

Department for
**Innovation,
Universities &
Skills**

SIMPLIFICATION PLAN

DECEMBER 2008

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FOREWORD BY LORD TONY YOUNG AND IAN WATMORE



Lord Tony Young
Parliamentary Under-Secretary
of State for Skills
and Apprenticeships

Britain can only succeed in a rapidly changing world if we develop the skills of our people to the fullest possible extent, carry out world class research and scholarship, and apply both knowledge and skills to create an innovative and competitive economy.

This is why the work of DIUS – on further and higher education, innovation, science and technology, intellectual property, and supporting evidence-based policy making across government – is essential to national prosperity.

Simplifying regulations and bureaucracy is a key part of freeing up businesses and public bodies to innovate and deliver goods and services, and so to succeed in an increasingly challenging economic environment.

This second annual DIUS Simplification Plan sets out a number of successes we have achieved so far, including:

- major savings due to the simplification of out-dated and complex weights and measures regulations;
- European agreements that significantly reduce costs to businesses applying for patent protection across Europe;
- the Higher Education Concordat, where all the major regulators have committed to minimising the bureaucratic demands they make on universities; and
- Unique Learner Numbers, so that all learners can easily monitor their progress and take their learning record with them throughout life.

And our plans for continuing to remove unnecessary paperwork, including:

- the work of the National Weights and Measures Laboratory to remove a number of prescriptive requirements from their regulations;
- the Train to Gain skills brokerage service integration within Business Link, so that businesses get a wide variety of support all in one place; and
- the Secretary of State's new "challenge panel", to drive a faster response to employer concerns on bureaucracy in training;

To propel this work forward we need to ensure that proportionate, effective policy making is embedded in the department's ethos. To do this DIUS is developing a structure of policy and analysis professions to develop, support and recognise expertise and best practice. One aspect of that is to simplify and streamline procedures wherever possible.

Finally, DIUS can only succeed with the support and commitment of our partner bodies. We would like to take this opportunity to thank them for their hard work in reducing bureaucracy and their contributions to this Simplification Plan.



Ian Watmore
Permanent Secretary
DIUS

THE DEPARTMENT FOR INNOVATION, UNIVERSITIES AND SKILLS (DIUS)

“Britain can only succeed in a rapidly changing world if we develop the skills of our people to the fullest possible extent, carry out world class research and scholarship, and apply both knowledge and skills to create an innovative and competitive economy”.

The Department for Innovation, Universities and Skills (DIUS) was created in June 2007, bringing together all education and training for adults – from basic literacy to postdoctoral research – and responsibility for science and technology, and intellectual property. DIUS aims to improve the nation’s skills at every level and alongside this to create a leading ‘knowledge economy’; to help the UK excel at research, innovation and invention in business, public service and the charitable sector.

FURTHER EDUCATION (FE)

The FE system is responsible for helping young people and adults develop the skills and knowledge needed to contribute to, and benefit from, a productive and competitive economy. To do this, our aims for the FE system are that it:

- fully and flexibly meets the changing needs of learners, employers and communities;
- offers a wide choice of high quality learning; and,
- operates effectively and efficiently so that the maximum level of resource is focused on frontline delivery.

HIGHER EDUCATION (HE)

HE is critical to the modern economy, as well as supporting personal fulfilment, economic competitiveness and social inclusion.

The Government’s responsibility is to make sure that the HE sector is well-placed to respond creatively to the challenges and opportunities of the global economy. We are working with the universities and other HE institutions to ensure they play their part in developing a society with the right blend of high-level skills essential in the 21st Century. Our aims for the sector are that:

- all those with the potential to benefit will have access to a world class higher education system;
- it is high-performing, diverse, improving and economically sustainable; and
- it has the capacity and funding to respond to present and future challenges.

SCIENCE AND INNOVATION

A significant role for DIUS is to champion innovation across the board, working with partners throughout and outside government. Innovation is essential to the UK’s future economic prosperity and quality of life and DIUS is working to help the UK excel at all types of innovation. The Government’s aim is to make the UK the leading place in the world to be an innovative organisation.

DIUS is responsible for development, funding and support of the UK’s world-class science and research base, working to ensure that it is responsive to users and the economy. Within this DIUS funds the seven Research Councils, which allocate public funds to support research teams and projects:

- AHRC – Arts and Humanities Research Council
- BBSRC – Biotechnology and Biological Sciences Research Council
- EPSRC – Engineering and Physical Sciences Research Council
- ESRC – Economic and Social Research Council
- MRC – Medical Research Council
- NERC – Natural Environment Research Council
- STFC – Science and Technology Facilities Council

The Research Councils work collectively as Research Councils UK (RCUK) to optimise the way in which they work together to enhance their overall performance and efficiency. They do not normally create or develop regulation.

Research funding is principally allocated by peer review. The UK's peer review system is regarded as an international benchmark of excellence in research funding and provides a guarantee of the quality of UK research.

INTELLECTUAL PROPERTY RIGHTS

The UK Intellectual Property Office (UK-IPO) is an Executive Agency of the Department. It is responsible for the UK's intellectual property framework, including registerable intellectual property (IP) rights (e.g. patents, trade marks and designs) and non-registerable rights such as copyright. The framework is established and implemented through regulations based on legislation including the Registered Designs Act 1949, the Patents Act 1977, the Copyright, Designs and Patents Act 1988 and the Trade Marks Act 1994.

A key objective for DIUS is to contribute to economic growth and quality of life by supporting and encouraging the commercial exploitation of creativity, knowledge and innovation. The provision of an effective IP system is crucial to this.

UK-IPO also develops and maintains the appropriate levels of IP protection required to provide the

incentives (in the form of monopoly rights) to help encourage businesses to be more creative and innovative and to grow.

Businesses can choose whether they wish to apply for intellectual property rights. Once a right is granted, enforcement is generally a matter for the right owner. Where the owner believes their right has been infringed upon they can take civil action through the courts or use the UK-IPO tribunal service. In some cases, criminal sanctions are available and these are enforced by Trading Standards Officers and the Police.

WEIGHTS AND MEASURES

The National Weights and Measures Laboratory (NWML) is an Executive Agency of the Department. Its mission is "to provide the legal metrology (measurement systems) infrastructure necessary to facilitate fair competition, support innovation, promote international trade and protect consumers, health and the environment." This is underpinned by the Weights and Measures Acts 1976 and 1985.

With more than £2.9 billion worth of goods sold by weight or volume at the retail level in the UK every week, a system of weights and measures which is accurate, reliable and fair is a fundamental part of a sustainable trading economy. It enables consumers (including businesses) to be confident that they are trading in a fair marketplace. Without this, there can be no competition on the basis of price per litre, per metre or per kilogram.

NWML also works with businesses, and particularly with manufacturers of measuring equipment, to ensure that there is adequate consumer protection in the field of weights and measures legislation while minimising burdens on manufacturers and traders.

In addition NWML is responsible for hallmarking legislation, enforcement of the RoHS¹ regulations under contract from BERR, and with coinage weights under the Coinage Act.

¹ The RoHS Directive, implemented by the UK RoHS regulations refers to "the restriction of the use of certain hazardous substances in electrical and electronic equipment".

EXECUTIVE SUMMARY

This Plan lays out how DIUS is simplifying requirements and processes for businesses, front line public sector workers and learners, to remove bureaucratic obstacles to success wherever possible. There is also some more detailed information on a few specific measures where we are making the biggest impact. This is followed by a summary of all the simplification initiatives underway or planned (see the Simplification Grid from page 26 onwards).

BETTER REGULATION IN DIUS

DIUS is committed to the Government's better regulation agenda. Working to the principles of better regulation: *transparency; accountability; proportionality; consistency; and targeting*, encourages innovation and will help the Department to deliver our aim to become an exemplar in policy delivery. Successes so far:

DIUS is working to simplify its regulations and processes; to remove bureaucratic obstacles to success for businesses, learners and the front line public sector wherever possible.

The 2008 Simplification Plan sets out how DIUS is continuing the progress it has made since the Department was created in July 2007, to drive forward the better regulation agenda in its policy making and delivery.

"As a personal overview on the new Packaged Goods Regulations...I cannot think of another piece of legislation that has been so universally welcomed as a simplification and clarification"

Michael Harvey, Principal Trading Standards Officer of West Sussex County Council

ADMINISTRATIVE BURDEN REDUCTION FOR BUSINESS

In 2005 the Government initiated an exercise to assess the administrative costs legislation imposes on businesses each year.

All Government Departments have made a commitment to reduce those business burdens. In 2006 the Prime Minister set a target of 25% reduction by May 2010 for each Department. The DIUS baseline administrative burdens total (as estimated in the 2005 exercise) was approximately £542 million per year.

Against that 25% target, by December 2008 DIUS has:

- already delivered savings estimated at £130.5 million p.a. – equivalent to 24%;
- identified simplification measures that will enable us to exceed our target, delivering estimated savings of nearly £170 million by May 2010 – equivalent to a 31% reduction.

In addition DIUS is reducing other costs for business, with savings in the plan to date of almost £12 million.

REDUCING BUREAUCRACY BURDENS IN THE PUBLIC SECTOR

DIUS has also been working to reduce the bureaucracy of regulation imposed upon the front-line public sector. A key element of this is to minimise the amount of data we ask for from staff and organisations like the colleges, universities and other service providers.

The Department has a 20% reduction target for public sector data requirements by May 2010. Since the 2007 Plan the number of data streams required by DIUS (and its non-departmental public bodies) has reduced from 33 to 30, and others have reduced frequency or numbers of bodies required to submit.

SOME KEY SUCCESSES SO FAR

National Weights and Measures Laboratory has brought in the **new Weights and Measures (Packaged Goods) Regulations 2006**, which have successfully removed a large number of prescriptive requirements from the previous legislation, while maintaining levels of consumer protection.

The new, simplified regulations have been warmly received by both businesses and Trading Standards. They also account for the vast majority of the DIUS administrative burdens reduction to date; £129 million administrative burden reduction is allocated to this one measure.

The UK Intellectual Property Office successfully negotiated **The London Agreement**, which came into force in May, ending the need for businesses to file full translations of patent applications in 15 European states. As translations are around 25% of the cost of a European patent, the London Agreement will save UK businesses an estimated £10 million every year. These savings will increase as more Member States ratify the treaty.

UK-IPO has also developed its online services, extending and improving the forms available electronically. Plus, there is a fast-track examination service for trade marks, introduced in April 2008. The revised online trade marks application form has prompted an increase in uptake from 40% to 56% by September 2008, largely down to ease of completion.

To simplify things for employers **Train to Gain**, is putting funding for training directly into businesses' hands. To date more than 100,000 employers and over 570,000 employees have benefited from Train to Gain.

"I thought I should just say well done. This new website is extremely clear and concise – better than the previous one. Great job – it's cleared the fog that was putting me off and actually encourages me to start getting patents. Well done again."

Customer feedback to UK-IPO

The further education Information Authority (IA) has been set up to improve data and collection standards for all organisations involved in further education and training. The goal is that only priority information is to be collected and then only once. That data can then be used for a variety of purposes.

One significant step forward is the introduction of **Unique Learner Numbers**. These should allow more efficient and effective data sharing, in on-line learner records, owned by learners themselves. So far, over 3 million people have been assigned unique learner numbers. The goal is that end users find the whole system simpler to navigate around.

For 2007/8 the estimated administrative savings of colleges are over £9.5 million. In addition the Learning and Skills Council estimate savings from the Managing Information Across Partners project of around £7 million each for LSC and Qualifications and Curriculum Authority (QCA) in 2008-9.

The independent **Higher Education Regulation Review Group** (HERRG) was set up in 2004 to review policies for their regulatory impact on HE, explore areas of bureaucracy and recommend ways of doing things better. This year HERRG has delivered its final report and recommendations to DIUS, all of which have been accepted by the Department.

HERRG worked with the funding, inspection and data collection agencies to adopt the principles of lighter touch, risk-based activity in a Higher Education Concordat, launched in May 2006. There are now 28 signatories, including all the key regulatory bodies, committed to the Government's Principles of Good Regulation. HERRG has achieved its main objectives and the Concordat is now embedded within the sector.

SOME FUTURE SIMPLIFICATIONS WE ARE AIMING TO ACHIEVE

- NWML is planning to remove all 'prescribed quantities' for pre-packaged goods (except wines and spirits) from April 2009, giving business greater freedom over pack sizes and greater choice to consumers. Alongside this, NWML intends to move to a principles-based approach for quantity indications for food – rather than the current prescriptive system. These two measures should significantly reduce bureaucracy burdens for the businesses affected.
- In parallel with these changes, NWML is looking at the whole body of weights & measures legislation. Some of the legislation is outdated and complex after years of piecemeal change. NWML has commissioned research and had discussions with stakeholders on what reform might be appropriate and is now looking at what scope there is to further reduce burdens on business.
- The roll-out of the Framework for Excellence and an integrated service for employment and skills provision aims to give all those in the FE system

straightforward access to the information they need. The goal is that information will also be used more effectively by those inspecting the FE system to reduce duplication.

- A Challenge Panel, chaired by John Denham, the DIUS Secretary of State, is being set up to drive a faster response to employer concerns on bureaucracy in the new apprenticeships service and the skills and training system in general.
- The Train to Gain skills brokerage service will be integrated with Business Link's, so that businesses can get a wide variety of support and guidance in one place.
- Student Finance England, the new centralised and fully integrated student finance service, will be available for new students wishing to enter into Higher Education in September 2009.

