



Department for  
Communities and  
Local Government

# The Single Data List Gateway Group report

July - December 2012

© Crown copyright, 2013

*Copyright in the typographical arrangement rests with the Crown.*

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, [www.nationalarchives.gov.uk/doc/open-government-licence/](http://www.nationalarchives.gov.uk/doc/open-government-licence/) or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).

This document/publication is also available on our website at [www.gov.uk/dclg](http://www.gov.uk/dclg)

If you have any enquiries regarding this document/publication, email [contactus@communities.gov.uk](mailto:contactus@communities.gov.uk) or write to us at:

Department for Communities and Local Government  
Eland House  
Bressenden Place  
London  
SW1E 5DU  
Telephone: 030 3444 0000

For all our latest news and updates follow us on Twitter: <https://twitter.com/CommunitiesUK>

December 2013

ISBN: 978-1-4098-4000-8

# Contents

1. Joint executive summary: Department for Communities and Local Government/Local Government Association	4
2. The role and purpose of the Single Data List Gateway Group	6
Single Data List .....	6
Governance .....	6
3. Review of work undertaken	7
I..... New data collections	7
II..... Revised data collections	8
4. Forward look for work during 2013/14	11
Proposed plan of work for the Gateway Group .....	11
5. Central and Local Information Partnership sub groups reports	12
Finance .....	12
Housing.....	12
Labour market.....	12
Planning.....	13
Transport .....	13
Children’s services & education.....	14
Population.....	14
Adult social care .....	14
Public health .....	15
Environment.....	16
Fire and rescue.....	16
Departments with data collections falling outside these arrangements.....	16
Department of Energy and Climate Change .....	17
Home Office.....	17
Department for Culture Media and Sport (Gambling Commission).....	17
Department for Work and Pensions .....	17
Department for Work and Pensions (Health & Safety Executive) .....	18
Ministry of Justice (Youth Justice Board).....	18
Department for Business, Innovation & Skills (National Measurement Office)...	19
Food Standards Agency .....	19
6. Single Data List Gateway Group member and Central and Local Information Partnership sub group chair contact details	22
Annex A - Single Data List 2013-14.....	23
Annex B - Terms of reference.....	28
Annex C - Changes to the Single Data List.....	39
Annex D - Gateway Group work plan timetable.....	40
Annex E - Outcomes and Information Development Board key objectives.....	41

# 1. Joint executive summary: Department for Communities and Local Government/Local Government Association

- 1.1 There is a renewed ministerial commitment across government to reduce the data burdens placed on local authorities. As part of this the Department for Communities and Local Government will be co-ordinating a second wave of challenges to existing data requirements in 2013, with a view to a further reduction in data burdens placed on local authorities.
- 1.2 Data is a valuable asset, necessary for the effective management of services and accountability purposes. Robust, transparent and comparable data can also help citizens make informed choices and hold service providers to account. However it is recognised that the collection, analysis and publication of data can be burdensome for local authorities. It is Government policy to minimise the data reporting burdens on local authorities – reflecting a need to reduce bureaucracy, the new accountability landscape and the financial pressures facing them.
- 1.3 The Department for Communities and Local Government and the Local Government Association together with local government representatives have been working with central government departments to reduce the volume of top-down information and data that local authorities are required to submit to central government.
- 1.4 This isn't just about removing returns but also looking at the frequency and timing of existing collections, removing duplication, evaluating existing collections before embarking on new ones, and applying the "collect once, use often" principle.
- 1.5 We have already made a good start by stopping 63 data collections since 2010, which is nearly a 30% reduction in number. We have also scaled back on at least 19 others. However there is still much more to do and we will be seeking further reductions in the number, complexity and burden of existing data collections.
- 1.6 This year has been about putting in place the process for both scrutinising new data and challenging existing data requirements, agreeing the role of the Central and Local Government Information Partnership sub groups, and working with departments to establish groups to fulfil the role of these sub groups where one does not exist.
- 1.7 As part of our continued and strategic drive for a reduction in data reporting burdens, a new gateway process and group have been established to consider any new data requirements involving both national and local government.
- 1.8 The Gateway Group has been structured to ensure a local government voice and is jointly chaired by the Department for Communities and Local Government and a local government representative. It is responsible for ensuring that any new proposed data requirement is necessary, fully funded, places a minimal burden on local authorities and meets at least one of the six data principles before it can be added to the Single Data List. In addition to new items, the Gateway Group has developed a programme of work to challenge existing data requirements.

- 1.9 The key output for the Gateway Group is the annual report on the operation of the Single Data List gateway process and reviews of existing data. This is published each year alongside an updated version of the Single Data List.
- 1.10 This report outlines the work of the Gateway Group since it was established in July 2012, its terms of reference and work plan for 2013/14. The work of the Central and Local Information Partnership sub groups and the supportive role they play is also highlighted.
- 1.11 We are keen that our work to reduce the data burdens placed on local authorities continues through this process to ensure that further reductions are made over the next 12 months.

## 2. The role and purpose of the Single Data List Gateway Group

### Single Data List

- 2.1 The Single Data List is a catalogue of all datasets that local government is required to submit to central government.
- 2.2 The list facilitates transparency, bringing clarity for local authorities and the public as to what data central government collects, its purpose and what is available to them. It also allows the elimination of duplication and unnecessary collections.
- 2.3 Local authorities are not obliged to provide any data which is not on the list without extra funding. A copy of the Single Data List is attached at Annex A.

