

Minutes

Date	10 September 2009
Subject	Bureaucracy Reduction Group
Location	LSC National Office, Cheylesmore House, Room 4
Time	10:30 - 14:45

Present

Attendees and apologies are detailed at the attached.

Item 1. Welcome and introductions

- 1.1 The Chair welcomed all to the group in what would be the first of 6 meetings held in the forthcoming year. The full schedule of meetings can be found at [BRG Meeting Dates](#).
- 1.2 The Chair informed the group of the reorganisation of membership into three different types: Organisational, Representatives on behalf of sector system users and Practitioners. In addition a temporary category of membership known as 'Expert Witness' has been introduced. Through the newly launched website people would be asked to register their interest in becoming an 'EW'. When an appropriate scrutiny session was due to take place, people that had registered may be approached and asked to attend the session.

Item 2. Minutes of last meeting

- 2.1 Both the Chair's note and minutes following the June meeting were approved as a true record of the meeting. The only action had been for members to comment on the impact of the work of the BRG which would be used in the Annual Report. This had been actioned and members were encouraged to take a copy of the report away from the meeting. Heads of Organisations had also been sent copies of the report.
- 2.2 The Chair explained that Heads of Organisations would receive the Chair's notes after each meeting to ensure that the opinions expressed by the members reached the highest level.

Item 3. Scrutiny and Advice – Audit and Financial Assurance, SFA and YPLA

- 3.1 The scrutiny of Audit and Financial Assurance of SFA and YPLA is on the agenda following the scrutiny of YPLA Commissioning Framework at the June meeting.
- 3.2 Members questioned LSC staff representing the shadow SFA and YPLA on the proposals for changes to Financial Assurance systems from April 2010. There were concerns over multiple organisations being involved with the process and who the sector would need to engage with, in comparison to existing systems which involved a lot of audit activity but which was controlled by one organisation.
- 3.3 The expert witnesses (see attached) were encouraged by the fact that their existing contacts within the LSC i.e. Phil Eames and Steve Finnemore would continue following their transfer to YPLA and SFA respectively.
- 3.4 For detail of discussion refer to Chair's Notes on the website at http://www.fe-brg.org.uk/user_files/documents/chairs-notes-sept-2009.doc
- 3.5 The matter of an 'in year' change to the ILR, field A51a was raised as being an example of something which comes arrives as 'a bolt out of the blue' and such sudden change can bring additional bureaucracy to those working at ground level. The group were informed that any changes would have been consulted on by the Information Authority. Subsequent investigation identified that there had been no change to the guidance and the issue had arisen due to mis-interpretation by one LSC region.

Item 4. Information Session – Skills Accounts

- 4.1 Martin Donnelly from the LSC presented on the development of Skills Accounts. Following the presentation members fed back the need to consider a high level of system interoperability from the start leading to information entered into the Skills Account website being automatically transferred into the MI system of any subsequent chosen provider. Integration with MIAP to produce a Learner Record would significantly reduce bureaucracy from a provider perspective.

Item 5. Simplification Plan Monitoring

- 5.1 The LSC Simplification Plan for 2009-10 was presented to the group and the priorities were supported by members. Members would return to the plan at each BRG for monitoring purposes.
- 5.2 A member questioned whether other agencies/organisations would be submitting their simplification plans. The Chair confirmed that plans were expected from all other organisational members and the recent communication with Chief Executives should help to ensure this happened.
- 5.3 The Chair suggested to the group that each meeting members should look at monitoring particular areas as detailed in simplification plans and which were causing concern.

Item 6. BRG Strategic Plan

- 6.1 The Chair introduced the newly launched BRG website, accessed at <http://www.fe-brg.org.uk/> and encouraged members to publicise it in their communications. Following this and subsequent meetings, an e-bulletin would be produced and automatically sent from the website to members and anyone who subscribed to it at the above link.
- 6.2 Agreement from members was sought in displaying a 'click button' from their organisations website to the BRG, which would reinforce the independence of the group. Members were asked to work with their IT contacts to ensure this happened.
- 6.3 The Chair thanked members who had completed and returned forms confirming their continuing membership of the group. Where forms were still outstanding, members were asked to encourage their Chief Executives to complete and return to elizabeth.mccann@lsc.gov.uk.

Meeting chair	Tony Craven
Minute taker	Liz McCann
Date created	17 September 2009

BRG Attendance 10 September 2009

Tony Craven	Chair
Robert Russell	AoC
Ann Hughes	BECTA
Sue Rogers	DBIS
Anne Fessi	Information Authority
Martin Jones	Guildford College
Marcia Twelftree	IRU
Debbie Watson	LSC
Jagvir Banning	LSC
Elizabeth McCann	LSC
Jos Parsons	Ofsted
Paul Walker	Ofqual
Jonathan Price-Marlow	QCA
Dan Taubman	UCU
Elizabeth Bray	West Suffolk College

Apologies Received

David Russell	LSC
Rosemary Varley	ACM/AMiE
Paul Eeles	ALP
Terry Fennell	ALP
Bobbie McClelland	DBIS
Una Bennett	Information Authority
Jim Dickinson	NUS
Ian Wilson	LSIS
Anna Paige	DCSF
Pauline Sparkes	Ofqual
Jane Earl	UKCES
Peter Roberts	Leeds City College
Derek Bodey	St Brendan's Sixth Form College
Dr Paul Phillips	Weston College
Paul O'Shea	St Charles Sixth Form College

In attendance:

Steve Finnemore, Phil Eames, Paul Martinez, Martin Donnelly (LSC)

Expert Witnesses:

Martin Smith, Runshaw College

Maurice Patterson, Thomas Rotherham College

Richard Williams, College of West Anglia College

Jenny Bentley, City of Bristol College

Margaret Hutchinson, Bolton Community College