"There have now been six years of sustained effort to ease the burden of regulation on universities and concern about excessive...regulatory requirements... has now greatly diminished."

Steve Bundred, Chair of HERRG,

THE BETTER REGULATION AGENDA AND THE DIUS BETTER REGULATION STRATEGY

THE GOVERNMENT BETTER REGULATION AGENDA

The better regulation agenda sets out five principles for best practice policy making. Any regulation should be:

- transparent
- accountable
- proportionate
- consistent
- targeted – only at cases where action is needed

In 2005, the Better Regulation Task Force recommended that the administrative burden of regulations on British business should be measured and reduced. A cross-government exercise was undertaken to estimate the administrative costs of legislation to business and completed in 2005. This gave all Departments a baseline total from which to remove administrative costs by regulatory simplifications.

THE DEPARTMENT'S BETTER REGULATION STRATEGY

DIUS is committed to the Government's better regulation agenda. Working to the principles of better regulation encourages innovation and will help the Department to deliver our aim to become an exemplar in policy delivery.

From its inception, DIUS has been working to integrate these principles into its policy work. For example, responsibility for better regulation is embedded across the department in its policy teams and Agencies. In turn, they are supported by a single Better Regulation Lead post, in the corporate centre of the Department. This structure helps to encourage ownership and involvement, and create a strategic, cross-departmental resource to provide consistency, support and leadership.

DIUS aims to be a leader in effective policy making; using rigorous analysis of evidence, minimising bureaucracy and maximising stakeholder engagement and innovation. The Department's range of stakeholders is very broad, including private businesses, colleges and universities, students and learners, and research institutions. Their involvement is vital to ensure the better regulation principles are woven into all DIUS policy development.

All legislative and all major non-legislative policy proposals developed in the Department are required to have rigorous and well-researched impact assessments, which lay out the policy goal, the options for delivering that goal and the costs and benefits of each option. Impact assessments are then published as part of the public consultation which is also a requirement of any significant policy development.

We have run a number of in-house workshops and seminars for policy staff this year with more to be developed and delivered in 2009. For example:

- a regular series of impact assessment workshops was run by the Further Education and Skills Group,
- DIUS Customers' Month, included Business Engagement seminars open to all staff, where representatives from the business community came to talk about how DIUS staff involve business in the department's policy work, and the best ways to understand and engage with business;
- a DIUS Conversation on Customers, to raise awareness of who DIUS customers are and why they matter. The goal is to investigate how we can work with our delivery partners to ensure that our services meet these needs.

If you have any suggestions that can help us to reduce further the level of unnecessary bureaucracy, we would like to hear from you. You can make proposals directly on the Better Regulation website at: <http://www.betterregulation.gov.uk>.

SIMPLIFICATION AND REDUCING BUREAUCRACY FOR THE PRIVATE SECTOR

There are many elements to simplifying the regulatory regime for private business in the UK. These include making sure new regulations and government guidance are designed to be clear, simple and risk-based. We also need to ensure that the burdens on business of compliance with current regulations is minimised as far as possible.

In 2005, the Better Regulation Task Force recommended to government that the administrative burden of regulations on British business should be systematically measured, and then reduced. A cross-government exercise to provide an indicative estimate of administrative costs to business was completed in 2005 – the Administrative Burdens Measurement Exercise (ABME). When DIUS was created in 2007 it took over three policy areas that had costs measured in the exercise (see table 1). These were:

- intellectual property rights;
- weights and measures; and
- the repayment of student loans through payroll.

However, the private sector is a major stakeholder in all areas of the department's work. For example:

SCIENCE AND INNOVATION

The approach Government takes to framing and implementing regulation can support, or in some cases hinder, businesses to develop innovative products and services and help address society's challenges in innovative ways. DIUS is leading a project with the Department for Business, Enterprise and Regulatory Reform (BERR) and the Better Regulation Executive (BRE) to explore the ways in which regulation impacts on innovation. This is as a result of a commitment in the Innovation Nation white paper, published in March 2008. The project will publish its analysis and guiding principles for regulators alongside the annual Innovation Nation Report published on 4 December.

FURTHER EDUCATION AND SKILLS

Developing an FE system that is flexible, and responsive to employer needs, is key to supporting business during the current challenging economic climate. The Department has targeted specific areas for action including continuously reviewing current requirements on employers wishing to invest in training, so they are not hampered by inflexible or bureaucratic processes.

The Secretary of State chaired a Panel including employers and providers, which challenged senior representatives from: the Learning and Skills Council's National Employer Service; the Qualifications and Curriculum Authority; and the Awarding Bodies, on tackling bureaucracy in apprenticeships. In August John Denham announced a number of steps to simplify or remove specific processes which discourage employers from engaging in apprenticeships.

The FE Bureaucracy Reduction Group (see page 20) will direct the action required to introduce changes over the next year. This will complement the work of the UK Commission for Employment and Skills; balancing issues raised by employers, learners and providers.

Action on tackling these processes includes:

- removing excess paperwork and reducing requirements for storing paper records;
- simplifying registration and certification processes;
- streamlining payment systems to meet employer needs;
- reducing duplication of inspection and review visits;
- basing systems on employers' in-house processes wherever possible

DIUS is currently developing policy proposals to support the Government's drive to improve skill levels throughout Britain. Two major proposals consider whether the expansion of apprenticeship schemes and increasing employee access to training would benefit from supporting regulations. In line with the better regulation agenda, these policies are being developed with the goal of minimising the costs to businesses, colleges and citizens from the outset.

The Government recently changed its training support for small businesses through Train to Gain. The aim is to offer more flexible help for developing business-critical skills in bite-sized chunks with the minimum of bureaucracy.

The UK Commission for Employment and Skills (UKCES) became operational on 1 April 2008. UKCES consists of 22 eminent professionals from the private, public and not-for-profit sectors, of which half are top business leaders. They are providing independent advice to the UK governments on how employment and skills services can be responsive to competitive challenges and changing employment trends. In October 2008 the Commission outlined its priorities for action to simplify the English post-compulsory skills system for employers. We expect the FE sector to work closely with employers on these priorities.

The Manufacturing Strategy, which was published in partnership with BERR on 8 September 2008, includes action on Business Support Simplification. UKCES will target the manufacturing sector as a first pilot for relevant proposals. The work to develop a Talent Map will look to involve manufacturing employers in trials of the Map.

From April 2009, as part of the Government's Business Support Simplification Programme, the Train to Gain brokerage service will be integrated with Business link so that brokers can look at all the business's needs, including skills, and then advise on effective solutions.

The Government aims to support collaboration between colleges and employers to identify strategic skills needs across the skills system. We are working to ensure that the Train to Gain service and its brokers are made responsible for reflecting these emerging priorities, rather than create new initiatives.

UKCES proposals aim to make improvements in six key areas:

Talent Map – developing an online portal for employers to use to access all information about training and skills

Integrated business brokerage service – building on the Government's plans to integrate Train to Gain brokers into Business Link from April 2009, to include the National Employer Service and National Apprenticeship Service

Integrated skills offer – providing employers with a menu of training options and public funding tariffs to reflect entitlements and areas for priority investment in skills

Reduced bureaucracy – simplifying contracting and financial reporting requirements for training and skills programmes; and a simplified 'Qualifications Code of Practice'

Support for small businesses – supporting them to work together in clusters to deliver joint training needs

Development of Sector Skills Councils – providing an enhanced service for employers in support of these improvements

THE ADMINISTRATIVE BURDEN REDUCTION TARGET

The baseline total administrative costs imposed on business by DIUS regulations is detailed in table 1, below.

Table 1: DIUS administrative burdens baseline, as estimated in the 2005 ABME

Policy Area	Baseline
Intellectual Property Rights	£264.4 million
Weights and Measures	£258.7 million
Repayment of student loans through payroll	£19.6 million
Total	£542.6 million

DIUS (or its departmental forebears DTI and DfES), and its Agencies have been working since the ABME to meet the 25% target set. Table 2 details progress to date.

Table 2: DIUS progress against administrative burdens reduction target

DIUS baseline (as at May 2005)	£542.6 million
Reduction target (25% by May 2010)	£135.7 million
Measures delivered as at December 2008	£130.5 million
% of DIUS baseline	24%
Measures identified to be delivered by May 2010	£39 million
% of DIUS baseline	7.2%
Incoming new burdens identified	0
% of DIUS baseline	0%
Total net reduction by May 2010	£169.5 million
% of DIUS baseline	31.2%

INTELLECTUAL PROPERTY RIGHTS

The UK-IPO is committed to supporting its customers and the wider business community by providing access to a high quality and cost-effective intellectual property (IP) rights system. Reducing the burdens on business and other users of the IP system is a principal and ongoing objective of the Office, and the UK-IPO has identified and implemented a number of ways to make the system easier to use, including through simplifying and abolishing forms, and simplifying and streamlining rules and processes.

IPO's largest burdens are in copyright and patent legislation, but a lot of the administrative burdens in these areas come from international requirements or are key parts of the EU and global IP system. The UK-IPO has historically made significant progress towards making aspects of the UK's IP system simpler and more efficient for users of IP. For example, the UK-IPO Mediation Service has been operating since 2006, allowing parties disputing IP rights to reach agreement without expensive litigation. Mediation has now been used successfully in a number of cases and more mediations are currently in the pipeline. Feedback from more than 70 stakeholders indicates it has reduced the need for litigation, clarified issues and informed business decisions.

A number of the measures outlined in the 2007 Simplification Plan, aimed at ensuring processes are as simple and efficient as possible, have been realised over the last year. These include:

- The coming into force of the London Agreement in May 2008. This removed the requirement to file full translations of patent documents in 15 European states, saving UK businesses an estimated £10 million every year, and over £155 million for all businesses across the EC. These savings will increase as more of the 34 member states sign up to the European Patent Convention to ratify the treaty.
- Developing online services by extending and improving the forms and processes included in the IPO's web form portfolio. UK-IPO also added a fast track examination service for trade marks in April 2008. The revised online trade marks application form has prompted an increase in uptake from 40% to 56% by September 2008, largely down to ease of completion.
- Trialling work-sharing arrangements with the USA and Japan, as part of the Patent Prosecution Highway to reduce cross-national duplication of effort. The two separate agreements allow patent applicants to request accelerated examination of a corresponding patent application filed in the other country. Initial evidence suggests that there is a clear demand for accelerated prosecution of applications in third countries on the basis of work already carried out in the UK.
- A change to the trade mark examination system resulting in the UK-IPO no longer refusing to register a new trade mark application because of an earlier, potentially conflicting, trade mark, unless the owner of the earlier mark successfully opposes the new application. This has reduced the time to register a trade mark and brings UK procedures in line with those of the EU's Trade Mark Office – the Office for Harmonisation in the Internal Market (OHIM).

Customer comments to UK-IPO:

"You have really cracked it. This was one of the easiest patent online processes that I have ever had the fortune to experience. Very straight forward and faultless in its performance."

"I have today submitted a [trade mark] application online rather than by post for the first time, and found the procedure to be extremely efficient. It literally took two minutes instead of 30 minutes by post. Great system!"

"I thought I should just say well done. This new website is extremely clear and concise – better than the previous one. Great job – it's cleared the fog that was putting me off and actually encourages me to start getting patents. Well done again."

- Changes to trade mark and patent rules which have simplified and updated administrative requirements and abolished a number of forms and associated fees.

The UK-IPO work on regulatory reform extends beyond the national level. Through implementation of the European Patent Convention which provides a legal framework for granting patents through a single application in multiple member states and the subsequent London Agreement, and also the Patent Prosecution Highway, it has made significant headway in reducing international replication.

Looking to the coming year, as an information business, information technology presents the UK-IPO with an opportunity to improve the way it works and provides services. To improve its public services, the UK-IPO website is being re-launched, to enable customer groups to find the information they want more quickly and easily. Also, the implementation of a new Digital Access Service for priority patent documents is currently planned for 2009.

The UK-IPO will shortly be consulting on the introduction of more flexible business hours to provide a more convenient service to its customers. Finally, IPO will be undertaking a fundamental review of the trade marks registration process, aimed at improving value for money and increasing the time available for dealing with applicants and applications, thereby allowing UK-IPO to remain competitive.

The UK-IPO meets regularly with a number of external stakeholder groups to discuss emerging policy issues and internal policies and practices. These groups provide valuable insight into the likely impact of policy and practice changes on a wide range of stakeholders. The UK-IPO has three permanent practice working groups: the Designs Practice Working Group; the Patent Practice Working Group; and the Trade Marks Registry Practice Working Group. In addition, there is a Policy Interests Group. It convenes subject-specific focus groups to provide reactions to international developments and draft consultation documents.

WEIGHTS AND MEASURES

The National Weights and Measures Laboratory (NWML) have undertaken some far-reaching changes, resulting in a significant reduction of burdens in recent years. A major example is the new shorter and simpler Weights and Measures (Packaged Goods) Regulations 2006 – which removed some particularly prescriptive requirements from the previous legislation, while maintaining the same levels of consumer protection. The total estimated savings from this reform alone are £129 million per year (representing some 95% of the DIUS 25% reduction target).

