

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 <i>the information authority</i> board.	LSC	Mar '10	OPEN		At this early stage in 2009/10 there is little data available to analyse, but already the new fields have been completed for 20% of new Apprenticeship starts and 44% of Train to Gain starts, and we would expect those figures to rise and quality to improve as the year progresses. Further update on the analysis and use of these fields will be presented to the board at its next meeting.
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 - 3	03.12.08	QCF to 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	Dec '09	CLOSED		(Leighton Ernsberger) Paper to be presented at the Dec 09 board
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	Mar '10	OPEN		(P Ashton) This is being investigated as part of a review of the ILR for BIS. Outputs are expected to be presented to the board of Mar '10.
12/08 - 7	03.12.08	The secretariat should start working with the LSC, BIS, DCSF, the Data Service etc. on developing and agreeing a timetable for changes to funding guidance, and system changes (LIS, LAD etc.)	IA Secretariat	Dec '09	CLOSED		(S Kasparis & A Fessi) Paper to be presented at the December 09 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 - 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	Mar '10	OPEN	Update: YPLA and LGA are currently taking forward work to draw up data sharing protocols with each local authority. A document is being prepared covering what can be shared in terms of aggregate data, restrictions around the sharing of individual data and exceptions, such as sharing data about learners with disabilities etc.
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	(U Bennett & I Thomson)
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	Oct '09	OPEN	LGA have been invited to sign the protocol and have asked for an amendment to the text. Currently in discussion with the LGA about suitable board representation. Jo Baty to provide a verbal update.
06/09 - 2	10.06.09	The secretariat is to investigate DCLG's interest in FE data and agree any future relationship e.g. whether DCLG should be invited to join the board.	IA Secretariat	Mar '10	OPEN	(S Kasparis) No current contact within the DCLG. Does the board wish us to pursue or close item?
06/09 - 7	10.06.09	Ofsted (Mike Davies) to brief inspectors about promoting the use of LLUK's OLAP tool when carrying out inspections of FE and training providers	Ofsted	Dec '09	CLOSED	Ofsted are interested in using the tool alongside a range of other evidence, but require more details about the data that could be accessed. An investigation meeting to be set up. (AF to work with Mike Davis)
06/09-11	10.06.09	Tim Smith to continue to report further development of FfE to the board	LSC	Mar '10	OPEN	(Tim Smith) Paper to be presented at March 2010 board
06/09 - 13	10.06.09	Fiona Pethick to consider whether it might be appropriate for Ofqual to mandate the timely return of results data by regulated awarding organisations	Ofqual	Dec '09	CLOSED	We have included in the consultation on how we propose to regulate in the future a draft condition of recognition that would require awarding organisations to ensure that learners receive accurate and timely awards. There will be the opportunity for stakeholders to respond the consultation on what are appropriate conditions including the possibility that this could include a requirement in relation to providing timely reporting on learner achievements.

06/09 – 15	10.06.09	Julian Gravatt to identify suitable people through the AoC to sit on the monitoring group considering the reporting of achievement data from 2009/10 academic year	AoC	Apr '10	CLOSED		
09/09 - 1	30.09.09	The secretariat is to undertake further work on investigating whether the first Learner Responsive ILR collection, the F01 return, would still be required in addition to an aggregate return for 2011/12 onwards	IA Secretariat	Jun '10	OPEN		
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.
09/09 - 3	30.09.09	The secretariat and the LSC will propose details of an annual provider level data collection of employer contributions following consultation, at the next board meeting in December	IA Secretariat	Mar '10	OPEN		(Lisa Macdougall) Currently discussing the detail of this with the SFA and will need to take proposal out for consultation in Jan. Agreed with Anne Fessi and Graham Jones that this would be presented to IA board at the March meeting not Dec one.
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 basis that Ufi will submit LR returns for 2010/11. Number of returns still to be confirmed. Lisa still to check up on double counting concern raised.
09/09 - 5	30.09.09	The secretariat is to work with LSC and SFA colleagues to agree a coding system for SFA contract identification prior to the publication of the ILR Specification for 2010/11 in November 2009. In particular, the SFA operational board is to be asked to clarify how contracts are to be managed to ensure data is collected appropriately.	IA Secretariat	Jan '10	OPEN		(Lisa Macdougall) The detailed code list is still to be confirmed and agreed. The list will then be published in January 2010.

