

Action No.	Date Raised	Action Description	Action Owner	Due Date	Status	Date Closed	Comments
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	CLOSED	Sep '09	(P Kelman & P Ashton) met with Julie Harrison 11.06.09 to get an update on the ISC pilot. All seems to be going well, colleges well supported with range of data support being provided. Request to include all ISP's in 2010/11 ILR has been received.
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	CLOSED	Aug '09	SFA are developing CONCORDAT between SFA & IA and as part of that the SFA agrees to implement principals of the IA protocol (which includes minimising burden).
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	CLOSED	Sep '09	(P Kelman) met with AVMS colleagues on 04.06.09. Data not currently being passed on to providers when learner starts. AVMS are working on agreement with Connexions so that unsuccessful applicants receive information and guidance.
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	CLOSED	Sep '09	Work ongoing between BIS, HMRC & DWP to consider data matching options to improve this kind of data
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 – 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	Dec '09	OPEN		(Tim Barrett) Presentation to be made Dec 09 board.
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	Sep '09	CLOSED	Sep '09	(P Ashton/L. Macdougall) Paper to be presented Sep 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	OPEN		(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 - 4	04.03.09	BIS 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	BIS	Mar '10	CLOSED	Sep '09	Agreement being drafted between the SFA and the information authority. The YPLA will be asked to sign up to the protocol.
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	Oct '09	OPEN		(Jo Baty) organising meeting 22 September with LGA to discuss data issues and further updates to follow.

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	CLOSED	Sep '09	Paper to be presented at Sept 09 board.
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 - 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	CLOSED	Sep '09	The secretariat is planning work with LLUK & IFL to address this issue
03/09 - 10	04.03.09	The final version of the Top Down report is to be distributed to the board.	IA	Jul '09	CLOSED	Jul '09	Work is with BIS & taking forward some aspects of recommendations
03/09 - 11	04.03.09	Bobbie McClelland (BIS) to feed in recommendations for reducing paper learner data records to the set up arrangements for the SFA.	BIS	Jun '09	CLOSED	Aug '09	22/07/09 Initial meeting chaired by Bobbie McClelland with funding policy areas, audit teams etc. to consider how funding guidance can be improved for SFA and audit arrangements co-ordinated between new funding bodies.
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		(A Fessi) Jo Baty is to facilitate signing of the revised protocol by the LGA
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	CLOSED	Sep '09	Discussion with local authority regional groups on 22 September and will address this issue

06/09 - 1	10.06.09	The chairman is to write formally to both DCSF and BIS to ensure more consideration is given to enabling appropriate data sharing post the MoG transition.	IA Secretariat	Aug '09	CLOSED	Aug '09	(U Bennett) Letter sent 14.08.09
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	Dec '09	OPEN		(S Kasparis) Not yet identified the right contact in DCLG & will continue to resolve.
06/09-3	10.06.09	The information authority secretariat to amend the protocol and terms of reference as directed by the board and circulate for final agreement.	IA Secretariat	Jul '09	CLOSED	Aug '09	(A Fessi) completed. New terms and protocol of reference to be located on IA website. 14.08.09
06/09-4	10.06.09	Board members to provide feedback to the secretariat on format and usefulness of the 'dashboard', and to advise how frequently they would like to receive it (monthly or quarterly).	IA Secretariat	Sep '09	CLOSED	Sep '09	Dashboard will be included on the IA website and will be in Secretariat Report as of 14.08.09
06/09-5	10.06.09	The secretariat to circulate to board members the OGC report into the set up of the information authority once it is available.	IA Secretariat	Jul '09	CLOSED	Jul '09	Distributed to the board 7/7/09
06/09-6	10.06.09	LLUK to work with ALP on improving the engagement with independent training providers.	LLUK	Dec'09	CLOSED	Sep '09	(P Kelman) LLUK have been offered support through attending information authority events hosted for learning providers.
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	OPEN		Mike Davies currently investigating how best to promote the implementation of the OLAP tool and a further update will be available in December.

06/09-8	10.06.09	Tynan Rodger from LLUK to speak to the secretariat about further support particularly for the change advisory board	LLUK	Sep '09	CLOSED	Sep '09	Arrangements now in place.
06/09-9	10.06.09	Tynan Rodger to contact Fiona Pethick at Ofqual	LLUK	Sep '09	CLOSED	Sep '09	LLUK has contacted Fiona Pethick of Ofqual as of 15.09.09
06/09 - 10	10.06.09	The LSC to provide a progress report with firm timescales to the board on how it is addressing the issues in reducing learner paper records including audit evidence requirements by 30 September 2009	LSC	Sep '09	CLOSED	Sep '09	(Caroline Kempner) to present paper at September 09 board.
06/09-11	10.06.09	Tim Smith to continue to report further development of FfE to the board	LSC	Dec '09	OPEN		(Tim Smith) to follow up
06/09-12	10.06.09	Mike Davis to attempt to bring work forward on TtG success rate reports to support MLP reporting at a national level on 2008/09 data.	Ofsted	Sep '09	CLOSED		The Data Harmonisation Group are now very close to agreeing with BIS the new TtG success rate methodology, which will be ready to publish for period 6 in 2010.  It is likely that the introduction of this rate in 09/10 will not be applied retrospectively
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	OPEN		(Fiona Pethick) to follow up

06/09 – 14	10.06.09	Pete Ashton to provide Fiona Pethick at Ofqual with information on all the awarding organisations used by further education providers and to discuss if there is any other support Ofqual can provide around achievement reporting e.g. around communication to	IA Secretariat	Jul '09	CLOSED	Jul '09	(P Ashton) provided information to Ofqual
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	OPEN		(Julian Gravatt) Proposal on sub-group arrangements is to be presented at Sept 09 board meeting
06/09 - 16	10.06.09	The information authority secretariat to devise a comprehensive communications plan for the changing of reporting dates for achievement dates and in particular to advise providers by 30/6/09 and awarding organisations by 31 July 2009	IA Secretariat	Jul '09	CLOSED	Jul '09	(F Saleem) - Communications Plan drafted, circulated for comments, comms activities in progress.
06/09 - 17	10.06.09	The information authority secretariat to propose membership of the sub-group to monitor any issues in reporting of achievement data in summer and autumn 2010	IA Secretariat	Sep '09	CLOSED	Sep '09	(A Fessi) Membership & governance arrangements for sub-group to be presented at Sept board.
06/09 - 18	10.06.09	The secretariat to document the governance arrangements for the sub-group advising on reporting of achievement data for 2009/10	IA Secretariat	Sep '09	CLOSED	Sep '09	Recommendations included in update to board - September 2009
06/09 - 19	10.06.09	The secretariat to recommend to the board the close date for reporting of achievement data from 2010/11 by 30 September 2009	IA Secretariat	Sep '09	CLOSED	Sep '09	(P Ashton) Close date to be confirmed at September board.











