

The information authority board actions log

Action No.	Date Raised	Action Description	Action Owner	Due Date	Status	Date Closed	Comments
11/08 - 01	04.11.08	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	June '10	OPEN		Update provided at the Board meeting in December. This has been included within the ILR. PROPOSE TO CLOSE.
11/08 - 02	04.11.08	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	June '10	OPEN		Update provided at the Board meeting in December. This has been included within the ILR. PROPOSE TO CLOSE.
03/09 - 2	04.03.09	An update is to be provided by the LSC / Skills Funding Agency (SFA) by March 2010 on whether the perceived data burden for ESF funding has reduced.	LSC/SFA	Mar '10	OPEN		Update to June '10 board meeting: <i>The information authority</i> surveyed providers to find out if they believed that these changes had reduced the time required to complete ESF records. The majority of respondents believed there had been a reduction and estimated that the typical time saved is around 10%, which equates to 5-10 minutes per learner. This adds up to a reduction of 16 hours of administration time per every 100 ESF learners. PROPOSE TO CLOSE.
03 09 --7	04.03.09	BIS is to measure the impact of change on provider data burden following the dissolution of the LSC.	BIS	Sep '10	OPEN		A Fessi is drafting a report for the board and BIS colleagues regarding the initiatives put in place to tackle data burden on providers, the impact these have had, current work and next steps. (Update provided in secretariat report for June '10 board meeting).
03/09 --13	04.03.09	Jo Baty will facilitate the signing of the information authority protocol by the Association of Directors of Children's Services	LGA	June '10	OPEN		The LGA have requested changes to the protocol and signed up to it. A representative has been nominated and will attend the June 2010 board meeting. Jo Baty offered to liaise with the Association of Directors of Children's Services ADCS about signing up and also being represented on the board. (Update June '10: As Jo is no longer a member of REACT she is investigating if this could be progressed by another colleague.)
09/09 - 2	30.09.09	The secretariat is to plan early communication activity around the change to return dates to include college principals and other heads of learning provider organisations	IA Secretariat	Ongoing	OPEN		(Fazia Saleem) A letter went out to all providers with details of the new close dates. The new dates are also included on the Desktop Calendar, which is being mailed out to all providers along with a letter linking to the new ILR specification. Update; we have been reminding providers re: changes and will continue to do so.
09/09 - 4	30.09.09	The secretariat is to complete feasibility work with the Data Service and Ufi to determine whether Ufi can submit returns in line with the LR timetable. As part of this, the secretariat will confirm that there is no double counting of learners between Ufi and FE colleges	IA Secretariat	Mar '10	OPEN		(Lisa Macdougall) Ufi, the IA and the Data Service are working on the basis that Ufi will submit LR returns for 2010/11. LM working with Data Service, Ufi and YPLA colleagues to ensure smooth transition - 19.02.2010 It has been confirmed with Ufi that they will make LR returns for 10/11. The Data Service have done some initial impact analysis on whether Ufi can submit all their data in a single return. This is likely to be ok but is still to be confirmed. Data Service have been asked to do this asap so that Ufi can complete their systems development for 10/11.

