

IA Board Actions Log

Action No.	Date Raised	Action Description	Action Owner	Due Date	Status	Date Closed	Comments
06/08 - 9	04.06.08	The information authority 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. 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	OPEN		LLUK has undertaken a number of further consultation events including with the information authority 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	OPEN		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.
06/08 - 14	04.06.08	The secretariat to write to the awarding bodies asking for a formal response to the Data Burden report	IA Secretariat	Dec '08	OPEN		The secretariat wrote to FAB in June '08. The Awarding Bodies workshop took place 23-07-08. Outputs and follow on actions have now been documented and circulated to attendees and other stakeholders. Follow up meetings with Ofqual, NAA, Becta and Examinations Officers Association to take place. Paper to be produced for Ofqual, DIUS and DSCF regarding further work. FAB response being presented at the December board.
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		In progress
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		
10/08-3	01.10.08	The secretariat is to work with the LSC to develop an alternative proposal for collecting data to support funding rate calculations for employer responsive provision. This should be considered for a change to the ILR for 2010/11. For 2009/10 the secretariat is to work with the LSC on amending the existing survey to meet the data requirements	Lisa Macdougall		CLOSED	04/11/2008	This request was subject to an appeal by the LSC. The appeal was upheld by the appeal panel held on 4th November 2008. Data on planned one- to- one and group contact hours will be recorded for employer responsive provision in 2009/10. There is no requirement to collect actual hours. The LSC committed it and its successor organisations to consult with providers on the usage of this data for funding rate setting.
10/08 - 4	01.10.08	The secretariat to work with the LSC to improve the definition of 'non-mainstream funded provision' so there is clarity in the ILR specification	LSC		CLOSED	12/11/2008	The LSC has been unable to provide an adequate specification so this request has been withdrawn
10/08 – 5	01.10.08	The LSC to review its contract documentation to ensure that contract numbers are clearly identified to enable the collection of this information	LSC		CLOSED	12/11/2008	This request has been withdrawn following changes to LSC contracts (to cover multiple provision).

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10/08 - 6	01.10.08	The LSC to confirm by 10th October 2008 the codes to be used in Field L25 (LSC number of funding LSC field)	Pete Ashton		CLOSED	12/11/2008	The information has been provided and this change will be included in the ILR specification for 2009/10
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	Mar-09	OPEN		
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	15/01/2009	OPEN		The data will be included in the ILR specification for 2009/10. There are still some issues to be resolved with the LSC on use of this database..
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		
10/08 - 10	01.10.08	The secretariat is to advise providers in October 2008 of the intention to move the end date for final learner responsive ILR returns for 2008/09 to mid January 2010 subject to full consideration by the board in June 2009	Paul Kelman/Anne Fessi	Jun-09	OPEN		After consideration, an article was included in the November edition of Infom, rather than October. There are also plans to consult on the proposal through our advisory groups, FEConnect and our spring workshops.
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		
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	OPEN		Margaret Coleman has confirmed that Caroline Kempner will own the action plan. Action plan awaited.
10/08 - 13	01.10.08	The LSC will provide periodic updates on progress against the agreed action plan to the information authority board	Caroline Kempner	Mar '09	OPEN		
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		OPEN		
10/08 - 15	01.10.08	Paula Chapman to provide details of data being used in NAVMS / NAS to the secretariat to ensure use of common data standards	Paula Chapman		OPEN		
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		OPEN		In progress
10/08 - 17	01.10.08	Paula Chapman is to contact Daniel Mason to discuss the NAS and how it might help monitor employer contribution to widening 16 - 18 participation	Paula Chapman		OPEN		

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10/08 - 18	01.10.08	Paula Chapman to contact Vanessa Wilkes on making the link between NAVMS and the Careers Advisory Service	Paula Chapman		OPEN		
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	39828	OPEN		
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	15/01/2009	OPEN		
10/08 - 21	01.10.08	Tim Smith is to provide a paper on governance of Qualification Success rates for the December 2008 board meeting	Tim Smith		CLOSED		This is included as an appendix to the secretariat report at the December 2008 board meeting.
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		OPEN		AF met with Tim Smith 31-10-08 - confirmed information authority input and 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		OPEN		In progress
10/08 - 24	01.10.08	The chairman to raise concerns about the lack of co-ordination of skills initiatives e.g. NAVMS, Skills Accounts, particularly from a data perspective	Una Bennett	Dec '08	OPEN		24/11 A letter is being sent by Graham Jones to Susan Pember at DIUS this week outlining the issue
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		
11/08 - 03	04.11.2008	The secretariat to prepare a communication for board members on the appeal decision on employer responsive planned contact hours.	IA Secretariat		CLOSED		
11/08 - 04	04.11.2008	The secretariat to produce guidance for the ILR Specification for 2009/10 on the employer responsive planned contact hours and to consult with Jon Collis prior to publication	IA Secretariat		CLOSED		