### Governance

- 2.4 All new or additional data proposals have to be cleared by the Gateway Group before they can be added to the Single Data List.
- 2.5 The Gateway Group has a strategic role and sets the minimum standard for the whole process.
- 2.6 The Gateway Group meets at least three times a year and reports to the responsible Director General in the Department for Communities and Local Government and the appropriate Executive Director in the Local Government Association.
- 2.7 The Central and Local Information Partnership sub groups are separate bodies and are responsible for robustly challenging new data proposals before they are submitted to the Gateway Group. They have responsibility for reviewing and challenging existing data collections.
- 2.8 A full copy of the Purpose, Aims and Terms of Reference of the Gateway Group can be found in Annex B.

### 3. Review of work undertaken

3.1 Since the Group’s establishment in July, it has considered a number of new data requirements which departments have asked to be added to the Single Data List. The majority of these have arisen as a result of changes in Adult Social Care and Public Health. During the period covered by this report (July – December 2012) a total of five new data collections and six amendments were considered.

3.2 A summary of these is shown below:

**I New data collections**

<b>Data collection</b>	<b>Reason for submission</b>	<b>Proposed date of first collection and frequency.</b>	<b>Decision of Gateway Group</b>	<b>Estimated national cost and source of funding</b>
National Child Measurement Programme. Single Data List ref:253-00	New data collections resulting from the transfer of certain public health functions from the National Health Service to local authorities.	August 2013. Annually	The Gateway Group accepted that these new data requirements are necessary, met one or more of the six data principles and are being fully funded by the Department of Health. Therefore it was agreed that they would be added to the Single Data List for 2013/14.	£73,500  These have been included in the Public Health Grant to local authorities.
Collation of NHS Health Check quarterly data return. Single Data List ref:254-00		1 <sup>st</sup> quarter 2013/14. Quarterly		£152,000  These have been included in the Public Health Grant to local authorities.
Collation of KT31 annual contraception data return. Single Data List ref:255-00		May 2013. Annually		£16,000  These have been included in the Public Health Grant to local authorities.
Safeguarding (Adult social care). Single Data List ref:258-00	New data collection coming out of the Department for Health’s Zero Based Review of all national adult social care data collected from local authorities (this will replace the existing Abuse of Vulnerable Adults collection).	March 2014. Annually	The Gateway Group were satisfied that these data requirements are necessary and that they represented a reduction in the burden when compared to the data collection it is replacing.	£2,280,000  The Department for Health will be providing the money to fund this.

			Therefore it was agreed to that this new data collection would be added to the Single Data List for 2013/14.	
Child-level data on the reason a two-year-old is being funded for an early education place. Single Data List ref:259-00	New data collection to allow analysis of whether the new offer of free early education is being taken up by the recipients to whom it is targeted.	January 2014. Annually	The Gateway Group were satisfied that these data requirements were necessary and could therefore be added to the Single Data List for 2013/14.	£251,460 (Estimated costs)  Fully funded by Department for Education as part of the administration costs.

## II Revised Data collections

<b>Data collection</b>	<b>Reason for submission</b>	<b>Proposed date of revised collection and frequency.</b>	<b>Decision of Gateway Group</b>	<b>Estimated cost and source of funding</b>
Local Authority Housing Statistics. Single Data List ref: 252-00	Amendment to existing data collection. New questions to measure policy changes on affordable rent, flexible tenancies and Right to Buy.	April 2013. Annually	The Gateway Group were satisfied that these new questions were necessary and therefore could be added to the data collection.	No additional funding required as a result of these changes because there was no significant additional burden.
Continuous Recording of Lettings and Sales (CORE).  Single Data List ref: 065-00	Amended and new questions primarily to capture changes brought in by welfare reform.	April 2013. Continuous	It was considered that the changes did not impose a new burden and the Gateway Group were satisfied that the changes were necessary and therefore could be implemented.	No additional funding required as a result of these changes because there was no significant additional burden.
National non-domestic rates return NNDR1.	Amended. As a result of the introduction of the	October 2012. Annually	These changes were accepted as being	No additional funding required as a result of

Single Data List ref: 046-00	business rates retention scheme and other policy changes such as Enterprise Zones and renewable energy, some lines will be added to the form and the order slightly changed.		necessary by the Gateway Group and therefore agreed that the proposed changes could take place.	these changes because there was no significant additional burden.
Council Tax Requirement (CTR1) form. Single Data List ref: 042-00	Amended. This data is required for the setting of parish principles in 2014-15. There is a minimal increased data burden associated with this proposal as the data is already reported to the Chartered Institute of Public Finance and Accountancy.	March 2013. Annually	The Gateway Group were satisfied that these changes were necessary and that they could be implemented.	No additional funding required as a result of these changes because there was no significant additional burden.
National non-domestic rates return NNDR2 (restated forecast during year). Single Data List ref: 047-00	NNDR2 to be amended and changed from voluntary to mandatory as this information will be used to calculate payments which will flow between authorities and central government, and between billing and precepting authorities.	October 2013, Annually	The Gateway Group were satisfied that the changes proposed were necessary and agreed that it could go ahead.	No additional funding required as a result of these changes because there was no significant additional burden.
Local authority activity under the homelessness provisions of the 1996 Housing Act (P1E). Single Data List ref: 009-00	Alter the form primarily to reflect the changes that came into effect on 9 November 2012 when the homelessness provisions in the Localism Act were implemented	January 2013. Quarterly	The Gateway Group were satisfied that the changes proposed were necessary and agreed that they could go ahead. These are now awaiting final clearance.	No additional funding required as a result of these changes because there was no significant additional burden.

