

Minutes

Date	12 November 2009
Subject	Bureaucracy Reduction Group
Location	LSC National Office, Cheylesmore House, Media Suite
Time	10:30 - 15:00

Present

Attendees and apologies are detailed at the attached.

Item 1. Welcome and introductions

- 1.1 The Chair welcomed all to the November meeting of the group. A full schedule of meetings and topics for scrutiny can be found at [BRG Meeting Dates](#).

Item 2. Minutes of the last meeting and matters arising

- 2.1 The Chair informed the group that Peter Newson, YPLA Director of Finance Designate would be joining the meeting in response to the September meeting and the scrutiny of audit and financial assurance.
- 2.2 In relation to the discussion around the 'in year' change to the collection and use of data in ILR field A51a at the last meeting, Anne Fessi issued a [paper](#) to the group. The issues raised were explored and we can now confirm that the Chairman of the IA, following responses from IA Board Members has rejected the change for the new use to the field to vary the funding rate as this is not consistent with the purpose of the field. The Chair thanked both LSC and IA for progressing the issue which had been raised by the BRG, and cited it as an example of how the group can raise issues of increased bureaucracy directly with the organisation they feel responsible, which will hopefully lead to it being dealt with early on.
- 2.3 Both the Chair's note and minutes following the September meeting were approved as a true record of the meeting.

Item 3. Scrutiny and Advice – Contracting and Settlement systems

- 3.1 The Chair introduced Peter Newson to the group. Peter issued a [paper](#) in response to the questioning at the last meeting of the BRG of the fact that the burden of Financial Assurance procedures were not at a historic low. The paper indicated that the cost of audit in the sector from 04/05 to 07/08 had fallen by 26% and that this implied the burden experienced by providers had also fallen. The group commented that the perception of some would not agree with this implication.
- 3.2 Steve Woods, Programme Director presented the Settlement System. The presentation is available [here](#).
- 3.3 For detail of the discussion which took place please refer to [Chair's Notes](#) on the website.

Item 4. Information Sessions

- 4.1 Jane Earl, presented the progress of the UKCES Simplification 1 project and the advice to government which UKCES had made about the simplification of the delivery of Employer Responsive Provision through the single account management system. The group fully approved of this advice which would lead to a reduction in bureaucracy.
- 4.2 Jacqui Hansboro and Charlotte Copeland from DWP and Gareth Thomas, LSC presented the progress of the Integrated Employment and Skills Programme.

Item 5. Simplification Plan Monitoring

- 5.1 Drafts of the 2009-2010 DCSF and BIS simplification plans were presented at the meeting. The updated BIS simplification plan is available on the BRG website [here](#).
- 5.2 The LSC Simplification Plan was monitored for progress.
- 5.3 Organisational members who are still due to submit plans were noted as QCDA, LSIS, BECTA and OfQUAL.

Meeting chair	Tony Craven
Minute taker	Liz McCann
Date created	19 November 2009

BRG Attendance 12 November

Tony Craven	Chair
Ann Hughes	BECTA
Debbie Watson	LSC
Sue Rogers	BIS
Jagvir Banning	LSC
Elizabeth McCann	LSC
Anna Paige	DCSF
Mike Slawin	Weston College
Robert Russell	AoC
John Freeman	Local Authority Directors of Children's Services
Jane Earl	UKCES
Anne Fessi	Information Authority
Terry Fennell	ALP
Steve Candlish	JHP Training
Derek Bodey	St Brendan's Sixth Form College
Marcia Twelftree	IRU
Kerry Brenfield	IRU
Paul O'Shea	St Charles Sixth Form College
Emma Cochrane	Ofqual

Apologies

Pauline Sparkes	Ofqual
Elizabeth Bray	West Suffolk
Peter Roberts	Leeds City College
Paul Eeles	ALP
Sarah Battarbee	DCSF
Dan Taubman	UCU
Rosemary Varley	AMiE
Jos Parsons	Ofsted
Jonathan Price-Marlow	QCA
Martin Jones	Guildford College
Bobbie McClelland	BIS
Ian Wilson	LSIS
Jim Dickinson	NUS

In attendance:

Peter Newson, YPLA, Steve Woods, LSC, Gareth Thomas, LSC
Charlotte Copeland, DWP and Jacqui Hansbro, DWP

Expert Witnesses:

Adrian Cottrell, Canterbury College, Maurice Patterson, Thomas Rotherham College
and Rick Dearing, Cambridge Regional College