NWML delivered other savings as well, particularly through the implementation of the Measuring Instruments Directive (MID) and further implementation of the earlier Non-Automatic Weighing Instruments (NAWI) Directive. A relevant business can now obtain a single approval allowing them access to markets in all EU Member States for applicable instruments. The NAWI (Amendment) Regulations came into force in April and allow installers and repairers as well as manufacturers to 're-qualify' instruments so that they can go back into use more quickly and cheaply.

All these changes, together with improvements NWML has made to its website, have made a real difference to businesses, providing a significant reduction in the costs imposed by the weights and measures regime.

In 2008, work is underway to extend the scope of a national approved verification scheme, enabling manufacturers, installers and repairers the option of 'self-verifying' equipment instead of paying Trading Standards to do this, with the resultant cost savings. NWML has introduced this through a Legislative Reform Order, laid before Parliament in October 2008.

NWML is currently consulting on consolidating and simplifying the legislation dealing with quantity labelling and prescribed quantities for food. They propose to remove all the prescribed quantities for pre-packaged goods (except wines and spirits) from April 2009, giving business greater freedom over pack sizes and greater choice to consumers. In addition NWML intends to move to a principles-based approach for quantity indications for food. These two measures should significantly reduce bureaucracy burdens for the business affected.

NWML has also identified the Measuring Instruments (Intoxicating Liquor) Regulations as a candidate for a simplification. The current Regulations can impose a disproportionate cost to the businesses involved, and NWML plans to start consulting on a proposal to permit the use of statistical sampling by the end of the year, which would reduce the amount of testing companies have to do.

In parallel with these changes, NWML has been looking at the whole body of weights & measures legislation, to see if there is scope to further reduce burdens on business. There has long been criticism that the legislation is outdated and complex after years of piecemeal change. NWML held discussions with stakeholders on what reform might be appropriate and commissioned research into retailer perceptions of the current legislation. They also studied the economic aspects of the regulation of weights and measures in the UK. In the light of this work, DIUS Ministers have concluded that there are many significant opportunities to improve both the legislation and enforcement and NWML is now working up detailed policy proposals.

NWML develops policy with close involvement of or stakeholders. It meets regularly with stakeholders from both business and enforcement communities, including LACORS (the Local Authorities Co-ordinating Office on Regulatory Services), the Accredited Certification Bodies, the United Kingdom

“As a personal overview on the new Packaged Goods Regulations...I cannot think of another piece of legislation that has been so universally welcomed as a simplification and clarification”

Michael Harvey, Principal Trading Standards Officer of West Sussex County Council

Weighing Federation, the Petrol Retailers Association and the Forecourt Equipment Federation. NWML host annual topics ‘clubs’ on weighing, volume, and software. These meetings and clubs are used to inform stakeholders of changes which might affect them and to receive feedback from them. They are also used to help NWML develop future policy that is feasible, sensible and needed, and in line with the ‘Hampton’² principles.

² Reducing administrative burdens: effective inspection and enforcement’ by Philip Hampton. See <http://www.berr.gov.uk/files/file22988.pdf>

SIMPLIFICATION AND REDUCING BURDENS ON THE PUBLIC SECTOR

The Government strategy for reducing bureaucracy in frontline public services includes four main strands:

- to make fewer and better co-ordinated requests for information from the frontline by identifying what data is being asked for, and having a target for reduction;
- to reduce bureaucracy in the areas the frontline cares about most, by identifying and tackling major irritants;
- to engage better with frontline workers to identify and remove bureaucracy and to prompt ideas for simplification; and,
- to ensure better understanding of regulation in the public sector and to work with intermediate bodies to spread best practice.

Annex 3 lists all the significant data streams that now exist between DIUS (including its Non-Departmental Public Bodies (NDPBs)) and frontline public sector organisations³, so that we have a complete picture of what we are asking the front-line to provide, how often, and why. This list has reduced from 33 items in 2007 to 30; however DIUS is focussing on minimising the time and resource public sector bodies spend on reporting to the Department, rather than the number of data streams itself.

The Department has agreed to a 20% target for reduction by May 2010, (subject to determining the balance of this reduction target against the significant work that we have already completed) and the further work that we are committed to in reducing the overall burden of unnecessary bureaucracy on the front line, particularly the existing target in HE to reduce burdens by 20%.

As important is the quality of information that we obtain from the data streams. We therefore review

this on an on-going basis with the relevant sectors, which have an important role to play in finding the right balance in the level of burden and providing an appropriate level of assurance, both in terms of performance, and regularity and propriety.

FURTHER EDUCATION (FE)

Our vision for further education in the UK is more ambitious and challenging than ever, but we are confident that providers (e.g. FE colleges) can respond – delivering a coherent, responsive and high quality education and training system. We are working with them to encourage the development of world class skills in the adult workforce, and to deliver effectively for 14-19 year olds, together with DCSF⁴. We aim to help FE colleges help employers to access the training needed by industry and in that locality. Colleges play a vital role in their communities, driving economic regeneration through their presence, involvement and leadership. They will be key partners in trialling changes to integrate employment and skills services. This work is central to providing support for individuals affected by the current economic downturn. For example, initial trials held in the West Midlands are being extended to nine other areas between December and March 2009, including in London, Hampshire, Manchester and East Anglia.

Work continues to maximise the value to the public from the Further Education system. The Government's ambition is for an FE system where colleges (and other providers) take ownership of quality improvement and the reputation of the sector.

The new Learning and Skills Improvement Service (LSIS), which started in September, is designed to bring together quality improvement and leadership, and management development, in a single, sector-led body.

³ The list from the 2007 Simplification Plan originally contained 41 items. This is reduced to 33 as it included eight which were not data requests to frontline public sector bodies.

⁴ DCSF is the Department for Children, Schools and Families

Flagship reforms, such as Skills Accounts and the Adult Advancement and Careers service, which aim to make access to FE services easier for individuals, are being rolled out in stages as key aspects are trialled from Summer 2009.

Most impact for learners and employers is likely to result from savings made at college-level (though this may be a result of significant changes to the process across the FE system as a whole). We estimate that for every £1million saved in administrative costs by FE colleges, it should be possible to support an additional 650-700 learners, to participate and achieve an extra 460 qualifications per year.

For adults, we aim to strip away bureaucracy in the creation of the Skills Funding Agency (SFA). The SFA is designed to route money quickly and efficiently to colleges and providers that are delivering services to adults and employers.

On the pre-19 side, we are moving the resources and decision-making powers away from central government to place leadership, accountability, and the funding to deliver, with Local Authorities (LAs). The Young Peoples Learning Agency (YPLA) is intended to be a light-touch enabling body designed to support LAs so that they will be able to carry out their new responsibilities effectively.

These changes provide a good opportunity to cut out unnecessary processes and build on the simplification reforms already underway:

- colleges, schools and learning providers to only provide information once, systems to be put in place for information sharing;
- SFA/YPLA to share services and functions e.g. the Framework for Excellence
- roles and responsibilities to be clarified to avoid duplication.

DIUS and DCSF are working to minimise bureaucracy in the new funding systems right from the start,

particularly for providers. Learners and employers should have only one public body to deal with to keep the process as simple and straightforward as possible. We will continue to work with the Bureaucracy Reduction Group to ensure that processes are built on their principles of trust, accountability, simplicity and clarity.

Key FE and Skills highlights from 2007/08 have been:

- Improving communications through: a regular, electronic FE Newsletter; the provider gateway, maintained by the LSC; and rationalising web-sites through the Excellence Gateway.
- Sustained focus on major programmes (such as Train to Gain and Apprenticeships) to bring in modern, simple and proportionate systems, audit and funding streams inspection.
- Introduction of a Learner Registration Service which assigns Unique Learner Numbers to enable more efficient and effective data-sharing, whilst also putting individuals in control of how their data is shared. This year, over 3 million people have been assigned unique learner numbers.
- Streamlined procurement – LSC supports colleges both directly, to improve back office processes, and by encouraging the use of e-procurement and buying consortia. LSC has recently validated further savings of £44m in addition to previously declared savings as part of Spending Review 2004 of £28.6m.
- Shared services – LSC has introduced a 'Shared Services' fund, which will be used to pilot services to be shared across the FE sector, such as human resources or procurement. The lessons learnt from these pilots will then be rolled out to the rest of the sector.
- The introduction of an on-line accreditation system which has significantly reduced the time taken to become accredited to deliver qualifications.

For 2007/8 the estimated savings in the administrative costs of providers are over £9.5 million. In addition LSC estimate savings from Managing Information Across partners (MIAP) of around £7 million each for LSC and QCA in 2008-9.

THE FURTHER EDUCATION AND TRAINING BUREAUCRACY REDUCTION GROUP (BRG)

The BRG is made up of an independent chair and members representing a wide range of colleges and other providers, trade unions and Government agencies. Its role is to scrutinise the design and implementation of policies which have an impact on the FE system, including school sixth forms and sixth form colleges. It works in close co-operation with all the key sector delivery partners including: DIUS, LSC, QCA/Ofqual, and QIA/Learning and Skills Improvement Service (LSIS). The BRG reports to the DIUS Secretary of State and the Chair of the LSC.

The BRG scrutinises policy programmes and publishes recommendations. This work has resulted in the simplification of the new apprenticeships scheme, considerable improvements to Train to Gain, and version 2 of the Framework for Excellence,

Examples of the BRG's work:

Framework for Excellence (FfE):

To support the development of a lighter-touch quality assurance system, the BRG scrutinised the FoE plans. They injected a greater understanding of the practical implications for providers and their workforces and so helped create more flexible processes.

Version 2 of the Framework will incorporate specific changes, reducing the burdens on the front line.

Train to Gain:

Recent scrutiny drew attention to regional variations of approach and some duplicated requirements. This was then taken up by Ministers and providers have helped streamline the guidance.

amongst others. It also takes an overview on the bureaucratic implications of major changes, such as the planned transfer of funding from the LSC to Local Authorities, and creation of the YPLA and the SFA previously mentioned. It has a strong collaborative approach with other sector-led groups such as the Information Authority (see below). It has established a baseline to monitor the commitment to reduce the data burden by 20% by 2010/11. The BRG Annual report for 2007-08 is published on-line at <http://www.fe-brg.org.uk/>. Areas that will be examined this year will include the National Apprenticeships Service, the Qualification and Credit Framework, establishment of the Skills Funding Agency, and cross-cutting inspection reform.

BRG asks the various agencies to provide simplification plans outlining how they intend to reduce bureaucracy. The Group was consulted on and contributed to this Simplification Plan.

THE FURTHER EDUCATION INFORMATION AUTHORITY (IA)

The Government White Paper 'Raising Skills, Improving Life Chances' identified a need to bring together the requirements of all organisations requesting information from further education and training providers and to agree what will be required from them, based upon common standards.

The IA was established in October 2006 to set and regulate data and collection standards for all organisations involved in further education and training.

Data is to be collected only once and can then be used for a variety of purposes. The IA intends to ensure that only priority information is collected. The IA is working to improve the quality and use of data; reducing bureaucracy and increasing accountability to users and sponsors.

The IA Board is headed by an independent chairman and made up of senior representatives from across

the further education and training system. The Board's decisions are already reforming the way information is collected and used across the FE system. A protocol agreement has been signed by stakeholder organisations, committing to work together to deliver the authority's objectives.

In its first year of operation the IA has already made progress in reducing the burden of unnecessary data demands placed upon providers. Consultation with learning providers resulted in bringing forward the publication of the individualised learner record (ILR) specification to assist providers with planning and ensure there is adequate time to implement changes required to systems. The IA commissioned independent research, which highlighted a number of areas where demands for information were irrelevant, duplicated or inconsistent and worked with the LSC and awarding organisations to see where improvements can be made. The IA also worked with the LSC and Ofsted to harmonise the reporting of FE success rates.

THE FURTHER EDUCATION COMMUNICATIONS GATEWAY PANEL

The Panel has raised its profile across the FE system and DIUS, DCSF, LSC and LLUK⁵ all seek its views. Members continue to focus on improving a range of documents, which in 2007-08 included:

- World Class Skills: Implementing the Leitch review of Skills in England;
- Framework for Excellence: How the framework will work;
- Annual Statement of Priorities;
- the FE International Strategy;
- A Summary of Train to Gain – a Plan for Growth;
- Informal Adult Learning – shaping the way ahead;
- LSC Funding Guidance; and,
- the web-based Diploma communications pack for schools, colleges and connexions.

The Panel plan to gather feedback and views from

“In a climate of greater trust, self-regulation and change, the BRG is here to help organisations focus on reducing bureaucratic burdens in frontline further education.”

Paul May, BRG Executive Director

practitioners on how effective their work is, and to identify good and bad examples of material communicating Government policy. A Review of the first year of the FE Communications Gateway Panel can be found on-line⁶. This includes observations from the Panel's scrutiny so far.

KEY FE AND SKILLS DEVELOPMENTS PLANNED IN 2009

- Roll-out of Framework for Excellence, Qualifications and Credit Framework and an integrated service for employment and skills provision aims to give all those in the system appropriate access to information to support choice of provision. This information will be used more effectively by those checking and inspecting aspects of the FE system to reduce duplication.
- A Challenge Panel, chaired by the Secretary of State will drive a faster response to employer concerns on bureaucracy.
- Integrating the Train to Gain skills brokerage service with Business Link's brokers, and a web-based tool for employers to navigate the system.
- Roll-out of the 'Learner Record' which, through bringing together data on individual learners including their qualifications and credits achieved, aims to provide more timely, individualised support.
- Continuing to develop key structures and communicate plans for the transfer of funding to Local Authorities and new post-19 organisations. Right from the start, DIUS will look to include simplification as an intrinsic element.