09/09 - 6	30.09.09	The secretariat is to consider specific and clear guidance on data recording for capture of funding organisation and / or funding region.	IA Secretariat	Dec '09	CLOSED	(Lisa Macdougall) Guidance notes written, confirmed and located within the ILR specification.
09/09 - 7	30.09.09	The secretariat is to ascertain the numbers of learners that would be affected by a change to recording of entitlement to 16-18 funding for ER-funded apprenticeship learners, and confirm with the chairman that this justifies a change.	IA Secretariat	Oct '09	CLOSED	(Lisa Macdougall) There were approximately 10,000 affected learners. This was presented to the Chairman and he agreed that justification for change exists.
09/09 - 8	30.09.09	The chairman is to confirm whether the collection of data about the delivery method for Employer Responsive provision in the Main delivery method field, field A18 in the ILR should be implemented for 2010/11. This decision is to be made by 31/10/09 and based on further information provided by the secretariat on the value of similar data collected for LR provision.	IA Secretariat	Oct '09	CLOSED	(Lisa Macdougall) The secretariat has carried out an investigation with the LSC funding team. It confirms that data from field A18 is used extensively when setting funding rates for learner responsive provision. Any analysis based on field A18 is shared and discussed with providers on LSC groups advising it on funding rates to ensure it is being interpreted correctly. It is not used to automatically reset funding rates. The intention is that in the same way data collected in field A18 for employer responsive provision would be shared and discussed with advisory groups containing providers before making any changes to funding rates. The Chairman agreed to change to ILR to capture this information from ER providers for 10/11
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	Jun '10	OPEN	
09/09 - 10	30.09.09	The secretariat is to develop a clear definition of 'learner break' to support the amendment of the Completion status field, field A34, to allow the recording of learner breaks for all types of learning provision.	IA Secretariat	Nov '09	CLOSED	(Lisa Macdougall) Same as definition currently being used in Employer Responsive returns.
09/09 - 11	30.09.09	The secretariat to develop increased validation for capture of the ULN which does not disadvantage ASL and ESF providers.	IA Secretariat	Jan '10	CLOSED	(Lisa Macdougall) The rules have been differentiated to take into account the different types of providers. Information is contained within the ILR specification.

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	Jun '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.
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	OPEN	(Caroline Kempner) Anne Fessi and Caroline Kempner to work on items 13 and 14 with the aim of reporting back to the board in March 2010.
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	OPEN	(Anne Fessi) Anne Fessi and Caroline Kempner to work on items 13 and 14 with the aim of reporting back to the board in March 2010.
09/09 - 15	30.09.09	Debbie Watson is to provide a further update to the information authority board on the electronic records pilot by December 2009.	LSC	Dec '09	CLOSED	(Debbie Watson) Revised update to be circulated at the December 2009 board
09/09 - 16	30.09.09	Caroline Kempner is to obtain clarification from Peter Newsom that the principle is that each provider would have one audit which would provide assurance for other users.	LSC (YPLA)	Dec '09	Closed	This has been confirmed. Peter has offered to attend a future board meeting if this would be helpful. (Peter has also recently presented to the Bureaucracy Reduction Group.)
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	Mar '10	OPEN	(Anne Fessi)
09/09 - 18	30.09.09	Malcolm Britton will forward a copy of the ITT to the secretariat. The secretariat is to work with DCSF to ensure that the proposed learner data strategy does not overlap with DCSF's data and statistics strategy.	IA Secretariat	Dec '09	CLOSED	(Peter Ashton) Copy of the ITT received by the Secretariat and future work is being undertaken to avoid overlap in strategies.

09/09 - 19	30.09.09	The secretariat to include a local authority that undertakes Learner Responsive provision in the sub-group for monitoring the earlier close of the final Learner Responsive ILR data collection for 2009/10.	IA Secretariat	Dec '09	CLOSED		(Anne Fessi) Local authority representation nominated via HOLEX meeting 19 October in Coventry
09/09 - 20	30.09.09	The secretariat to consider how best to inform / consult the board regarding any data implications from the development of the Common Application Process.	IA Secretariat	Dec '09	CLOSED		Anne Fessi and Caroline Kempner are meeting with Gareth Griffiths to discuss ways forward. A report to be presented to a future board meeting if this would be welcomed.

