

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	Oct '08	CLOSED		Proposal included in the paper 'Changes to ILR specification for 2009/10' for board meeting on 1st October 2008. Further detailed proposal being presented at June 2009 board meeting.
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	Jun '09	OPEN		This is being progressed by developing a data model for the ILR. This will be completed by Aug 09 and where possible will be included in ILR specifications for 2010/11. Propose to close action.
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	Jun '09	OPEN		P Kelman & P Ashton meeting with Julie Harrison 11.06.09 to get an update on the ISC pilot
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		Email was sent to the MI Planning team on 22 May 2009 to obtain an update on progress within the LSC. (Ska)
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	CLOSED		Included in paper for information authority board in Jun 09.
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		Verity Bullough advised (12/08) that announcements are to be made once further confirmation of the LSC structural changes have taken place. The majority of posts in the new agencies are to be in place by Sep 09. 03/09: DIUS was asked to support this action

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		P Kelman meeting with AVMS colleagues on 04.06.09 to discuss this further
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 prior to roll out beyond the initial tranche of 40 providers	Lisa Macdougall	Jun '09	OPEN		L Macdougall continuing to work with the IES team
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		CLOSED		Anne Fessi has developed a communications plan for the QSR work. This is now being implemented.
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 <i>the information authority</i> board.	LSC	Dec'09	OPEN		
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	Mar '10	OPEN		
12/08 – 2	03.12.08	Tim Barrett is to include the information authority in the consultation on the proposed operating model of the QCF service layer	LSC	ongoing	CLOSED		Engagement has begun with the QCF programme regarding use of common data standards
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	ongoing	OPEN		Update obtained May 09

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 the process for that year would be earlier	IA Secretariat	40057	OPEN		Timetable for 2011/12 to be presented at board meeting on 30/09/09
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	Sep '09	OPEN		This is being investigated as part of a review of the ILR for DIUS. Outputs are expected to be presented to the board in Sep 09.
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	ongoing	OPEN		This project is ongoing and it is anticipated that board will receive an update in September 09. (SKa)
03/09 - 1	04.03.09	Update from LLUK on staff data collection particularly relating to WBL and ACL providers to be scheduled for June 2009 board meeting	LLUK	Jun '09	CLOSED		Item scheduled for June 2009 board
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		
03/09 - 3	04.03.09	The secretariat is to forward copies of the revised Train to Gain guidance and forms to Chris James, Asset Skills.	IA Secretariat	Jun '09	CLOSED		Action completed
03/09 - 4	04.03.09	DIUS to investigate as part of the set up of the new funding agencies how they might be brought together to encourage good practice around data collection and data sharing e.g. through the information authority protocol.	DIUS	Jun '09	OPEN		UB to contact Steve Robinson at DIUS for update

03/09 - 5	04.03.09	Jo Baty to provide an update on how data sharing issues were expected to be managed (from a local authority perspective) post the set up of the new funding arrangements.	LGA	Jun '09	OPEN		Position not yet clear partly because legislation is not yet final.
03/09 - 6	04.03.09	The LSC is to provide a further update to the information authority on addressing the provider data burden issues at the September 2009 board meeting.	LSC Caroline Kempner	Sep '09	OPEN		
03/09 - 7	04.03.09	DIUS is to measure the impact of change on provider data burden following the dissolution of the LSC.	DIUS	ongoing	OPEN		
03/09 - 8	04.03.09	IfL to report further at June 2009 board on when data sharing occurs.	IfL	Jun '09	OPEN		S Brook awaiting response from E Brookfield of IfL
03/09 - 9	04.03.09	The secretariat to work with IfL and LLUK to see whether any data duplication in the respective collections can be eliminated	IA Secretariat	Oct '09	OPEN		
03/09 - 10	04.03.09	The final version of the Top Down report is to be distributed to the board.	IA	Jul '09	OPEN		Final recommendations are being reviewed with DIUS before the report is issued
03/09 - 11	04.03.09	Bobbie McClelland (DIUS) to feed in recommendations for reducing paper learner data records to the set up arrangements for the SFA.	DIUS	Jun '09	OPEN		UB has requested update from Bobbie McClelland

03/09 - 12	04.03.09	The LSC is to provide a formal response to the recommendations on reducing paper learner records.	LSC	Jun '09	CLOSED	Item scheduled for June 09 board
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	Aug '09	OPEN	In progress - awaiting revised version of protocol to be agreed at board meeting in June 2009.
03/09 - 14	04.03.09	Jo Baty will consider how local authority sub regional groups can be involved with the information authority, and taking forward the proposals to reduce paper learner records.	LGA	Jun '09	OPEN	In progress - structures are still evolving
03/09 - 15	04.03.09	Tim Smith to circulate details of Version 2 of FfE to board members, and to present Version 3 at June 2009 board meeting.	LSC Tim Smith	Jun '09	CLOSED	Request sent to Tim Smith re data detail of Version 2. Item on FfE phase 3 scheduled at Jun 09 board
03/09 - 16	04.03.09	Jo Baty to speak to Tim Smith about local authority input to Version 3 of FfE.	LGA Jo Baty	Jun '09	CLOSED	3/6/09 Jo Baty to contact Tim Smith
03/09 - 17	04.03.09	Mike Davis to circulate his report on harmonising QSRs to the board and to provide a further update at the June 2009 board meeting.	HMI / Frmwk Ex	Jun '09	CLOSED	Item scheduled for Jun 09 board
03/09 - 18	04.03.09	Pete Ashton is to speak to Jon Collis about the detail of the proposed solution for capturing employment outcome.	IA Secretariat	Jun '09	CLOSED	Action completed

03/09 - 19	04.03.09	The secretariat to provide an update to the board on provider feedback to the proposed capture of employment status for those on learner and employer responsive programmes. This will enable a final decision on this proposal.	IA Secretariat	Apr '09	CLOSED	Provider feedback provided to board. Decision made by board to press ahead with this change. (Not to be moved to 'closed' until after June Board).
03/09 - 20	04.03.09	The secretariat is to circulate a revised version of the terms of reference and protocol for agreement by the board. Thereafter all organisations should be asked to sign up to the revised protocol.	IA Secretariat	Jun '09	CLOSED	To be discussed at Jun 09 board
03/09 - 21	04.03.09	The secretariat will confirm with LLUK the support required from the information authority for their change group.	IA Secretariat	May '09	CLOSED	Support being provided as required from secretariat and board members