5 LLUK is Lifelong Learning UK, the sector skills council for the professional development of those working in adult education

6 <http://www.dcsf.gov.uk/furthereducation/index.cfm?fuseaction=content.view&CategoryID=27&ContentID=42>

Higher Education Regulation Review Group:

HERRG was established in 2004, as the “gatekeeper” group for HE in England, independent of the Department, but supported by it. It comprised largely senior managers from HEIs with an independent chair (most recently Steve Bundred, Chief Executive of the Audit Commission). The Group’s appointment was extended to 2008 with refreshed membership in 2006.

HERRG had a mandate to review policies for their regulatory impact on Higher Education in England, to explore existing areas of bureaucratic demand and to recommend ways of doing things better.

HERRG started by looking at the activities of the Higher Education Funding Council for England (HEFCE). It developed a good working relationship that helped embed a change in the Council’s approach. HEFCE now has a new, risk-based approach to regulation and is committed to reducing costs, both to the institutions and to the Council. Ministers have continued to make clear to HEFCE in their annual grant letter that reducing administrative burdens on HEIs has a high priority.

HERRG then moved to encourage the other funding, inspection and data collection agencies to adopt the principles of lighter touch, risk-based activity. This led HERRG to the key milestone in their work, the Higher Education Concordat on quality assurance and data collection, launched in May 2006. There are now 28 signatories, including all the key regulatory bodies, with others intending to join. Signatories commit themselves to adopting the Government’s Principles of Good Regulation. The Concordat has become embedded within the sector.

HERRG’s has achieved its main objective; to deliver systemic improvement to the way HE is regulated.

HIGHER EDUCATION (HE)

A key strength of universities in this country is their autonomy. They are largely independent of government; with legal protections for academic freedom. Ensuring effective accountability for the large sums of public money that go into the sector is essential, but it is equally vital this is done with the absolute minimum of government-imposed bureaucracy, to prevent stifling their autonomy, and enable the sector to continue to flourish and remain innovative.

Good progress has been made with taking forward simplification measures. In particular, the work of the HERRG, set out below:

HERRG was appointed to make more sense of the complex institutional landscape with which universities were grappling and so it was always incumbent on them not to become a permanent part of that landscape. In the four years since its creation HERRG has successfully overseen significant improvements in the approach to regulation of the main funding and regulatory agencies.

DIUS has accepted all of the recommendations in HERRG’s final report in summer 2008 (the Government’s response to this report was published in October). This includes the recommendation that the Group had achieved its main objectives, is not best-placed to address the outstanding issues, and so the sector should now take on a more prominent role in promoting better regulation.

Whilst HERRG has been able to achieve a great deal, it is important that the HE sector, and the Government, continue to strive for better regulation. One area where progress is still needed is in encouraging professional bodies to reduce their bureaucratic demands on HE institutions. Here, both Government and the universities can exert pressure on professional bodies to reform their regulatory roles. HERRG also made recommendations on this issue and officials are discussing how to take this

forward through work by the Commission for Healthcare Regulatory Excellence in the health education programme, and with the Better Regulation Executive more generally.

We are committed to supporting the process of achieving better regulation in HE as it moves to this new phase. Acting on another HERRG recommendation, DIUS has appointed a senior civil servant to champion better regulation in the HE sector. He will be our principal contact for sector bodies, provide any links that may be required with Ministers and help ensure that regulation in the sector continues to improve. We will continue to work with HEFCE as the principal funding body to ensure it retains stretching targets for reducing the costs of administration in universities and colleges. A key performance target for HEFCE is to reduce administrative costs to the frontline by 20%. This will be revised in next year's strategic plan to reflect the progress made so far. Progress is currently being measured and the report on costs and savings is due to be published early next year. HEFCE will be working closely with a new forum focussing on bureaucracy reduction that Universities UK and Guild HE have agreed to establish and DIUS and its Ministers will continue to support this process, as well as monitoring continued progress.

HERRG's work over four years and their recommendations have been very helpful in stimulating significant improvements and ensuring these are embedded in normal working practice now; we will ensure the impetus that HERRG has created is not lost.

Alongside HERRG, the Quality Assurance Framework for HE was initiated in 2002 to make clear the standards which HE institutions are expected to meet. The new system was monitored by the Quality Assurance Framework Review Group to ensure that it

achieved the purposes for which it had been established. It included representatives of government departments, professional and statutory bodies and the National Union of Students (NUS). The final of their three reports was published in July 2008⁷.

The Chair's introduction to this final Report observes that the landscape of HE had changed markedly since they began their work:

"whereas the quality assurance of provision within Higher Education had been the subject of contentious dispute between those who provided, and those who 'regulated', that is no longer the case."

They found that the Quality Assurance Framework was working well:

"the costs and burden have been lightened, yet the 'lighter touch' has not led to less rigour. The sector has taken ownership of the framework, and has used it positively."

They commented favourably on HERRG and noted that work to further improve regulation and quality was continuing.

"There have now been six years of sustained effort to ease the burden of regulation on universities and concern about excessive...regulatory requirements... has now greatly diminished. The key bodies that regulate the sector have become signatories to the Concordat, and appear fully committed to its principles. HERRG is proud of the contribution it has made to these substantial improvements in the regulation of universities and colleges. I am pleased that the HE sector itself is now taking clear ownership of arrangements for identifying and resolving [any] new concerns about regulation that may arise."

Steve Bundred, Chair of HERRG,

⁷ "Assessing the impact of reviews of collaborative arrangements on higher education institutions" http://www.hefce.ac.uk/pubs/hefce/2008/08_21/08_21.pdf

STUDENT FINANCE – REDUCING BURDENS ON CITIZENS

The student finance service for students studying in England is being transformed. It is currently delivered in partnership between the Student Loans Company (SLC), Her Majesty's Revenue and Customs (HMRC) and Local Authorities. A new, primarily on-line, payment service 'Student Finance England' will be delivered by SLC from early 2009 for new students and SLC will progressively take over assessment from the Local Authorities.

Students will be able to apply for financial support at the same time as they apply for a university place. The service will be customer focussed: simpler to use, with clearer information, faster decisions, and improved service standards. Customers will be able to access the service when and how they want. Business processes are being designed to reduce the level of avoidable contact and the amount of effort customers have to make to prove their entitlement and make repayments after they enter employment.

DIUS has worked closely with its partners (UK-IPS, HMRC and UCAS⁸) to develop extensive data-sharing capabilities, which means that documents do not need to be provided by prospective students as evidence to support their applications: checks can be undertaken electronically utilising partners' databases.

To ensure that policies are practical and not burdensome for other organisations, e.g. the Higher Education Institutions, SLC is involving them in the design and validation process. DIUS and SLC are also consulting the HMRC employers' forum to ensure proposals for changing how student loans are collected impose minimal burdens on employers.

Key HE developments planned for 2009 are:

- The HE better regulation champion will discuss and agree with HEFCE incorporation of a suitable performance target into their strategic plan in the light of their independent report on the cost of regulation due to be published in March.

- UUK and Guild HE will launch their new better regulation forum for regular liaison, consultation and dialogue between universities, HE colleges and regulators, established on HERRG's recommendation, with the support of HEFCE.
- The new centralised and fully integrated student finance service, Student Finance England, will be available for new students wishing to enter into Higher Education in September 2009.

SCIENCE AND INNOVATION

Research Councils provide 'services' to a multitude of customers. These include: government departments; charities; academics applying for research funding; research collaborators and users from business; and, the general public. Such services are largely IT-enabled and designed around customer needs.

The Research Councils are working jointly with the academic community and other funders to provide more effective and efficient services for the research community, reducing the level of bureaucracy on researchers and university administrators. The Councils are transforming and harmonising their business processes, employing best practice from within and outside the Councils, in order to make it easier for researchers to apply for funding and for applications to be administered more effectively through the use of IT. Since 2003, the number of major IT systems shared between Research Councils has more than doubled from 21% to 45%. With the implementation of planned grants processing systems, this proportion will increase further in the next five years.

RCUK has established a cross-Council programme to deliver overall improvements in the efficiency and effectiveness of the peer review system. The Research Councils are making significant amendments to their collaboration on the peer review and funding of research projects that straddle their remits. The aim is to ensure that no gaps develop between the Councils' subject domains.

⁸ UCAS is the organisation which manages university applications from prospective students

REDUCING BURDENS FOR THIRD SECTOR CONTRACTORS

In line with other government departments, DIUS is also looking at how to reduce the burdens of regulation on the third sector, particularly the administrative burdens associated with contracting and reporting.

The Office of the Third Sector (OTS; a division of the Cabinet Office) funded a research project to look at charities' experience of government contracts, to quantify the costs they incur in meeting reporting requirements, and to identify suggestions for minimising these costs. The LSC is a member of the steering group for this research, and suggested some of the case study charities. The report of the research findings was published in September⁹ and outlined the reporting burden (this is the proportion of the total value of the funding agreements which was expended in reporting to funders) and delivered a number of recommendations of ways to measure and minimise the costs associated with public funding. OTS is currently considering those recommendations and will be working with LSC and others to formulate a set of principles on proportionate reporting to ensure these burdens are minimised.

Over the past few years, LSC has already done a great deal to reduce the bureaucratic burden on providers, including those in the third sector. These include:

- the LSC e-tendering system – a single, internet-based tendering process allowing the LSC to open and competitively tender its provision in one approach across the whole of England, a significant improvement on the previous multiple local approaches;
- the LSC is currently in the second year of funding a peer coaching programme to support the sector to help each other i.e. experienced third sector leaders coach others to help them with the e-tendering process; and
- a proportionate approach to contracting, monitoring and compliance where high quality provision and management earns a very light touch from the LSC and poor quality provision and management sees a set of swift and robust interventions from the LSC.

We continue to look for ways to enable the third sector to participate more easily, in recognition of their important role in engaging local community and specific interest groups.

⁹ New Philanthropy Capital: 'Turning the tables in England – putting English charities in control of reporting' September 2008

ANNEX 1: SIMPLIFICATION MEASURES DELIVERED TO DATE

Title/initiative	Nature of burden	Description of measure	Outcomes (including sector to benefit)	Cost saving (policy or administrative)	Delivery dates
Administrative burden reductions					
1. Weights and Measures: <i>Weights and Measures (Packaged Goods) Regulations 1986 replaced by 2006 Regulations</i>	Complex, overlapping rules on packaged goods.	Simplification of UK law on quantity indications through consolidation of 5 Orders into 1. This removes the distinction between 'Class A' and 'Class B' packaging, and helps understanding of the indication requirements.	Simpler law: more consistent, certain, accessible and comprehensible. Greater freedom over the equipment for measuring and checking quantity, primarily in the bread sector, but also for other suppliers. Will facilitate greater innovation.	Removal of information obligations resulting from this measure saves an estimated £129 million per annum in administrative burdens.	Came into force 6 April 2006.
2. Intellectual Property Rights: <i>simplification of forms</i>	Time to complete forms.	Administrative burden reduction. The total number of forms (for applications and renewals etc) has been reduced with some forms removed altogether and others combined.	The reduced information obligations along with improved layout and clearer instructions will make it easier and quicker for customers to supply the information the IPO needs, which ultimately leads to more efficient processing of IP applications.	£100,000 per annum in administrative burdens	Implemented April 2007.
3. Intellectual Property Rights: <i>address for service requirements</i>	The requirement to provide a UK address for service resulted in additional legal and other fees for some customers.	Administrative burden reduction. The removal of the requirement to provide an address for service in the UK was replaced with a requirement to provide an address in the EEA.	Customers can use existing address in the EEA and do not need to engage an agent in the UK to fulfil this function.	£670,000 per annum in administrative burdens.	Implemented in April 2006.

Title/initiative	Nature of burden	Description of measure	Outcomes (including sector to benefit)	Cost saving (policy or administrative)	Delivery dates
4. Intellectual Property Rights: web-based filing of trade mark applications	The time to file a trade mark application manually.	Administrative burden reduction. Introduction of a web-based electronic form for filing trade mark applications.	Reduced costs to businesses submitting trade mark applications to the UK-IPO due to a more efficient and user friendly process. Over 40 per cent of applications are now filed electronically (60% of these from private applicants).	£16,000 per annum in administrative burdens.	Implemented in June 2005. Uptake continues to rise.
5. Intellectual Property Rights: declaration for an invention which is a product	Previously, a declaration was required.	Administrative burden reduction. A declaration is no longer required.	Customers do not have to take the time to prepare a declaration or engage a legal representative to assist.	£5,923 per annum in administrative burdens.	This transitional provision has been allowed to expire.
6. Intellectual Property Rights: examination of trade marks on relative grounds	Previously, the UK-IPO examined trade marks to see if anyone has already registered a mark that conflicts with it. This was time consuming and often involved legal costs.	Administrative burden reduction: The Trade Marks Act 1994 has been amended to remove relative grounds examination. Policy cost reduction: a saving in official fees due to less trade mark applications failing on relative grounds.	Applicants will not have to engage with the office on relative grounds issues (unless an application is opposed by a trade mark owner), saving time and money on legal fees.	£120,000 per annum in administrative burdens. £1.18million policy cost reduction.	Implemented in October 2007.
Private sector policy cost reductions					
7. Weights and Measures: costs of repeating type approval	Costs of repeating type approval for different EEA countries.	Transposition of Measuring Instruments Directive. Provisions for Designation of Notified Bodies came into force on 30 May 2006.	One type approval will open the EEA market to all manufacturers.	Only obtaining type approval in the UK, rather than every EU state in which the company does business, RIA data suggests UK business should save £750,000 per annum	11 SIs came into force on 30 October 2006.
8. Weights and Measures: labelling information on fuel pumps	Cost of labelling information on fuel pumps.	Amendment to Liquid Fuel and Lubricants Regulations 1995, to remove requirement for indication (on equipment) of product standard, and, date on retail fuel dispensers.	Re-labelling of 250,000 fuel pump nozzles will no longer be required for small changes to fuel specification.	Assuming a 10p saving for each fuel nozzle, this leads to a saving of £25,000 per annum to fuel retailers, based on RIA data.	Regulation amendment came into force on 30 October 2006.

