

Agenda

Date	16 th June 2010
Subject	<i>the information authority</i> board
Location	St. Mary's Guildhall, Coventry
Time	10:30am – 1.30pm
Publication intent	PUBLIC DOCUMENT

Item 1.	Welcome and introductions	10.30
Item 2.	Minutes of the last meeting and Action Log (Papers 1 & 2)	10.35
Item 3.	Matters arising	10.45
Item 4.	Reports from External Groups Purpose: Board decision required for secretariat to commence formal consultation with the sector on the findings of the FE Data Management Group. To inform the board on the risks identified from the F05 hard close sub-group. To inform the board that the secretariat is administering the Bureaucracy Reduction Group pending review of sector groups. Presenter: Pete Ashton and Anne Fessi (<i>the information authority</i>)	11.05
Item 5.	Timeliness of Employer Responsive Data Purpose: Board decision required to implement standard Presenter: Peter Millard (<i>the information authority</i>)	11.30
Item 6.	New Government Policy Updates Purpose: To inform the board of likely future policy developments that might result in changes to data requirements. Presenter: Ruth Curry (BIS) and Kate Starkey (DfE)	11.45
Item 7.	Adjustments to 2008/09 F05 data Purpose: To inform the board of adjustments to 2008/09 data to increase the accuracy of published national statistics. Presenter: John Perks (<i>the information authority</i>)	12.00

- Item 8. Data Collection Menu 12.10**
 Purpose: To inform the board of current secretariat work on a menu of different data collection types and sources for different information needs – Paper for discussion.
 Presenter: John Perks/Pete Ashton (*the information authority*)
- Item 9. Process for dealing with late change requests 12.25**
 Purpose: To canvas the board’s opinion on proposals to formalise the process used to deal with late ILR change requests – Paper for discussion.
 Presenter: Pete Ashton (*the information authority*)
- Item 10. Update on communications targets – 2009/10 12.45**
 Purpose: Update on communications targets
 Presenter: Anne Fessi (*the information authority*)
- Item 11. Secretariat Report 13.00**
 Purpose: Two decisions are required; the remainder of the report is for information.
 Presenter: John Perks (*the information authority*)
- CLOSE Date of next meeting - 29th September 2010**

Invitees Board members: Tim Allen (LGA); Emma Cochrane (Ofqual); John Collis (ALP); Ruth Curry (BIS); Mario Ferelli (HEFCE); Julian Gravatt (AoC); Graham Jones (Chairman); Martin Lamb (YPLA); Caroline Miller (Kenton College); Paul Moore (Ofsted); Julie Nugent (Skills Funding Agency); Robert Pike (Ofsted); Bob Powell (HOLEX); Ian Pryce (Bedford College); David Pye (LGA); Robert Spano (GoSkills); Kate Starkey (DfE); and Ian Thomson (BIS).

Apologies Tim Allen (LGA); Jo Baty (REACT); Malcolm Britton (DfE); Robert Pike (Ofsted);

Presenters: Pete Ashton (*the information authority*); Anne Fessi (*the information authority*); Peter Millard (*the information authority*); John Perks (*the information authority*);

Others: Stephe Brook (*the information authority*);

Meeting chair Graham Jones
Agenda creator Anne Fessi
Date created 27th May 2010
Document ref. G:\Organisational Data\Information Authority\IA Board\Actions Papers and Minutes\2010\June 2010\the information authority-theinformationauthorityboard-publicagenda-16June2010.doc