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09/09 – 9	30.09.09	The LSC is to undertake a pilot of collecting information about carers to justify a future change to the ILR. Support was offered by Bob Powell of HOLEX	LSC	Sept '10	OPEN	(Lisa Macdougall) Initial discussions have taken place with LSC to look at ways of taking this forward - 19.02.2010 Pilot has not been undertaken yet although policy team have support of a number of providers. There seems to have been some misunderstanding as to what carrying out a pilot actually meant. The IA will work with requestor to try and help them carry out a small trial of data collection in the next few months to enable evidence to be presented to Sept board.
09/09 – 12	30.09.09	The secretariat is to work with a number of organisations on proposed ILR changes which require further work before submission to the board for implementation beyond 2010/11	IA Secretariat	June '10	OPEN	(Lisa Macdougall) All work on 10/11 changes and specification development is well underway, ILR Specification for 10/11 is scheduled to be published on time on Fri 27 Nov. - HK email LM LM - initial meetings have been set up to discuss 11/12 requirements. Proposals from last year which needed further work will be re-visited during this time - 19.02.2010 In progress as part of 11/12 development work
09/09 – 13	30.09.09	Caroline Kempner to confirm with the SFA and YPLA which regular data collections are expected to continue	LSC (YPLA)	Mar '10	CLOSED	AF has worked with the Data Service, using their Gap Analysis regarding collections currently out of scope of Data Service to identify those which are outside of IA governance. Findings were presented at the March '10 board meeting.
09/09 – 14	30.09.09	The secretariat to consider a process for assessing and agreeing existing and proposed regular data collections and present a proposal at the December board meeting	IA Secretariat	Mar '10	CLOSED	AF has worked with the Data Service, using their Gap Analysis regarding collections currently out of scope of Data Service to identify those which are outside of IA governance. Findings so far were presented at the March '10 board meeting and the board agreed the proposed way forward.
09/09 – 17	30.09.09	The secretariat is to consider how to improve communications with senior stakeholders on the ILR specification timetable	IA Secretariat	June '10	OPEN	Indications are that we are likely to get: 4 change requests from the YPLA; 9 from BIS; 12 from the SFA; 1 from the DfE. We estimate that we'll receive 30-35 change requests in total for 2011/12 IIR. In addition we are planning a 'Get it in - Get it right' campaign to remind providers of the November deadline for 2009/10 F05 data and to raise awareness of the tools that we have provided to assist them in submitting good quality data.
12/09 – 4	02.12.09	the information authority is to provide an update on the 2009/10 communication strategy targets at the next board in March 2010.	IA	June '10	OPEN	An update on progress against priorities will be provided at this board meeting (June '10). PROPOSE TO CLOSE.
03/10 - 1	03.03.10	Jo Baty to update the information authority board on REACT's high-level guide on the European Social Fund (ESF).	LGA/REACT	June '10	OPEN	Jo Baty informed the information authority board that a high-level guide produced by REACT (on the ESF) would be disseminated to information authority board members on 15th March 2010. PROPOSE TO CLOSE.

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03/10 - 2	03.03.10	Julie Nugent to publish the definitions methodology and make this available to board members.	SFA	June '10	OPEN	Julie Nugent agreed to publish the definitions methodology which defines "large employers" in terms of size, operating model (franchise/owned) and multi-depot companies. PROPOSE TO CLOSE.
03/10 - 3	03.03.10	SFA to liaise with Office for National Statistics (ONS) to see if ONS data on large employers could be used.	SFA	June '10	OPEN	SFA to liaise with the Office for National Statistics to see if their list of large employers could be used. Use of ONS data was considered by SFA, IA and data service but would have required considerable work to map this to the EDS employer data currently collected. Decision was taken that this was not possible within time available and that EDS data was of similar quality and suitably robust to allow large employer list to be created from this. This work has now been completed and list will be published by the SFA soon. PROPOSE TO CLOSE.
03/10 - 4	03.03.10	Pete to report to the board in June on extending the scope of the ILR to cover employers.	IA	June '10	OPEN	Pete to clarify, after further work on this has been completed, whether the ILR scope would include employers. PROPOSE TO CLOSE.
03/10 - 5	03.03.10	Malcolm Britton to liaise with Lesley Longstone.	DfE	June '10	OPEN	Martin Lamb was concerned that duplicate work may be performed in relation to Lesley Longstone's 14-19 RPA (Raising the Participation Age) activity. Malcolm Britton indicated that he was a member of the 14-19 board chaired by Lesley Longstone and would check this with her. A working group has been formed between DfE, the information authority, FE Data Services and BIS to ensure that the DfE Data & Statistics Strategy, the Young People's Information Strategy and the FE Learners Strategy are joined up and linking where necessary on implementation. The group has met twice since May and will continue to work together over the coming months. This group include Kate Starkey, Colin Blake, Ken Anderson and Sue Meakin from DfE; Peter Ashton, Anne Fessi and John Perks from <i>the information authority</i> ; Ian Thomson from the FE Data Service.
03/10 - 6	03.03.10	Secretariat to report progress back to <i>the information authority</i> board in June 2010.	IA Secretariat	June '10	OPEN	Secretariat to report back to <i>the information authority</i> board progress made on Connexions data sets at June '10 meeting.
03/10 - 7	03.03.10	John Perks stated that the late change process would be tabled at the next <i>information authority</i> board meeting in June.	IA	June '10	OPEN	Discussion to be held at the board meeting in June '10.