- 3.3 In addition to these changes, two existing data collections managed by the Department for Environment, Food and Rural Affairs were added to the list that had been missed off previously:
- Pollutant Release Transfer Registers (Single Data List ref 256)
  - Local Authorities Statistical Information on Smallholdings (County Farms) (Single Data List ref 257)
- 3.4 As a result of these and other changes, a total of eight data collections were added and 13 removed leaving a net reduction of five.
- 3.5 In addition to scrutinising and challenging new and revised data requirements, the Gateway Group had discussions with the:
- Department for Environment, Food and Rural Affairs to help it establish its Panel on Local Authority Data Collections and agree its terms of reference.
  - Department of Health and Public Health England on public health data requirements pending the establishment of a formal group to take on the Central and Local Information Partnership sub group role.
  - Department of Health's Outcomes Information Development Board for Adult Social Care to agree and formalise the relationship between the two groups
  - Department for Education's Star Chamber to agree and formalise the working relationship between the two groups.
- 3.6 Changes to the Single Data List are as detailed in Annex C.

## 4. Forward look for work during 2013/14

### Proposed plan of work for the Gateway Group

- 4.1 In order to manage the work load and allow local authorities sufficient time to implement any necessary changes, the Gateway Group devised a timetable clearly setting out the deadlines for submitting new data proposals, the work of the Gateway Group and publication of the revised annual Single Data List. Data proposals received outside of this will only be considered in exceptional circumstances on a case by case basis.
- 4.2 This will ensure both the smooth running of the process and that local authorities are given sufficient notice of any impending new or amended data requirements.
- 4.3 A copy of the time table is attached at Annex D.

# 5. Central and Local Information Partnership sub group reports

## Finance

- 5.1 The finance sub group is a consultative group which considers the collection, presentation and analysis of data on local government finance. The group's purpose is to identify and consider how to meet needs for financial statistical information and to agree any changes needed to the Department for Communities and Local Government's forms and data collection.
- 5.2 Over the past year the group has considered various data collections, in particular relating to Capital Outturn (Single Data List ref: 035-00 to 038-00 inclusive), Council Tax (Single Data List ref: 042-00), Revenue Outturn (Single Data List ref: 028-00) and Business Rates (Single Data List ref: 046-00 to 048-00 inclusive).
- 5.3 In 2013/14, the group is expected to consider proposed changes to the Council Tax Base data collection (Single Data List ref: 045-00) as a result of amendments to council tax discounts and exemptions, changes to the National Non-domestic Rates Outturn form (NNDR3) (Single Data List ref: 048-00) as a result of the business rates retention scheme, and changes to the format and coverage of the Subjective Analysis Return (SAR) (Single Data List ref: 030-00) which forms part of the Revenue Outturn (RO) suite (Single Data List ref: 028-00). Changes to other collections will be considered throughout the year if necessary. (For example, if policy developments mean more or less statistical information is needed.)

## Housing

- 5.4 The housing sub group covers statistics and information on affordable and social housing, local authority housing and homelessness. The group considers how to maximise the benefit of information and statistics for local and central government and how to ensure the burden of data collection is proportionate.
- 5.5 Work this year has included a review of the rationalisation of local authority housing statistics data collection and the implementation of a new return. Other work has covered social housing and homelessness.
- 5.6 Forthcoming work will include reviewing further changes of the homelessness data collection.

## Labour market

- 5.7 The labour market statistics sub group considers matters of importance to central and local government relating to labour market statistics. The sub group allows central and local government to discuss and understand each other's viewpoint, as both data providers and data users. The group also considers ways of promoting and monitoring the use of labour market statistics and information.

- 5.8 Over the past year the group has considered the impact of the Census on the labour market data, Universal Credit and publication of the latest Business Register Employment Survey (BRES) dataset.
- 5.9 The Quarterly Public Sector Employment Survey (Single Data List ref: 054-00) collects employment data from local authorities. These are:
- Used to produce official quarterly estimates of public sector employment
  - Provided to the Local Government Association for publication at individual local authority level.
- 5.10 There is currently high user demand for estimates of public sector employment. There is no alternative source for these data and there are currently no plans to review.

## Planning

- 5.11 The planning sub group covers statistics and information for planning and land use. The group considers how to maximise the benefit of information and statistics for local and central government and how to ensure the burden of data collection is proportionate.
- 5.12 Subjects discussed this year included statistics on housing supply, town centres and household projections.
- 5.13 Planned work includes consideration of the potential of Valuation Office Agency data to provide information on housing supply.

## Transport

- 5.14 During 2012 and early 2013, the transport statistics sub group began its review of each of the nine Department for Transport items on the Single Data List. At the autumn 2012 meeting, the group reviewed the Civil Parking Enforcement Survey (Single Data List ref: 215-00). The Bus Punctuality (Single Data List ref: 122-00) and Concessionary Travel (Single Data List ref: 121-00) Surveys were reviewed at the spring 2013 meeting.
- 5.15 The remaining items will be reviewed over the forthcoming meetings, with the aim of completing reviews for one or two items per meeting.
- 5.16 No proposals have been received for additions to the Single Data List. The following changes have been agreed for 2013-14:
- 5.17 Blue Badge parking survey (Single Data List ref: 127-00)
- Following the rolling-out of a new national operational database for the issuing of badges by local authorities, the data collected will reduce substantially from 2013/14 onwards and the survey is not expected to be required after the three-year roll-out of the new system. As a result, the number of questions on the 2013/14 survey form will reduce to less than a third of those previously asked.

#### 5.18 Civil Parking Enforcement (Single Data List ref: 215-00)

- The Department for Transport are minded to stop this data collection and have reviewed it with the transport statistics sub group. However, they are awaiting consultation with another major partner before finalizing the decision.