Title/initiative	Nature of burden	Description of measure	Outcomes (including sector to benefit)	Cost saving (policy or administrative)	Delivery dates
9. Weights and Measures: <i>finding weights and measures requirements – NWML website</i>	Costs to business of researching weights and measures legislation.	Improved website.	Simpler navigation, improved search mechanism for legislative documents, and, facilities for web-based booking of NWML services.	Time savings for stakeholders achieved through a more easily navigable website.	Implemented October 2005.
10. Weights and Measures: <i>Non-Automatic Weighing Instruments (Amendment) Regulations 2008</i>	Over-restrictive regulation	Proposal to amend NAWI Regulations 2000 to allow installers and repairers as well as manufacturers to re-quality instruments	Saving to business.	Average estimated benefit to business in the range of c. £120,000 to c. £240,000.	Came into force on 6 April 2008.
11. Intellectual Property Rights: <i>modernisation of design registration system</i>	Time to file multiple applications.	Administrative burden reduction. The simplification of design registration processes has removed the need for multiple applications.	The removal of the need to file multiple applications means that less time is spent on an application (including form filling). This has also resulted in savings in official fees (policy cost reduction) and reduced external legal costs.	£200,000 per annum in administrative burdens.	Implemented in March 2007.
12. Intellectual Property Rights: <i>implementation of revised European Patent Convention</i>	The cost of filing patent applications in multiple member states. Time taken to draft patents for second medical use inventions.	Administrative burden reduction. Allow single application to file patents in multiple member states. It will be possible to directly and more clearly patent a second medical use of a known substance.	It will be easier and less costly for businesses to protect their inventions across Europe as only one application will be required. Businesses will be more simply able to assess the scope of protection conferred by a second medical use claim.	Estimated £100,000 per annum savings to UK business from removal of burdens from other EC countries' requirements. Not included in ABME.	The revised EPC came into force on 13 December 2007. Corresponding changes to UK law came into force on the same date.

Title/initiative	Nature of burden	Description of measure	Outcomes (including sector to benefit)	Cost saving (policy or administrative)	Delivery dates
<p>13. Intellectual Property Rights: <i>changes to the Patents Rules 1995</i></p>	<p>Complex and overlapping rules on litigation at the UKIPO and other administrative matters.</p>	<p>Administrative burden reduction. The entire rules package has been redrafted, including a clearer and simpler set of rules on patent litigation (before the UK-IPPO). A number of forms have also been abolished along with requirements for duplicate papers to be filed and copies of certain documents to be supplied.</p>	<p>The new rules provide a general scheme of rules for litigation at the UK-IPPO and replace separate sets of rules for different procedures. The consolidation also makes it easier for lawyers to understand the legal provisions that are in force. The process will also be streamlined so that litigation before the Office is generally concluded in a shorter time period, which will result in savings to users of the patents system in legal fees.</p>	<p>£730,000 per annum in administrative burdens.</p>	<p>17 December 2007.</p>
<p>14. Intellectual Property Right: <i>the London Agreement on Patents</i></p>	<p>The cost of translating European patents to meet the requirement that they must be filed in the national language of each country where protection is sought.</p>	<p>Administrative burden reduction: remove the requirement to file in national languages through the negotiation and implementation of the London Agreement.</p>	<p>The cost to UK businesses of obtaining patent protection in EU countries will be significantly reduced by the removal of the requirement to file applications in national languages. Translation costs currently account for 25% of the cost of a European patent application, and will be almost halved. There will also be savings to UK-IPPO operational costs.</p>	<p>Around £10 million per annum in cost savings. This is likely to rise as more member states ratify the Agreement.</p>	<p>France deposited the final ratification instrument necessary for the Agreement to come into force on 29 January 2008. The Agreement came into force on 1 May 2008.</p>
<p>15. Intellectual Property Rights: <i>fast track processing of trade mark applications</i></p>	<p>Currently, it takes, on average, 6 months to have a trade mark registered</p>	<p>Administrative burden reduction. Introduce a fast track process for the registration of trade marks.</p>	<p>UK businesses take less time to obtain trade mark registration and benefit from trade mark protection faster.</p>	<p>Consultation exercise currently underway though it is too soon to estimate any cost savings.</p>	<p>April 2008</p>

Title/initiative	Nature of burden	Description of measure	Outcomes (including sector to benefit)	Cost saving (policy or administrative)	Delivery dates
<p>16. Intellectual Property Rights: <i>electronic communication in patent applications</i></p>	<p>Correspondence between applicants and the UK-IPO on matters concerning patent search and examination can be time consuming.</p>	<p>Administrative burden reduction: increased use of electronic communication associated with patent applications such as web-based forms will offset the administrative burdens for search and examination. These efficiencies will also constitute a saving to government.</p>	<p>UK businesses taking advantage of electronic communication will spend less time communicating with the UK-IPO through a paperless 24 hour filing system with rapid acknowledgement of receipt. They will be able to identify and understand our requirements more easily through online</p>	<p>£14,000 per annum in administrative burdens.</p>	<p>Both implemented and ongoing. Electronic communication is already available and more web forms will be introduced. Uptake of existing services continues to increase.</p> <p>The new e business services (e Patents Journal and expanded e filing services) scheduled for April 2008 were implemented on time. Further expansion is expected during 2008/09.</p>
<p>17. Intellectual Property Rights: <i>fast track processing of patent applications</i></p>	<p>It could take, on average, three years to have a patent granted</p>	<p>Burden reduction: greater availability of fast track patent processing.</p>	<p>More UK businesses could be granted patents in under a year.</p>	<p>Time savings between initiating application and final result, up to two years.</p>	<p>April 2008 – work to increase awareness of provisions.</p> <p>Comments received that existing accelerated services were normally sufficient. This will be looked at with a view to improving, clarifying and raising their profile to highlight how they may be used to achieve a fast track to grant of patent</p>
<p>18. Intellectual Property Rights: <i>mediation and opinion services</i></p>	<p>Intellectual property disputes are time consuming and expensive due to the need to engage a legal representative</p>	<p>The UK-IPO has instituted mediation and opinion services.</p>	<p>These services are likely to reduce administrative burdens either by reducing the likelihood of litigation taking place, or by focusing the litigation and reducing its duration.</p>	<p>The mediation service was launched in 2006, and has not been operating long enough to be able to quantify the impact</p>	<p>Launched in April 2006.</p>

Title/initiative	Nature of burden	Description of measure	Outcomes (including sector to benefit)	Cost saving (policy or administrative)	Delivery dates
19. Intellectual Property Rights: fees and receipts	A range of administrative burdens result from current processes for paying application and renewal fees and acknowledging these payments.	Administrative burden reduction and savings to government. Make the payment and acknowledgement of fees easier for customers through credit card or mobile phone payments, direct debits etc. Automated payment methods take less time and can reduce the need for professional assistance.	UK businesses spend less time meeting requirements. The main areas to ease and simplify fee paying is by adding more of our forms to our website and allowing payment by credit/debit card.	Further work is required to scope the available options and determine the number of customers affected, and will deliver an administrative burden reduction	The introduction of credit card payments for trade mark applications took place in 2006.
20. Student Loans: repayment of student loans through payroll	Employers have to account for the repayment of student loans in the same manner as deduction of PAYE tax.	Changes have been made to allow the P46 form to function as a start notice.	Employers who recruit someone with a student loan can now use the P46 as a start notice where the box is ticked. Otherwise, SLC instruct HMRC separately. The borrower thus can enter into repayment more quickly where SLC does not have to submit a separate start notice.	This simplifies the system for employers though they still have to start the repayments, irrespective of whether the trigger is a P46 or an SL1 start notice.	April 2005.
21. Student Loans: Employer monthly remittances of tax deductions to HMRC	Requiring employers to provide an itemised payslip of the student loans deductions made	In line with national tax and National Insurance legislation, employers will now only be required to provide a single sum payment of tax and other deductions to HMRC instead of itemising the different components, i.e. student loans deductions; National Insurance etc.	Employer remittances during the tax year are only reconciled to the respective components at the end of the tax year with their annual returns. Therefore itemised monthly returns are unnecessary.	Reduced administrative burden on employers as they will not be required to operate a separate system for the collection of students' loans, which will now be in line with their main returns to HMRC.	To be included in Amending Regulations Autumn 2008
22. Student Loans: Abolition of 42 days requirement	Formerly, employers began student loans repayment deductions from the pay date 42 days after receiving a 'start notice' This required clerical administration and monitoring before the start of deductions.	Employers now able to begin deductions on the pay date following receipt of the start notification.	No need for administration and monitoring to ensure proper start of deductions.	Savings to employers. Welcomed by the HMRC Employer Sub Group	April 2008

Title/initiative	Nature of burden	Description of measure	Outcomes (including sector to benefit)	Cost saving (policy or administrative)	Delivery dates
Public sector burden reductions					
<p>23. Further Education: <i>financial arrangements in FE</i></p>	<p>Complex audit arrangements.</p>	<p>LSC has made significant changes to its financial and audit arrangements, giving the sector greater control over how financial returns are managed, leading to a significant reduction in the level of audit required. Specifically, LSC has contracted with the Association of Colleges and the College Finance Directors Groups to improve financial reporting in colleges. This is delivering: national accounts direction guidance for college finance statements; national model financial plan templates; and operation of a helpdesk.</p>	<p>Reduced audit requirement. In October the LSC published its "ILR Funding Compliance Advice and Audit Guidance for Providers" which explicitly set out requirements and changes to reduce burdens.</p>	<p>In 2006, we estimated that £12 million per year savings would be secured from the changes made to audit arrangements. This saving has been monitored, and has been confirmed. In 2007-08 the savings were around £9m as new processes to support more demand-led provision were introduced.</p>	<p>The changes to financial management were introduced in Summer 2007. Further improvements were introduced in Summer 2008. These provide effective transitional arrangements by supporting plan-led approaches for 16-18 funding and more demand-led approaches for post-19.</p>
<p>24. Further Education: <i>streamlining the relationship with FE providers</i></p>	<p>In last year's plan, we recognised that there was a lack of clarity in the respective roles of organisations operating in the FE System.</p>	<p>A new relationship with FE providers. LSC is strengthening its strategic capability and reducing its administrative effort at local level. DIUS will concentrate on strategic leadership and policy formulation. The Quality Improvement Agency (QIA) will lead on quality improvement discussions with colleges supported by a single Quality Improvement Strategy for the sector.</p>	<p>Each college or training provider will have a single named strategic partner in the LSC. Colleges and providers will in future have a single source of support on all quality issues. National Improvement Strategy (NIS) published in Autumn 2006 and operational by April 2007, is now owned by the Learning and Skills Improvement Service – the new sector-led body for quality improvement.</p>	<p>The LSC has achieved and exceeded the administrative efficiency savings set for them, and in addition are on target to achieve £40 million efficiency savings by end 2008/09 at the latest. Provider gateway should result in up to £8m savings from 2006 to 2010; e-tendering has removed 6m sheets of paper</p>	<p>The milestones set have been achieved or are on track: • LSC announced a new streamlined non-executive and new single strategic partners in late 2006; LSC reduced its staff by 1,100 by the end of 2006; and, National Improvement Strategy (NIS) published in Autumn 2006 and operational by April 2007. Regional Councils are now in place.</p>
<p>25. Further Education: <i>Streamlining communications with FE providers</i></p>	<p>Inconsistent presentation of publications and consultations to providers.</p>	<p>A Communications Gateway Panel that reviews all key publications. A new electronic FE Newsletter is produced and sent to over 1000 subscribers A new Bulletin has been developed on the Transfer of funds to Local Authorities and Post19 changes</p>	<p>All DIUS, DCSF and LSC publications and consultations to FE providers are scrutinised by the Communications Gateway Panel against agreed standards.</p>	<p>RIA for the FE Reform White Paper includes a strategic view of the costs and benefits.</p>	<p>Communications Gateway Panel in place by May 2007 and fully operational by September 2007. Review of the first year published in June 2008. Includes communications guidelines based on observations from their first year's work.</p>

