, DCSF, the Data Service etc. on developing and agreeing a timetable for changes to funding guidance, and system changes (LIS, LAD etc.)	IA Secretariat	Jun '09	OPEN		Initial discussions on the elements which should be in scope have taken place; a proposal is to be developed and agreed with key stakeholders including the LSC.
12/08 - 8	03.12.08	Nigel Florence is to provide further details of the FAB working group to Una Bennett.	FAB	ongoing	CLOSED		Ongoing contact with FAB is now in place
12/08 - 9	03.12.08	The secretariat is to work with other interested parties on defining data standards for awarding data (specifically qualification entry and results notification)	IA Secretariat	Jun '09	CLOSED		The ISB has agreed to support this work. At a meeting on 11 Feb all parties (DCSF, DIUS, Ofqual, FAB and JCQ) supported the development of a common standard for awarding data.
12/08 - 10	03.12.08	Anne Fessi is to prioritise the communication plan targets and provide to board members along with key measures of success	IA Secretariat	ongoing	CLOSED		The prioritised targets and measures of success were circulated to Board Members via e-mail on 22nd December 2008. The communication plan budgets were updated and shared with board members.
12/08 – 11	03.12.08	Una Bennett to speak to Fiona Pethick on whether Ofqual should be involved in QSR definition.	IA Secretariat	ongoing	OPEN		23/02/09 Una Bennett has asked if Ofqual wishes to be involved; reply awaited.

12/08 – 12	03.12.08	The secretariat is to amend the appeals procedure in line with the board comments and publish on the authority's website	IA Secretariat	ongoing	CLOSED		The appeals procedure has been amended and published on the website
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