## Children's services and education

5.19 The Star Chamber Scrutiny Board is a group of local authority and school representatives that considers business cases for new and amended data collections emerging from the Department for Education, deciding whether or not they should proceed. The Board also has a secondary role discussing and monitoring developments in education and children's services data, and this has included input into both Departmental and Treasury reviews of existing collection activity.

5.20 Further information about the Star Chamber Scrutiny Board, future meeting dates and reports of each of the Board's first four years of operation can be found at <http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/starchamber>

## Population

5.21 The population sub group provides a forum where the Office for National Statistics may be made aware of the changing demands and implications of population statistics. Users including government departments, local authorities and the National Health Service are invited to comment upon all proposals for significant changes in content, quality and timing of the Office for National Statistics population statistics, including proposals for changes in data sources. The group is also concerned with the general methodology and procedures used by the Office for National Statistics when producing national and local population statistics and projections, and advises the Office for National Statistics about dissemination of their population statistics.

5.22 Electoral Statistics 2012 (Single Data List ref: 215-00) – the Office for National Statistics is collecting the 2012 electoral registration data from Electoral Registration Officers using a new, more efficient instrument. The collection is proceeding according to timetable and the standard Electoral Statistics were published on 28 February.

5.23 There are no further plans to review the general data collection of numbers of local government and parliamentary electors required for the production of annual United Kingdom electoral statistics. This follows the successful introduction of a new more efficient data collection instrument last year. More detailed information on electors, collected using the same instrument, remains subject to an annual review of user requirements. In previous years this process has not resulted in any change, although for 2012 some minor changes to the data collected were introduced.

## Adult social care

5.24 In 2011, the remit of the Strategic Improving Information Programme was broadened in recognition of the fact that both outcomes and information are key in

supporting sector-led improvement. The membership of the programme was also reviewed. The vision for the resulting Outcomes and Information Development Board is to bring a coherent governance structure to the range of activities being undertaken to support the strategic information and outcomes agenda for adult social care, particularly in relation to sector led improvement. The Board's objectives can be found in Annex E.

- 5.25 The Board's role includes signing off annually all adult social care data collections from local authorities and, as part of its oversight of collections, the Board commissioned the Health and Social Care Information Centre to perform a zero-based review of adult social care data collections in 2010. The review's objective is to deliver a minimum data set that reflects the ongoing transformation of care and support. The proposals have been developed in partnership with local government with the guiding principle that, wherever possible, the information collected nationally is limited to what is of value locally. Following consultation and engagement with local government, the Board agreed to a phased approach to implementation of the proposals of the Zero Based Review to allow local authorities sufficient time to prepare. The first set of changes was announced by the Health and Social Care Information Centre in September 2012 and included a new Safeguarding collection for implementation in 2013/14. Further detail on the changes can be found at <http://www.ic.nhs.uk/socialcarecollections2013>.
- 5.26 The Health and Social Care Information Centre have since been working with the Local Government Association, the Association of Directors of Adult Social Services and the Department of Health on the second set of proposals for new Finance and Short and Long-Term Support collections, both of which will draw on a new Equalities and Classification Framework. Further information can be found at <http://www.hscic.gov.uk/socialcarecollections2015>.

## Public health

- 5.27 Public Health England, the Department of Health's new expert national agency for public health, is embarking on a series of reviews to ensure that the current mix of data collections is the most effective and efficient means of measuring public health outcomes and services.
- 5.28 Public Health England will ensure that these reviews are carried out in close consultation with local authorities, the National Health Service and other national agencies such as the Health and Social Care Information Centre. This will ensure that any proposed additions to the Single Data List are scrutinised to the equivalent standard of a Central and Local Information Partnership sub group before being sent to the Gateway Group for approval.
- 5.29 In December 2012, the Gateway Group approved the inclusion of three new collections on the Single Data List to reflect the new mandated public health duties of local authorities:
- The National Child Measurement Programme (Single Data List ref: 253-00)
  - NHS Health Check (Single Data List ref: 254-00)
  - Contraceptive services. (Single Data List ref: 255-00)
  -

## Environment

- 5.30 The Department for Environment, Food and Rural Affairs has recently established its panel on Local Authority Data Collections to undertake equivalent scrutiny functions to a Central and Local Information Partnership sub group. The panel will assess any new local authority surveys or significant amendments to existing surveys, with a particular view to considering adherence to the six Single Data List principles. The panel will also review, from time to time, the Department for Environment, Food and Rural Affairs' existing stock of local authority surveys. The panel's opinion then will be passed to the Single Data List Gateway Group for final consideration.
- 5.31 The panel includes three local authority representatives and is chaired by the Department for Environment, Food and Rural Affairs Head of Profession for statistics. The inaugural meeting took place on 12<sup>th</sup> March 2013.

## Fire and rescue

- 5.32 The Chief Fire Officers Association is working closely with the Department for Communities and Local Government to reduce the data burden across local and central government. The focus is on the constituent components of the Single Data List items rather than lowering the number of collections.
- 5.33 Fire and Rescue Incident Recording System (Single Data List ref: 060-00)
- I Changes - additional detailed categories were added to various key questions as of April 2012, most notably to the field that records the location/property type where the incident occurred. These changes in the data collected were at the request of fire and rescue authorities. Views on feasibility and desirability of these and other possible future changes were sought from fire and rescue authorities in the review of IRS content that reported in 2010 and more recently.
  - II Plans - some more substantive changes, once again items requested by fire and rescue authorities, are likely to be proposed by the end of 2013/14.
- 5.34 Fire and Rescue non-financial annual returns (Single Data List ref:061-00)
- I No changes to the data collected this year. The returns were reduced by 80% as of spring 2011.
  - II Proposals have been developed to reduce the number of tables about audits of buildings from 13 to 6. These are to be presented to the Chief Fire Officers Association Business Support working group for comment. After that, views will be sought from fire and rescue authorities.