Title/initiative	Nature of burden	Description of measure	Outcomes (including sector to benefit)	Cost saving (policy or administrative)	Delivery dates
<p>26. Further Education: <i>streamlining and rationalising FE data</i></p>	<p>A need for better use of data, greater control over demands, improved supply of data, and a more efficient, effective and accountable service.</p>	<p>A new FE Information Authority (IA), supported by a secretariat, act as a gatekeeper and decision maker on data standards, collections and reporting.</p>	<p>Improved quality and use of information in support of effective decision making by all stakeholders (improvements in data relevance, consistency, timeliness and accuracy).</p>	<p>Baseline Study has been completed to analyse the burden, and look at how a 20% reduction can be effected, and reported against in measurable terms.</p>	<p>IA now in place, with independent Chair. Information Standards Protocol agreed by Board. IA continues to challenge on ad hoc requests and scrutinises plans for implementing flagship reforms for data burdens.</p>
<p>27. Further Education: <i>Qualifications</i></p>	<p>Large numbers of qualifications and awarding bodies with different and complex administration.</p>	<ol style="list-style-type: none"> 1. Rationalisation of qualifications with the introduction of Diplomas and Qualifications and Credit Framework. 2. Reduced monitoring and inspection related directly to risk. 3. Introduction of a standard process and requirements for 'centres' (e.g. colleges) to be recognised to deliver qualifications. (see annex 2, below) 4. Employers put in the driving seat through Sector Skills Councils and their Sector Qualifications Strategies which will provide the qualifications employers and learners need; and able to offer their own qualifications through the employer provider recognition work. 5. Greater transparency in examination fee levels. 	<ol style="list-style-type: none"> 1. A streamlined qualifications system, with associated administrative burden reduced to a minimum. A coherent, rational and integrated framework for units and qualifications. 2. Providers with a good record of qualifications delivery will be subject to fewer monitoring checks. 3. Ensure information is collected once and used by a number of organisations. 4. Ensuring that the development of qualifications is based on employer and learner needs by enhancing the role of the Sector Skills Councils whilst minimising burdens. 5. Awarding bodies to submit to QCA fee proposals for revised A Levels, GCSEs and A Level fees to be published one year in advance. 	<ol style="list-style-type: none"> 1. 14-19 Diplomas initial impact assessment developed, and, the consultation is on-going through phases 1, 2 and 3 of the programme. Qualifications and Credit Framework will be evaluated over the life of tests and trials. 2. Potential for long term savings and benefits for both centres and awarding bodies. 4. A Research & Evaluation Sub-Programme will inform impact assessments. 5. Effect on costs not known, but there will be significant improvement in transparency. 	<p>There is a wide range of activity underway as detailed below. Good progress has been made.</p> <ol style="list-style-type: none"> 1. 14-19 Diplomas: progress on first 3 phases. 2. Development phase completed in 2008 4. 2007/08 – SSCs approvals of VQs piloted 5. Details of fees published in September 2008, apply at September 2009

Title/initiative	Nature of burden	Description of measure	Outcomes (including sector to benefit)	Cost saving (policy or administrative)	Delivery dates
28. Further Education: quality – launch of the Excellence Gateway		A single online service for post-16 providers, including an Improvement Services Directory.	To facilitate the dissemination of proven good practice between providers.	The site attracted 200,000 unique visitors since its official launch in July 2007. 88% of users thought it was good or better. It is estimated that the Excellence Gateway has rationalised over 50 web-sites with savings of around £400k for the FE system each year.	June 2006 – Initial launch of the Gateway. June 2007 – Gateway links to four key websites. April 2008 – further websites added.
29. Further Education & Higher Education: crosscutting simplification measures – Managing Information Across Partners (MIAP)		MIAP is improving how data is shared across the whole post-14 education sector, across the UK. 3 new internet-based services: 1. a Learner Registration Service, incorporating a ULN; 2. a learner data-sharing interface that will enable the creation of learner records; and 3. a UK Register of Learning Providers.	MIAP will benefit a wide range of stakeholders, including learners and employers: • reduced administrative burdens, better policy and funding decisions; and, • improved personalisation of services.	Business case indicates that by the end of 2012/13 programme will have realised efficiency and administrative savings equivalent to or greater than the costs of development and operation – around £50m. LSC and QCA estimate that streamlining data sharing using the Learner Registration Service could save each organisation £7m.	The Learner Registration Service is now operating and over 3 million people have unique learner numbers. This number is directly supporting the Diploma Aggregation Service and the Qualifications and Credit Framework.
30. Further Education: reducing the impact and burden of inspection on FE providers	Providers have overly bureaucratic and time consuming inspections – in terms of number of visits, number of inspection days, and time spent preparing for them.	Reducing the average number of inspection days per provider, more so for good and excellent providers; relying on annual monitoring assessments between inspections to flag potential problems and good practice; development of self assessment to identify performance; ALI/Ofsted merger ends joint inspections – single inspectorate.	All providers (colleges, private and voluntary sector providers) are inspected by Ofsted. The single inspectorate is able to bring together different inspections into one visit more efficiently. Average number of inspection days reduces by 30% (50% for good and excellent providers).	Inspectorate budgets reduced by 30% by 2008-09, a total reduction of £13m on 2003-04. All colleges prepare for inspection in different ways but there will be commensurate savings in colleges as fewer staff days are spent on inspections. Ofsted estimate savings for providers of around £200k each year through proportionate inspection.	New Ofsted was in place from April 2007; Details of new inspection arrangements designed to reduce burden of inspection published and took effect from September 2007. Proportionate inspection introduced in September 2007.

Title/initiative	Nature of burden	Description of measure	Outcomes (including sector to benefit)	Cost saving (policy or administrative)	Delivery dates
<p>31. Higher Education: concordat on data collection and quality assurance in HE</p>	<p>Burdens around monitoring of quality, inspection visits and demands for data and other information.</p>	<p>Concordat on data collection and quality assurance. Agreement has been reached on a concordat between HE funding bodies, Higher Education Statistics Authority (HESA), Quality Assurance Agency (QAA) and other major bodies, whereby the HESA would become the single source of base data, the QAA would supply basic inspection and quality assurance, and, all signatories agree to work together to eliminate any other overlapping requirements.</p>	<p>The agencies and regulatory bodies rely upon inspection and other quality data produced by each other. Higher education institutions benefit from fewer monitoring or inspection visits or demands for quality assurance information. For data provision, the aim was to develop the role of HESA to meet all external demands for data and information. Higher education institutions benefit from the elimination of duplicated and overlapping demands for data.</p>	<p>HERRG estimated that better coordination of inspection and data collection in higher education could ultimately save at least £15 million annually, although some of these changes were already in the pipeline and had been taken into account in the overall savings above. This estimate is derived in part from the PA Consulting study made for HEFCE in 2004, and also from a study of the impact of external review of quality assurance carried out by JM Consulting in 2005 for DFES.</p>	<p>The Concordat launched May 2006. Informal review of progress with signatories end 2006. Formal review with all signatories May 2007 and revision of their individual business plans for delivering the Concordat's principles. Additional organisations steadily signed up to the Concordat, over 2007/8. The Concordat has made a significant impact in embedding better regulation within the HE sector. Signatories have committed themselves to adopting the Principles of Good Regulation, and each signatory set out specific actions they would take to pursue these principles. The Concordat is embedded within the sector and has made a significant impact on the behaviour of the key regulators.</p>
<p>32. Research Councils measures on peer review and funding of research projects that straddle their remit</p>	<p>'Double jeopardy' occurring in the assessment of interdisciplinary research proposals.</p>	<p>The Research Councils now ensure: no gaps develop between the Councils' subject domains; and equality of opportunity for proposals at the interface between traditional disciplines, where many of the major research challenges of our time are located.</p>	<p>Little or no 'double jeopardy' in assessment of interdisciplinary proposals.</p>		<p>Protocol agreed from August 2006.</p>

ANNEX 2: NEW SIMPLIFICATION MEASURES IDENTIFIED, AND MEASURES PREVIOUSLY IDENTIFIED AND YET TO BE COMPLETED

Title/policy/initiative	Nature of burden	Description of simplification measure	Outcomes (and sector to benefit)	Est. cost saving (policy or administrative)	Implementation timeline
Administrative burden reductions					
1. Weights and Measures: <i>Weights and Measures Act 1985 – consolidation under Part IV</i>	Over-complex, overlapping, regulation.	Simplification and deregulation of UK law on quantity indications and specified quantities by moving from a product specific approach to one based on general principles and by removing any unnecessary burdens.	Primarily affecting businesses manufacturing and packaging foodstuffs, which will benefit from a more consistent, certain, accessible, and, comprehensive framework and the removal of restrictions on pack size.	There are some 88,000 retailers in the affected sectors. On PwC figures, they will realise savings of £500,000 per annum in administrative burdens. In addition we estimate other savings for business of up to £185,000 a year from the removal of specified quantities for pre-packages.	Two stage process. Removal of specified quantities for all pre-packages except wines and spirits in April 2009. Changes to quantity labelling for foods dependent upon progress in Brussels on EC Regulation on Food Labelling, but not before 2010.
2. Intellectual Property Rights: <i>asserting moral Rights</i>	Section 78 of the Copyright, Designs and Patents Act 1988 requires an author to make a statement asserting their right to be identified as an author or director. If the statement is not made, in certain circumstances no infringement of moral rights will be considered to have taken place and a remedy will not be available.	Administrative burden reduction. The UK-IPO will consult with stakeholders to identify the costs and benefits of removing the requirement to make a statement.	Depending on the outcome of the policy process, authors and directors will not have to make a statement in their works in order to benefit from moral rights provided in copyright law.	£39 million per annum in administrative burdens.	2010 Initial discussions have raised certain issues about this, which the UK-IPO will pursue further by means of a policy notice.

Title/policy/ initiative	Nature of burden	Description of simplification measure	Outcomes (and sector to benefit)	Est. cost saving (policy or administrative)	Implementation timeline
3. Intellectual Property Rights: name and address details on registers	Customers have to complete separate forms to amend their name and address details across the three registers maintained by the UK-IPO (patents, trade marks and designs).	Administrative burden reduction. Institute a single form for name and address changes. Web-based self management of customer information is also being considered.	UK businesses will spend less time updating their name and address details with the UK-IPO.	Further work is required to determine the number of customers affected, and will deliver an administrative burden reduction.	2010 This will be addressed following a new IT system to be implemented during the course of 2008
4. Intellectual Property Rights: fees and receipts	A range of administrative burdens result from current processes for paying application and renewal fees and acknowledging these payments.	Administrative burden reduction and savings to government. Make the payment and acknowledgement of fees easier for customers through credit card or mobile phone payments, direct debits etc. Automated payment methods take less time and can reduce the need for professional assistance.	UK businesses spend less time meeting requirements. The main areas to ease and simplify fee paying is by adding more of our forms to our website and allowing payment by credit/debit card.	Further work is required to scope the available options and determine the number of customers affected, and will deliver an administrative burden reduction	A number of forms are already in the cycle and this will continue Any further measures to be implemented by 2010. The Register Administration project is underway and aims to introduce some web forms in this area by mid 2009. We are committed to complete work to allow customer self-service within the next few years.
5. Intellectual Property Rights: electronically circulated copies of priority documents	The majority of certified copies of priority documents are currently exchanged on paper. The process of making a request for a certified priority document is timely and involves the completion of a form and payment of a fee.	Administrative burden reduction. Introduce a free electronic process / service for requesting the automatic transfer of priority documents securely between participating National Patent Offices.	UK and European businesses spend less time and money obtaining and distributing certified priority documents worldwide.	Customer take-up of the new service will identify the potential levels of cost savings. Further work is required to scope the likely administrative burden reduction.	The implementation of the new Digital Access Service for priority documents is currently planned for 2009 and is based closely on a WIPO initiative and the associated technical processes WIPO have started a project designed to enable the creation of a digital library of patent applications in which UK-IPO are participating. This may provide a solution to the provision of electronic certified copies.

Title/policy/ initiative	Nature of burden	Description of simplification measure	Outcomes (and sector to benefit)	Est. cost saving (policy or administrative)	Implementation timeline
Private sector policy cost reductions					
6. Weights and Measures: weights and measures self verification – Legislative Reform Order	Restriction on who can re-verify equipment after adjustment.	Deregulation. Extension of scope planned to remove the requirement for verification by Trading Standards, following adjustments of equipment.	Approved manufacturers, repairers and installers of weighing and measuring equipment can self-verify their products.	Savings of £615,000 per annum achieved in reduced fees.	Weights and Measures LRO due to be laid before parliament in October 2008 under the affirmative resolution procedure.
7. Follow-up to the 2007 Weights and Measures: Prescription Review – amendment to the Measuring Instruments (Intoxicating Liquor) Regulations 1983	The Regulations require every measuring instrument to be individually tested to confirm compliance with the Regulations,	A proposed amendment to existing regulations which would permit the use of statistical sampling as an alternative method to demonstrate compliance with the regulations.	A maximum of 6 companies are expected to have the potential opportunity to benefit from the change.	Preliminary indications, based on data from one company, are that the measure would deliver a saving of £16,500 per annum for that company. Less than 6 companies would be potentially affected so the maximum total saving from these regulations would be unlikely to exceed £99,000 but, as the option of no change would also be retained, the total saving may be less than this.	Initial consultation document to be issued by end of 2008.
8. Weights and Measures: reform of weights and measures legislation	Broad reform of the weights and measures regime	A reduction in burdens through an overhaul of all weights and measures legislation.	Potentially simplified regulations for retailers and enforcers.	There are many significant opportunities to improve both the legislation and the way in which it is enforced.	NWMML will continue this work over the next two years and any emerging detailed policy proposals will take into account any conclusions that may arise from the BERR Consumer Law Review.
9. Intellectual Property Rights: business friendly hours.	Customers are currently limited in the hours they may deal with the office.	Liberalisation of the times and dates on which documents can be filed with the UK-IPO.	The UK-IPO will provide a more convenient service to its customers who will be able to deal with the Office at more flexible times.	Not quantified at time of publication, but following consultation, will be reviewed.	April 2009 An informal document containing several proposals was put before the Patents, Trade Marks and Designs Practice Working Groups. Based on the discussion at these groups, a formal consultation will be based on one of these proposals. It may be possible to combine the consultation with that on the Address for Service changes in the pipeline to reduce consultation fatigue.

