

## F05 Sub-Group Terms of Reference

### Background:

At its meeting on 10 June, *the information authority* board agreed to confirm the hard close date for the final ILR for 2008/09 learner responsive data as 15 January 2010 and set the hard close date for the final ILR for 2009/10 as the fourth Monday in November 2010 (22 November 2010) subject to:

- the board establishing a **sub-group** to monitor any issues arising during summer and autumn 2010;
- the board having the option, on advice of the sub-group, to agree a new later final close date in the light of experience.

### Membership of the F05 sub-group:

Body / Organisation
Ofsted
BIS
<i>The information authority</i> (Chair)
FAB
JCQ
Data Service
LSC Performance Management
LSC Strategic Analysis Team
2 College reps (1 nominated by AoC)
Independent provider rep (nominated by ALP)
Own software writer

### Purpose of F05 Sub-group

The sub-group has a specific remit to monitor any issues arising from the new F05 close date during summer and autumn 2010. Once this function has been completed the sub-group will be dissolved.

Any issues will be reported back to the board at its meeting in September 2010 by the chair of the group. Any further business or decisions required will be conducted thereafter via e-mail consultation with board members and agreement of the chairman.

### Meetings

Meetings will be chaired by *the information authority* secretariat.

Members will be invited to attend two face-to-face meetings in early September and mid-October 2010 and a virtual group will be established on **feconnect** to allow for discussion and consultation outside of face-to-face meetings.

Meeting invitations will be e-mailed and group members will confirm their attendance by e-mailing *the information authority*, and will make every effort to nominate a substitute if they are unable to attend.

Meeting details will be confirmed at least seven days before the meeting date to enable group members to arrange travel.

### **Administration of the F05 Sub-Group:**

Administration of the group will be managed by *the information authority* Secretariat's Community and Stakeholder Team. Group members will receive e-mails from *the information authority* regarding meetings, consultation documents, and be invited to join their relevant online group on **feconnect** (<http://forums.theia.org.uk>) etc.

Where necessary and appropriate, colleagues from other agencies or bodies may be asked to contribute to the group discussions where their input is needed, or to present to the group on matters that are in its interest.