## Departments with data collections falling outside these arrangements

- 5.35 Because of the very small number of collections these departments have on the Single Data List, the Department for Communities and Local Government and the Local Government Association agreed that there is no need currently for new

Central and Local Information Partnership sub group arrangement to be set up. However, the departments are still covered by the Gateway Group process.

## Department of Energy and Climate Change

- 5.36 Emissions from local authority own estate and operations return (Single Data List ref: 067-00). The department aims to publish a collation of the data for 2011/12 early in 2013.
- 5.37 The Department of Energy and Climate Change is also discussing with the Local Government Association the review of their Memorandum of Understanding. As part of this review they will be considering how to maximise the usefulness of the local authority own estate and operations emissions data return.

## Home Office

- 5.38 Alcohol and Late Night Refreshment Licensing (Single Data List ref: 163-00). The main aim of this collection is to monitor the impact of legislative changes. The Home Office is intending to circulate any proposed amendments to local authorities at the end of January. It is anticipated that these changes will include modifying the questions on the standard fee band for licences, as the Police Reform and Social Responsibility Act is allowing authorities to set their own fees.
- 5.39 The Home Office has agreed some extra questions for the 2012/13 questionnaire that mostly reflect legislative changes in the Police Reform and Social Responsibility Act 2011. They include late temporary event notices (section 114) and suspension of license or certificate by a licensing authority for failing to pay annual fees (s120). We have also included questions on reasons for variations to licenses and certificates, and to separate applications made within a Cumulative Impact Policy area. The 2012/13 questionnaire was agreed with our policy partners and piloted with licensing authorities. The final set of changes resulting from this legislation relating to licensing authorities setting their own fees have not yet been implemented and we are in discussion about their inclusion in the 2014/15 questionnaire.

## Department for Culture, Media and Sport (Gambling Commission)

- 5.40 The online form for licensing authority gambling returns (Single Data List ref: 207-00) has recently been reviewed and minor improvements made with additional help buttons added to provide clearer guidance on the data sought. This was done in light of a number of discrepancies due to misinterpretation of some of the questions being asked. Informal input from a number of local authorities assisted the Commission in making these improvements.

## Department for Work and Pensions

- 5.41 The Department for Work and Pensions has arrangements in place for consulting on Housing Benefit and Council Tax Benefit changes with local authority associations. Changes to data collections are part of this process. Welfare reform

will see Council Tax Benefit being replaced with localised council tax support schemes in April 2013 and Housing Benefit being replaced with Universal Credit and Pension Credit over the next few years through to 2018. These changes will ultimately remove the need for the Department for Work and Pensions to collect Housing Benefit and Council Tax Benefit data from local authorities.

## Department for Work and Pensions (Health and Safety Executive)

- 5.42 The Local Authority County Liaison Groups are represented on the Health and Safety Practitioners Forum, which is represented on the Health and Safety Executive/Local Authority Enforcement Liaison Committee. Local authority data was discussed at the Practitioners Forum and at the Health and Safety Executive/Local Authority Enforcement Liaison Committee during the year, and the meeting papers H14/01 and H13/02 are on the Health and Safety Executive's website:  
<http://www.hse.gov.uk/aboutus/meetings/committees/hela/index.htm>.
- 5.43 The annual returns of Local Authority Activity and Enforcement (LAE1) and Prosecution data (Single Data List ref: 154-00 & 155-00) are on the Single Data List, and no changes are currently being considered for the 2012/13 collection. The return is available on a secure site and allows local authorities to record and benchmark activity and search intelligence on prosecution activity. An agreement with the Chartered Institute of Public Finance and Accountancy is in place to share relevant information from the LAE1 to avoid duplication of request for data.
- 5.44 The Liquefied Petroleum Gas (LPG) visits (Single Data List ref: 153) are national priorities for local authorities. Monthly statistics are collected via a web based tool allowing each local authority to see the inspection programme sites in their area and record their activity. The data is time bound and it is anticipated that all inspections will be completed by the end of December 2015.

## Ministry of Justice (Youth Justice Board)

- 5.45 The Information Management team is responsible for the youth justice data (Single Data List ref: 180) collected from Youth Offending Teams, performance data from the Secure Estate, and for ensuring that the necessary data are available to the Youth Justice Board to enable it to perform its core functions.
- 5.46 The team is responsible for gathering and publishing data and management information in respect of the youth justice sector. It includes this by engaging local authorities in a variety of ways. For example, local authorities are asked for their views on data recording and data recording methodologies at quarterly data reference groups. We also attend Youth Offender Teams Information Officer groups to better understand the complexities and pressures that the Youth Offender Teams face in collecting information from the young people they deal with. In addition, we meet with Youth Offender Team Performance Managers to help them tell the story of their team's performance to their management boards and report back to the Youth Justice Board.

- 5.47 We also liaise with software suppliers and their respective user groups to make sure that they offer Youth Offender Teams adequate provision to help local authorities record and report on data locally.
- 5.48 The Information Management Team also oversees the running of the Youth Justice Management Information Tool and provides support to the Youth Offender Teams on other data related issues. Information taken from the Youth Justice Management Information Tool informs the publication of National Statistics and the Youth Justice Annual report.