Title/policy/initiative	Nature of burden	Description of simplification measure	Outcomes (and sector to benefit)	Est. cost saving (policy or administrative)	Implementation timeline
10. Intellectual Property Rights: OHIM (Office for Harmonisation in the Internal Market) fees	UK businesses seeking a community trade mark must pay fees to OHIM.	Policy cost reduction. The UK is working with other EU member states to reduce OHIM fees.	UK businesses will pay less to register community trade marks and protect their trade marks across the EU.	£1.5 million (does not impact on administrative burden baseline, but will deliver policy cost reduction).	No resolution expected until December 2008 at the earliest
11. Intellectual Property Rights: electronic access to UK-IPO patent files	Currently, applicants or their legal representatives must complete a form 23 to request a hard copy of a file or travel to Newport to view it.	Administrative burden reduction: allow electronic access of UK-IPO patent files.	UK business will spend less time and money on accessing information contained in UK-IPO files.	£50k-£100k per annum, although the biggest benefits will be more intangible, arising from increased efficiency of work practices due to the availability of online file inspection.	2009/10. In the mean time an electronic version of form 23 has been introduced to allow electronic copies of patent files to be requested
12. Intellectual Property Rights: patent prosecution highway – trial with Japan and USA. We are seeking to involve other like-minded national offices.	UK businesses that have already applied for a patent in the UK must wait for their applications to be processed in other countries, even where examination has already taken place in the UK.	The Patent Prosecution Highway agreement with Japan and the USA will benefit UK businesses seeking patent protection in Japan and the USA, by speeding up processing time. It will also enhance patent quality as each intellectual property office will have access to work already undertaken by other offices (a policy benefit).	UK business will spend less time pursuing patent protection in Japan and the USA.	The Patent Prosecution Highway is currently being trialled and it is too early to quantify the impact it will have.	Launched pilot with Japan in July 2007 and with the USA in September 2007. As well as extending the existing Patent Prosecution Highway arrangements UK-IPO are also looking to extend it to other countries.
13. Intellectual Property Rights: electronic case files	Traditional case processing is administratively cumbersome. Internal efficiency (saving to government) and speedier service for customers.	Introduction of electronic case files results in more rapid provision of uncertified copies with delivery by email leading to faster service to customers.	Internal efficiencies result for the IPO	Quantifiable following complete transition period.	Transition to electronic case files has started. The electronic scanning of the back file of paper case files was completed on schedule at the end of May 2008. See 7 above for details about the e service for uncertified copies.

Title/policy/initiative	Nature of burden	Description of simplification measure	Outcomes (and sector to benefit)	Est. cost saving (policy or administrative)	Implementation timeline
14. Intellectual Property Rights: regulation of patent and trade mark attorneys	The Copyright, Designs and Patents Act 1988 currently deals with the qualifications and registration necessary to be able to practice as an attorney.	Repeal these provisions and associated rules. Allow attorneys to self regulate under the Legal Services Board.	Attorneys do not have to comply with prescribed registration process and instead will self regulate.	£16,243 per annum, and will also deliver an administrative burden reduction.	Oct 2009 Secondary legislation passing full regulation of the professions to a Joint Regulation Board is anticipated in Oct 2009
Public sector burden reductions					
15. Further Education: planning and funding framework for FE	In 2004/05, we recognized that the existing planning and funding framework arrangements were complex, and did not encourage providers to respond to learners and employers. The consultation document "Raising Expectations: enabling the system to deliver" described the development of two different systems with two new funding bodies: the Young People's Learning Agency and the Skills Funding Agency.	16-18 funding for colleges will transfer from the LSC to local authorities, once the appropriate legislation is in place, likely to be 2010. For adults, a demand led system will be extended that will expand and improve Train to Gain, and introduce Adult Learner Accounts. The new funding system will be designed to minimise bureaucratic upheaval and the BRC is scrutinising its development.	Different models for 16-18 year olds, and adults and employers will reflect their different characteristics and needs. Colleges that perform best and contribute towards targets will attract more funding and benefit from light touch approach, e.g. in audit. For 16-18, same methodology will be used for school sixth forms and colleges to: reduce costs of collaboration to FE; narrow gap between school and college funding; ensure that transfer of funding to local authorities takes place on the basis of an existing common funding approach; which should simplify transition. For adults and employers funding will more closely follow their learning choices.	An assessment of the financial impact on providers of moving to the new funding models has been undertaken alongside the consultation in March. This informed decisions on transitional arrangements in the statement of priorities for 2008/09. A similar approach will be reflected in the statement of priorities for 2009/10. Further assessments on the impact of establishing the Young People's Learning Agency and Skills Funding Agency, for example on FE providers, will be done as part of the legislative process.	Consultation on new funding systems completed June 2008. Decisions on the funding for the coming year which will be an important transition year are described in the LSC's statement of priorities for 2009/10.

Title/policy/ initiative	Nature of burden	Description of simplification measure	Outcomes (and sector to benefit)	Est. cost saving (policy or administrative)	Implementation timeline
<p>16. Further Education: <i>Key performance indicators for the FE sector</i></p>	<p>Many different indicators used to measure the success of learners and the performance of FE providers.</p>	<p>Framework for Excellence – a set of standard performance indicators for all colleges and providers covering responsiveness, effectiveness and finance. Seven key performance indicators will produce a single overall performance rating on a balanced scorecard basis.</p>	<p>Simpler identification of quality for all stakeholders including learners and employers. The Framework has been piloted in 100 colleges and work-based learning providers during 2007/08.</p>	<p>Version 1 of the Framework is now in place for all colleges and Web-Based Learning providers. Not possible to estimate savings yet. BRG has reviewed the Framework this year and will continue to scrutinise its future development. Should also include more consistent ways to measure combinations of responsiveness and effective use of resources. Benefits may be expressed as savings due to reduced admin costs and increased investment by employers and learners.</p>	<p>By Summer 2009, the Framework will be operational across the whole FE system. Version 2, which incorporates changes recommended by BRG and others in the sector, will take over in September 2009. Well-established measures used in the framework will be published in early Summer 2009 but the full scores will not be published until Spring 2010.</p>
<p>17. Further Education: <i>Aligning Framework for Excellence and the new inspection framework, and with Awarding Body inspection processes.</i></p>	<p>Different approaches to assessing quality do not help focus support where it is most needed in a timely manner.</p>	<p>Beginning to use FfE data to help Ofsted carry out risk assessment for planning its inspections. Assessing level to which Awarding Bodies should adopt a more risk-based approach.</p>	<p>More rapid improvement as quality assessment is more consistent and complementary across the system. Sector takes greater ownership for quality improvement Benefits for providers in having external bodies more willing to use assessments carried out by each other.</p>	<p>Savings could be similar to FfE, e.g. less spent on intervention where more extreme support needed.</p>	<p>Initial changes to quality assurance by Awarding Bodies and LSC implemented from January 2009.</p>
<p>18. Further Education: <i>Streamlined procurement and shared services</i></p>	<p>Colleges and other providers do not collaborate as effectively as they might on back office functions, including procurement.</p>	<p>Support and tools provided encourage shared services and collaborative procurement.</p>	<p>Increased use of collaboratively negotiated contracts by colleges. Increased use of e-procurement. Development of shared services.</p>	<p>A range of efficiencies are likely. First returns from colleges are due in 2008, showing savings arising from improved procurement.</p>	<p>November 2008 – college returns reporting on savings arising from procurement initiative.</p>

Title/policy/ initiative	Nature of burden	Description of simplification measure	Outcomes (and sector to benefit)	Est. cost saving (policy or administrative)	Implementation timeline
19. Further Education: qualifications	Large numbers of qualifications and awarding bodies with different and complex administration.	<ol style="list-style-type: none"> 1. Rationalisation of qualifications with the introduction of Diplomas and Qualifications and Credit Framework. 2. Reduced monitoring and inspection related directly to risk. 3. Introduction of a standard process and requirements for 'centres' (i.e. colleges and providers) to be recognized to deliver qualifications. 4. Employers put in the driving seat through Sector Skills Councils and their Sector Qualifications Strategies which will simplify and streamline qualifications. 	<ol style="list-style-type: none"> 1. A streamlined qualifications system, with associated administrative burden reduced to a minimum. A coherent, rational and integrated framework for units and qualifications. 2. Providers with a good record of qualifications delivery will be subject to fewer monitoring checks. 3. Ensure information is collected once and used by a number of organisations. 4. Ensuring that the development of qualifications is based on employer and learner needs by enhancing the role of the Sector Skills Councils. 	<ol style="list-style-type: none"> 1. 14-19 Diplomas initial impact assessment developed, and, the consultation is on-going through phases 1, 2 and 3 of the programme. Qualifications and Credit Framework will be evaluated over the life of tests and trials. 2. Potential for long term savings and benefits for both centres and awarding bodies. 3. Initial modification of systems costs offset by reductions in cost of visits. 4. A Research & Evaluation Sub- Programme will inform impact assessments. 	<p>There is a wide range of activity underway as detailed below.</p> <ol style="list-style-type: none"> 1. Qualifications and Credit Framework: tests and trials underway. Decision in November 2008, on full implementation. 2. Development in 2008; testing in 2008/09, and, final review and report in 2010. 3. Milestones currently under development. 4. 2007 and 2008 – SSCs approval of VQs being piloted and reported on.
20. Further Education: Streamlining communications with providers	Uncoordinated distribution of publications.	Creation of a Communications Gateway	All publications and guidance and information for FE providers will be routed through a single FE workforce channel.	<p>RIA for the FE Reform White Paper includes a strategic view of costs and benefits.</p> <p>DIUS, LSC and LSC will review impact on level and standard of publications through provider perception.</p>	FE Workforce Channel in place by Summer 2009.

Title/policy/ initiative	Nature of burden	Description of simplification measure	Outcomes (and sector to benefit)	Est. cost saving (policy or administrative)	Implementation timeline
<p>21. Further Education: streamlining and rationalising FE data</p>	<p>A need for better use of data, greater control over demands, improved supply of data, and a more efficient, effective and accountable service.</p>	<p>1. A new Data Service to implement and deliver the agreed standards, collections and outputs. 2. Further reductions in information and data required by the LSC for 2007/08 following MIAP principles (see cross-cutting measure below).</p>	<p>Improved quality and use of information supporting effective decision making by all stakeholders. Greater stability and reduced bureaucracy for providers & employers. Improved accountability to customers. Easier data sharing between agencies on a 'collect once, use many times, used by all' basis.</p>	<p>IA will make further improvements to the ILR and work with others to agree common data sets to help to reduce data burden. Progress on adopting newer measures to support effective reporting e.g. for MI purposes, or for funding purposes.</p>	<p>From April 2009 - the Data Service will develop service level agreements with its key users:</p> <ul style="list-style-type: none"> the collection of data which adheres to standards defined by information authority the provision of key reports for stakeholders such as MI reports for LSC and SFR reports for FE system. <p>A study in 2010 will report on progress.</p>
<p>22. Further Education & Higher Education: Crosscutting Simplification measures – Managing Information Across Partners (MIAP)</p>		<p>MIAP is improving how data is shared across the whole post-14 education sector, including higher education and across the UK. It is doing this through 3 new internet based services:</p> <ol style="list-style-type: none"> a Learner Registration Service, incorporating a ULN; a learner data sharing interface that will enable the creation of learner records; and, a UK Register of Learning Providers. 	<p>Learners will have access to a more complete record of their learning and qualifications achieved. This will support the delivery of Apprenticeships and the Qualifications and Credit Framework. The ULN is key to delivering the vacancy matching service for apprenticeships. Other stakeholders, such as the adult advancement and careers service, supporting learners will also benefit from easier access to relevant information.</p>	<p>LSC estimates that savings from the introduction of the learner registration service will have saved LSC and QCA around £7m each.</p>	<p>Autumn 2008 – tests and trials of learner data sharing interface, including learner record.</p>

Title/policy/ initiative	Nature of burden	Description of simplification measure	Outcomes (and sector to benefit)	Est. cost saving (policy or administrative)	Implementation timeline
<p>23. Higher Education: <i>HE student finance service for England</i>” <i>Customer First Programme</i></p>	<p>Inconsistency and unclear accountability for student finance service for those applying for, receiving and repaying student support. Supplier driven processes; multiple contact points and submission of paper evidence to prove identity and income</p>	<p>Centralised student finance service with primarily online applications, and centralised assessment and delivery. Alignment of student funding application process with UCAS application cycle.</p>	<p>Responsibility for assessment and payment of student support will rest with a single delivery organisation. Consistent service; clearer accountability for end to end service. More effective partnership between SLC and other delivery partners in HE sector.</p>	<p>Estimated operating cost saving for DIUS of at least £20m a year from financial year 2012-13. SLC will also look to bear down on unit costs and align with public sector benchmark comparators. Reduction of burden on customers will be measured when we have baselined the new service.</p>	<p>The Students Loans Company (SLC) is leading the development and implementation of the new service, supported by DIUS. It will be implemented over three years starting with new students applying to enter into Higher Education in September 2009.</p>