## Department for Business, Innovation and Skills (National Measurement Office)

- 5.49 Under section 70 of the 1985 Act, Local Weights & Measures Authorities have a statutory requirement to report to the Secretary of State the level of local weights and measures enforcement work conducted over a 12 month period. Based on the data submitted, the National Measurement Office produces the section 70 annual report. The report provides an updated risk matrix in relation to instruments, pre-packages and transactions, which is intended to help local authorities focus their resources where it matters.
- 5.50 The section 70 return (Single Data List ref: 001-00) is discussed on a six monthly basis with the Local Government Metrology Group, which includes regional representatives from Local Weights & Measures Authorities. After consultation with the Local Government Metrology Group the section 70 return form was amended for the year 2012/13 to focus on higher risk instruments and to include a request for an estimate of a monetary value of consumer detriment when instruments were found to be non-compliant
- 5.51 The section 70 return for 2012/13 is to be again considered by the Local Government Metrology Group. It is hoped that further changes can be agreed to increase the quality of data submitted.

## Food Standards Agency

- 5.52 Local Authority Enforcement Monitoring System (Single Data List ref: 190-00 – 192-00 inclusive)
- I Data on enforcement and official controls relating to food hygiene (Single Data List ref: 190-00), food standards (Single Data List ref: 191-00) and information related to imported food safety, including consignments entering the United Kingdom and checked, reasons for rejected consignments, sampling information and enforcement actions (Single Data List ref: 192-00).
  - II There have been no changes to the data collected and none are proposed. Any amendments to Local Authority Enforcement Monitoring System are to improve the function of the system, for example by enabling the download and printing of data summary reports. We have reduced the burden for those local authorities using the voluntary United Kingdom Food Surveillance system for recording samples, as the Food Standards Agency downloads data from the system rather than requiring local authorities to include it in the Local Authority Enforcement Monitoring System

return. There is a Joint Working Group with local authority representatives that advises on system and reporting improvements requested by local authorities, as well as a reality check on initial data downloads prior to the reporting of annual statistics.

5.53 Central lists of feed business establishments (Single Data List ref: 193-00)

- I Names and addresses of approval/registered feed business establishments, manufacturing, marketing or using feed.
- II Proposed changes to the data to be collected would be brought to the attention of the National Agriculture Panel, a group of local officials with expertise in feed controls that meets twice a year. The same should be true of any significant changes to the way in which the data is collected.

5.54 Approved Food Premises (Single Data List ref 194-00)

- I Information about the granting of a new approval to a food establishment or when an existing approval is amended or revoked.
- II The current system is that local authorities supply the Foods Standards Agency with updated information on approval code notifications and revocations, and update lists are published on the Agency's website. Future review of the database may take forward the more interactive option of local authorities being able to update data directly onto a secure shared system.

5.55 Imported food safeguard measures (Single Data List ref: 195-00)

- I Specific European Union safeguard measures require the provision of sampling information on specific commodities from certain countries.
- II Port Health Authorities and local authorities responsible for controls at points of entry can comment on the data collected at Association of Port Health Authorities' committee meetings, which are attended by the Food Standards Agency and representatives of the Port Health Authorities/local authorities. Comments can also be received by email.

5.56 Animal feed data returns (Single Data List ref: 196-00)

- I Information on official controls undertaken, enforcement resources available, sampling results, enforcement actions and lists of registered/approved premises.
- II Proposed changes to the data to be collected would be brought to the attention of the National Agriculture Panel.

5.57 Food Hygiene Rating Scheme (Single Data List ref: 197-00)

- I A scheme to provide information to consumers about standards of hygiene in places where they eat out or buy food.
- II A Local Authority Advisory Group has been established to provide advice and guidance to the Food Standards Agency on the development, implementation and operation of the information technology platform for the Food Hygiene Rating

Scheme in England, Wales and Northern National and the Food Hygiene Information Scheme in Scotland, specifically to:

- consider and comment on the different elements of the platform and the processes involved in using it;
- develop proposals for increased/improved functionality of the platform for future releases/updates of the system;
- provide feedback on user experiences and consideration of solutions for resolving issues identified; and
- consider and comment on the support and training required by local authorities using the information technology platform.

5.58 In addition, a dedicated information technology service desk function is provided by the Food Standards Agency to support local authorities operating the system. The views of local authority users are also sought through a series of annual workshop events hosted by the Agency.

5.59 Guidance on data collection management in the Food Standards Agency

- I The Agency's system for data collection follows recommendations and principles from the Single Data List Gateway Group.
- II A dedicated team - the Better Regulation and Sustainability Team - acts as a gateway for any new data collection, amended collection and review of existing collection as well as supporting the data management director. The team holds a spreadsheet of existing data collections and commissions regular updates to this, on a proportionate basis.

## 6. Single Data List Gateway Group member and Central and Local Information Partnership sub group chair contact details

<b>Single Data List Gateway Group</b>		
Joint chair	Jan Stafford	<a href="mailto:jastafford@somerset.gov.uk">jastafford@somerset.gov.uk</a>
Joint chair	Janet Dougharty	<a href="mailto:janet.dougharty@communities.gsi.gov.uk">janet.dougharty@communities.gsi.gov.uk</a>
Local Government Association members	Nick Easton Juliet Whitworth	<a href="mailto:nick.easton@local.gov.uk">nick.easton@local.gov.uk</a> <a href="mailto:juliet.whitworth@local.gov.uk">juliet.whitworth@local.gov.uk</a>
Department for Communities & Local Government member	Dan Hallam	<a href="mailto:daniel.hallam@communities.gsi.gov.uk">daniel.hallam@communities.gsi.gov.uk</a>
<b>Central and Local Government Information sub groups</b>		
<b>Finance</b>		
Joint chair	Janet Dougharty	<a href="mailto:janet.dougharty@communities.gsi.gov.uk">janet.dougharty@communities.gsi.gov.uk</a>
Joint chair	Mike Heiser	<a href="mailto:mike.heiser@local.gov.uk">mike.heiser@local.gov.uk</a>
<b>Planning</b>		
Joint chair	Bob Garland	<a href="mailto:bob.garland@communities.gsi.gov.uk">bob.garland@communities.gsi.gov.uk</a>
Joint chair	David Dale	<a href="mailto:davidm.dale@derbyshire.gov.uk">davidm.dale@derbyshire.gov.uk</a>
<b>Housing</b>		
Joint chair	Bob Garland	<a href="mailto:bob.garland@communities.gsi.gov.uk">bob.garland@communities.gsi.gov.uk</a>
Joint chair	Neil Pryor	<a href="mailto:neil.pryor@sutton.gov.uk">neil.pryor@sutton.gov.uk</a>
<b>Transport</b>		
Joint chair	Darren Stillwell	<a href="mailto:darren.stillwell@dft.gsi.gov.uk">darren.stillwell@dft.gsi.gov.uk</a>
Joint chair	Clare Horton	<a href="mailto:clare.horton@staffordshire.gov.uk">clare.horton@staffordshire.gov.uk</a>
<b>Population</b>		
Joint chair	Richard Pereira	<a href="mailto:richard.pereira@ons.gsi.gov.uk">richard.pereira@ons.gsi.gov.uk</a>
Joint chair	Mark Fransham & Piers Elias	<a href="mailto:mfransham@oxford.gov.uk">mfransham@oxford.gov.uk</a> <a href="mailto:piers.elias@teesvalleyunlimited.gov.uk">piers.elias@teesvalleyunlimited.gov.uk</a>
<b>Labour market</b>		
Joint chair	Mike Prestwood	<a href="mailto:mike.prestwood@ons.gsi.gov.uk">mike.prestwood@ons.gsi.gov.uk</a>
Joint chair	Anne Gray	<a href="mailto:a.e.gray@dorsetcc.gov.uk">a.e.gray@dorsetcc.gov.uk</a>
<b>Department for Education Star Chamber</b>		
secretariat	n/a	<a href="mailto:starchamber.mailbox@education.gsi.gov.uk">starchamber.mailbox@education.gsi.gov.uk</a>
<b>Department of Health Adult Social Care</b>		
Policy contact	Jennifer Byrom	<a href="mailto:jennifer.byrom@dh.gsi.gov.uk">jennifer.byrom@dh.gsi.gov.uk</a>
<b>Department of Health Public Health</b>		
Policy contact	Sara Mason	<a href="mailto:sara.mason@dh.gsi.gov.uk">sara.mason@dh.gsi.gov.uk</a>
<b>Department for Environment, Food and Rural Affairs</b>		
Policy contact	Mike Etkind	<a href="mailto:mike.etkind@defra.gsi.gov.uk">mike.etkind@defra.gsi.gov.uk</a>
<b>Fire</b>		
Policy contact	Mark Dunn	<a href="mailto:mark.dunn@communities.gsi.gov.uk">mark.dunn@communities.gsi.gov.uk</a>
Chair	Neil Odin	<a href="mailto:neil.odin@hantsfire.gov.uk">neil.odin@hantsfire.gov.uk</a>

## Annex A - Single Data List 2013-14

<b>Single list of central government data requirements from local government 2013-2014</b>		New	Ref
<b>Central government departments</b>	<b>Dept.</b>		
House Building Return (P2a)	DCLG		002-00
Housing Flows Reconciliation Form (HFR)	DCLG		003-00
CORE (Continuous Recording) of lettings by local authorities	DCLG		065-00
Mortgage Rescue Scheme return	DCLG		007-00
Local Authority activity under the homelessness provisions of the 1996 Housing Act (P1E)	DCLG		009-00
Rough sleepers - Local Authority Form	DCLG		010-00
Count of gypsy and traveller caravans	DCLG		013-00
Housing Capital Receipts pooling - LOGASNet collection	DCLG		167-00
Annual Green Belt (AGB1) return	DCLG		020-00
PSF General Development Control statistical returns	DCLG		021-00
CPS1/2 General Development Control statistical returns	DCLG		022-00
County Matters Planning Fees statistical returns (FEE 2)	DCLG		184-00
Revenue Summary (RS)	DCLG		026-00
Revenue Grants (RG)	DCLG		027-00
Revenue Outturn (RO)	DCLG		028-00
Trading Services Return (TSR)	DCLG		029-00
Subjective Analysis Return (SAR)	DCLG		030-00
Revenue Account budget (RA)	DCLG		032-00
Revenue Account Specific and Special Grants (SG)	DCLG		033-00
Capital Outturn Return (COR) ½	DCLG		035-00
Capital Outturn Return (COR) 3	DCLG		036-00
Capital Outturn Return (COR) 4	DCLG		037-00
Capital Outturn Return (COR) 5: supplementary return	DCLG		038-00
Capital Forecast Return (CFR)	DCLG		039-00
Capital Estimates Return (CER)	DCLG		040-00
Capital Payments and Receipts (CPR 1 to CPR 4)	DCLG		041-00
Council Tax Requirement (CTR1/CTR2/CTR3)	DCLG		042-00
Quarterly Return of Council Taxes and Non-domestic rates (QRC1 to QRC3)	DCLG		043-00
Quarterly Return of Council Taxes and Non-domestic rates (QRC4)	DCLG		166-00
Quarterly Revenue Outturn (QRO)	DCLG		044-00
Council Tax Base (CTB)	DCLG		045-00
National Non-domestic Rates Return (NNDR) 1	DCLG		046-00
National Non-domestic Rates Return (NNDR) 2: downward calculation	DCLG		047-00
National Non-domestic Rates Return (NNDR) 3	DCLG		048-00
Local Government Pension Scheme Funds Form (SF3)	DCLG		050-00
Monthly Borrowing and Lending Inquiry	DCLG		051-00
Quarterly Borrowing and Lending Inquiry	DCLG		052-00
Public Contracts Regulations 2006	DCLG		213-00
Fire and rescue incident data	DCLG		060-00
Fire and rescue service non-financial annual returns	DCLG		061-00
Fire Fighters Pension Fund - Non-financial data	DCLG		172-00
Fire Fighters Pension Fund - Financial data	DCLG		173-00
<b>Local Authority Housing Statistics</b>	<b>DCLG</b>	<b>Y</b>	<b>252-00</b>
Emissions from local authority own estate and operations (former NI 185)	DECC		067-00
Imports of products of animal origin from third countries	DEFRA		068-00
Animal Welfare: during transport	DEFRA		069-00
Animal Movement Licensing System (AMLS)	DEFRA		070-00