Title/policy/ initiative	Nature of burden	Description of simplification measure	Outcomes (and sector to benefit)	Est. cost saving (policy or administrative)	Implementation timeline
24. Higher Education: Monitoring requirements, funding arrangements and quality assurance (QA) – via the Quality Assurance Agency (QAA)	Monitoring and accountability burdens, bureaucracy around funding arrangements and the role of quality assurance in HE.	To develop the risk assessment process to make monitoring proportionate to risk. Streamlining funding arrangements; On- going review and assessment of the quality assurance framework by HEFCE and the QAA, and discuss necessary changes.	<p>Monitoring: Lower risk HEIs to benefit from fewer monitoring requirements.</p> <p>Funding: HEFCE's aim is to keep its processes and funding arrangements under constant review, in order to remove any requirements which are no longer necessary and to work to simplify and consolidate the demands they make on the sector.</p> <p>Quality Assurance: Arrangements that enable QAA to provide assurance of quality but with a lighter touch and fewer visits for the best institutions.</p>	<p>Target is that these measures and other minor changes together bring about a cumulative reduction of 20% of annual administrative costs by 2008 – around £42m</p> <p>HEFCE have been implementing the new approach to sector impact assessment for one year. Following an internal review, we are currently commissioning an evaluation of the quality of those assessments. Our intention is to use the evaluation outcomes to improve how we assess regulatory burden, equality and diversity and sustainable development issues in the implementation of our policies for the benefit of HE and society. We do not measure actual savings arising from these assessments. This is because the assessments are of what we forecast will happen and not what has actually happened</p>	<p>Monitoring:</p> <ul style="list-style-type: none"> • New FM implemented for all HEIs in 2008. <p>We have now established a project group to oversee the research exercise which will assess the cost of regulation and compare it with the estimates produced in 2000 and 2004. The Group is chaired by Ed Smith of the HEFCE Board. We have also engaged consultants (PA Consulting) and they have embarked on their work. The project will complete by the end of 2008 and the final report will be published before March 2009.</p> <p>Funding: Plans were delivered over the years 2005-2008 but the approach is kept under continuous review</p> <p>Quality Assurance:</p> <ul style="list-style-type: none"> • Revised audit method published in 2006 for use between 2006-07 and 2010-11. <p>Report from QA Framework Review Group on the impact, costs and benefits of reviews of collaborative provision published in summer 2008 (HEFCE July 2008/21).</p> <ul style="list-style-type: none"> • New Integrated Quality and Enhancement Review (IQR) method for HE in FECs rolled out from January 2008 for use up to and including 2011-12 <p>Establishing by December 2008 a new sub-committee of the TQSE strategic committee to investigate a number of QA issues.</p>

ANNEX 3: PUBLIC SECTOR DATA STREAMS

The number of items on this list has reduced from 33 items in 2007 to 30; however DIUS is focussing on minimising the time and resource public sector bodies spend on reporting to the Department, rather than the number of data streams itself.

Item No.	Data return description	Driver for information	Collection format	How is information used (inc. frequency)	Type of frontline body completing return	No. of frontline bodies affected	Frequency collected by frontline	Frequency collected by department
1	Individualised Learner Record (ILR), containing data on individuals in receipt of LSC-funded post-16 education	To: monitor individual provider performance inform local decisions about plans and provision to monitor progress to targets to calculate actual funding earned to monitor quality of provision and evaluate the effectiveness of providers across the system to demonstrate the outcomes of LSC's distribution of funds	Database	To: produce national statistics provide management information (monthly) calculate success rates (monthly and annually) pay providers (monthly) reconcile grant-in-aid funding (twice a year) manage the annual planning cycle	All publicly funded FE providers of education and training, including FE colleges and independent training providers	Approximately 4,000 providers	Varies according to funding stream, between monthly and quarterly	Varies according to funding stream, between monthly and quarterly
2	Staff Individualised Record	To monitor diversity and staff numbers in FE colleges	Database	It is not published in an SFR, but is made available as a report	FE colleges only (general FE, tertiary, sixth form colleges and specialist colleges)	Around 370 FE colleges	Annually. Collected by LLUK. From 07/08 the scope has been widened	Received annually
3	National Learner Satisfaction Survey	To monitor the views of learners	Database	For LSC to produce an annual learner satisfaction report	FE colleges, Work-based Learning and ACL	370 colleges, 1,100 Work-based Learning, 250 Adult & Community Learning	Bi-annually. Last one collected 2006/07	Received annually

Item No.	Data return description	Driver for information	Collection format	How is information used (inc. frequency)	Type of frontline body completing return	No. of frontline bodies affected	Frequency collected by frontline	Frequency collected by department
4	Student Income and Expenditure Survey.	Detailed information is collected on the financial circumstances of around 3,700 students in higher education. The outputs are used to inform student support policy.	Students participate in face-to-face interview; fill in a spending diary for a week. Tasks overseen by an external contractor.	Published statistics.	Higher education institutions (HEIs) (universities, HE colleges, etc).	Over 80 institutions	Infrequent – at most biennial (once every two years).	Infrequent – at most biennial (once every two years).
5	HESA Student Record: individualised student record collected by the Higher Education Statistics Agency (HESA).	To allow detailed analysis of HE student entrants, enrolments and qualifiers to inform policy (statistics, models) and briefing. (UK legislative requirement)	Electronic form	Annually published statistics and inform policy (on-going). Used by multiple stakeholders for funding purposes, public accountability, national statistics, research.	HEIs	131 English Higher Education Institutions (HEIs) (October 2007).	Annual	Annual
6	HESA Destinations of Leavers from HE.	To allow detailed analysis of the destinations of HE students 6 months after qualifying to inform policy (statistics, models) and briefing. (UK legislative requirement)	Electronic form; Database (a survey of students).	Published statistics (annually) and inform policy (on-going). Multiple stakeholders, used for funding purposes, public accountability, national statistics, research	HEIs	131 English HEIs (October 2007).	Annual	Annual
7	HESA Longitudinal Destinations of Leavers from HE.	To allow detailed analysis of the destinations of HE students 3.5 years after qualifying to inform policy (statistics, models) and briefing.	Database	Inform policy.	Contractors based upon information provided by higher education institutions	131 English HEIs (October 2007).	Biennial (once every two years).	Biennial (once every two years).
8	HESA Staff Record. Individualised staff record.	To allow detailed analysis of HE staff to inform policy (statistics, models) and briefing. (UK legislative requirement)	Electronic form; Database	Published statistics (annually) and inform policy (on-going). Multiple stakeholders, used for public accountability, national statistics, research.	HEIs	131 English HEIs (October 2007).	Annual	Annual

Item No.	Data return description	Driver for information	Collection format	How is information used (inc. frequency)	Type of frontline body completing return	No. of frontline bodies affected	Frequency collected by frontline	Frequency collected by department
9	HESA Finance Record	To allow detailed analysis of HE finance to inform policy (statistics, models) and briefing. (UK legislative requirement).	Electronic form; Database.	Published statistics (annually) and inform policy (on-going). Multiple stakeholders, used for funding purposes, public accountability, national statistics.	HEIs	131 English HEIs (October 2007).	Annual	Annual
10	Medical and Dental Survey	UK legislative requirement admissions to medical schools	Spreadsheet	Used for planning purposes – annual	Medical schools	27	Annual	Annual
11	HESES	UK legislative requirement – aggregate student numbers used by HEFCE to monitor and allocate mainstream funds for teaching	Spreadsheet	Used for funding purposes	HEIs	131 English HEIs (October 2007).	Annual	Annual
12	Research Activity Survey	UK legislative requirement – aggregate return of research minor volume measures	Spreadsheet	Funding purposes	HEIs	131 English HEIs (October 2007).	Annual	Annual
13	Access to Learning Fund Monitoring Return	UK legislative requirement – carried out on behalf of DIUS	Spreadsheet	Funding purposes	HEIs	131 English HEIs (October 2007).	Annual	Annual
14	FE ITT bursary collection	UK legislative requirement – carried out on behalf of DIUS	Spreadsheet	Funding purposes	FE Colleges and HEIs	38	Annual	Annual
15	2008 Research Assessment Exercise	UK legislative requirement – carried out by RAE Team	Electronic Form	Research outputs of academic staff	HEIs	131 English HEIs	Periodic – last one was in 2001	Periodic – last one was in 2001
16	Assignment of academic departments to cost centres	UK legislative requirement – information for HESA return	Spreadsheet	Maintenance return requesting changes to established assignments	HEIs	131 English HEIs (October 2007).	Periodic – last one was in 2005; next one in 2009	Periodic – last one was in 2005; next one in 2009, now to be collected through HESA
17	Financial statements	UK legislative requirement – FSR and HESA	Spreadsheet	Extract of audited accounts in the finance record	HEIs	131 English HEIs (October 2007).	Annual	Annual
18	Transparency Review	HM Treasury	Spreadsheet	Still being developed	HEIs	131 English HEIs (October 2007).	Annual	Annual

Item No.	Data return description	Driver for information	Collection format	How is information used (inc. frequency)	Type of frontline body completing return	No. of frontline bodies affected	Frequency collected by frontline	Frequency collected by department
19	Staff recruitment and retention survey	Universities and Colleges Employers Association (although HEFCE also have an interest)	data collected via a web-form	Used to identify recruitment and retention difficulties across the centre	HEIs	No additional work for institutions – populated from HESA database.	Annual	Annual
20	Higher Education business and community interaction survey	UK legislative requirement	Spreadsheet	Allocation of HE fund	HEIs	131 English HEIs	Annual	Annual
21	Financial forecasts annual monitoring statements and corporate planning	UK legislative requirement	Spreadsheet	Monitoring and planning	HEIs	131 English HEIs (October 2007).	Annual	Annual
22	Public supply, works and services contracts awarded	EU requirement	Spreadsheet	Public procurement	HEIs	131 English HEIs (October 2007).	Annual	Annual
23	Estates Management Statistics	HEFCE and institutions	Spreadsheet	Management information and dissemination of good practice	HEIs	131 English HEIs (October 2007).	Annual	Annual
24	National Student Survey	UK legislative requirement	Electronic form	To obtain feedback on students HE experience	HEIs	131 English HEIs (October 2007).	Annual	Annual
25	Financial returns and monitoring reports on milestones	UK legislative requirement information is required as part of the monitoring process for access agreements and is a legal requirement in the HE Act	On-line survey for finance return, free format reports submitted by e-mail for other monitoring	Allows OFFA to perform regulatory duty, ensuring financial and other commitments have been met. This is an annual process that informs our Annual Report	HEIs, FE College's and School-Centred Initial Teaching Training providers (SCITT) with an access agreement.	224	Annual	Annual

Item No.	Data return description	Driver for information	Collection format	How is information used (inc. frequency)	Type of frontline body completing return	No. of frontline bodies affected	Frequency collected by frontline	Frequency collected by department
26	Access agreements	UK legislative requirement. All publicly funded providers of HE who want to charge a fee above the standard rate must have an approved agreement.	Free format document	Access agreement is approved to allow institutions to charge fees and is made a public document. The agreement must be current at all times and many institutions make annual changes.	HEIs, FE College's and School-Centred Initial Teaching Training providers (SCITT) with an access agreement.	Currently 224. There are a further 95 FE College's and 16 SCITTs who could come forward with an agreement in the future	Once every 5 years, but amendments to agreements are made ad hoc. As legal documents, we must request changes when government student support policy affects agreements. Since the establishment of OFFA this has happened twice	See previous response. Once every 5 years, but respond to ad hoc requests to amend
27	Confirmation of fee and bursary levels. Each year the amount an institution can charge in fees and offers in bursaries changes with government announcements for inflation. We have to keep up to date records to ensure we can meet our regulatory duty	UK legislative requirement. Each year the amount an institution can charge in fees and offers in bursaries changes with government announcements for inflation. We have to keep up to date records to ensure we can meet our regulatory duty	Spreadsheet	Published statistics	HEIs, FE College's and School-Centred Initial Teaching Training providers (SCITT) with an access agreement.	224	Annual	Annual
28	Annual Report from Notified Bodies for verification under the NAWI and MID Directives.	This is a condition and requirement of their appointment as a Notified Body	Paper or electron	A list of verifications of each instrument type carried out during the previous year.	Local authorities (body that is appointed for particular tasks under European Directives)	Reduced from 93 to 60	Annually	Annually
29	Audit report of the Notified Body by a peer auditor. For example, audit report of the body verifying petrol pumps or weighing machines by a peer.	This is a condition and requirement of their appointment as a Notified Body. NAWML peer audit report.	Paper or electronic	This is used to maintain local authorities notified body status.	Local authorities	Reduced from 93 to 60	Every 1-3 years	Every 1-3 years

Item No.	Data return description	Driver for information	Collection format	How is information used (inc. frequency)	Type of frontline body completing return	No. of frontline bodies affected	Frequency collected by frontline	Frequency collected by department
30	Annual reports by local weights and measures authorities. National Performance Framework, Performance Measures and Contextual Information Return	Required by Section 70 of the Weights and Measures Act 1985. Only method of measuring weights and measurement enforcement activity at national level.	Paper or electronic	Monitor weights and measures enforcement activity. Provide evidence base to help NWML make enforcement more efficient as part of simplification activity.	Local authorities	203	Annually	Annually

First published December 2008

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