Animal Health & Welfare Management and Enforcement System (AMES)	DEFRA		071-00
Return of expenditure incurred and prosecutions undertaken under the Animal Health Act 1981 and incidences of disease in imported animals	DEFRA		073-00
Local Pollution Control Statistical Survey (LPCSS)	DEFRA		075-00
Incidents under the Environmental Damage Regulations 2009	DEFRA		078-00
Fly-tipping incidents (Flycapture)	DEFRA		079-00
Flood and coastal erosion risk management and sustainable drainage systems	DEFRA		080-00
Local nature conservation/biodiversity	DEFRA		160-00
WasteDataFlow - LA waste management statistics	DEFRA		082-00
Local Authority Private Water Supplies Data submission	DEFRA		083-00
Pollutant Release and Transfer Registers	DEFRA		256-00
Local Authorities statistical information on Smallholdings (County Farms)	DEFRA		257-00
Child Death Review Panels (LSCB1)	DfE		086-00
Children in Need Census	DfE		087-00
Children Looked After (CLA) (SSDA903)	DfE		088-00
Private Fostering (PF1)	DfE		090-00
Children's Social Care Workforce	DfE		091-00
Secure Children's Homes (SA1)	DfE		092-00
Early Years Census	DfE		096-00
Early Years Foundation Stage Profile (EYFSP)	DfE		098-00
Admissions: Parental Preferences met	DfE		100-00
Admissions: report to the School Adjudicator	DfE		101-00
Key Stage assessment data	DfE		161-00
School Census	DfE		159-00
Alternative Provision Census	DfE		102-00
Parental Responsibility Measures – Attendance	DfE		104-00
Family Intervention Project (FIP) monitoring	DfE		162-00
Pupil Referral Unit Census	DfE		105-00
School Admissions Appeals	DfE		107-00
School Capacity	DfE		108-00
School Condition	DfE		216-00
School Exclusion Appeals	DfE		109-00
School Workforce Census	DfE		111-00
Section 251 financial return	DfE		113-00
Special Educational Needs Statement Completion	DfE		115-00
Teacher Pension Contributions	DfE		117-00
Teacher Pension Service	DfE		118-00
NEET 16-18 Year-Olds	DfE		119-00
Chief Finance Officer Sign-Off Statements	DfE		120-00
Consistent Financial Reporting (CFR)	DfE		171-00
Children with Statements of Special Educational Needs (SEN2)	DfE		189-00
Child-level data on the reason a two-year-old is being funded for an early education place	DfE	Y	259-00
Concessionary Travel Survey	DfT		121-00
Local bus punctuality	DfT		122-00
Taxi Survey	DfT		125-00
Blue Badge Parking Survey	DfT		127-00
Civil Parking Enforcement Survey	DfT		128-00
Highway inventory data	DfT		129-00
Winter salt stock holdings	DfT		251-00
Road condition data	DfT		130-00
Road Lengths Survey	DfT		132-00
National Child Measurement Programme (NCMP)	DH/PHE	Y	253-00
Collation of NHS Health Check quarterly data return	DH/PHE	Y	254-00

Collation of KT31 annual contraception data return	DH/PHE	Y	255-00
Single Housing Benefit Extract (SHBE)	DWP		146-00
Housing Benefits Recoveries and Fraud Return (HBRF)	DWP		147-00
Returns on outcome of DWP data-matching referrals on HB claims	DWP		148-00
Returns on individual HB related prosecutions and sanctions	DWP		149-00
Housing Benefit (HB) subsidy estimates and claims	DWP		150-00
Discretionary Housing Payment (DHP) estimates and claims	DWP		151-00
Whole of Government Accounts (WGA)	HMT(DCLG)		183-00
Alcohol and Late Night Refreshment Licensing	HO		163-00
<b>Central government's agencies and bodies</b>	<b>Body</b>		
Weights and measures enforcement (section 70)	BIS/NMO		001-00
National Fraud Initiative (NFI)	DCLG/AC		170-00
Fraud and Corruption Survey	DCLG/AC		242-00
Gambling Licensing Authority Returns	DCMS/GC		207-00
Developments in flood risk areas	DEFRA/EA		243-00
Flood risk management capacity	DEFRA/EA		244-00
Strategic Overview of Flood and Coastal Erosion risk	DEFRA/EA		245-00
Reporting on EU Flood Risk Regulations	DEFRA/EA		246-00
Newly Qualified Teachers – Induction Returns	DfE/TA		200-00
Adoption data set and adoption self assessment	DfE/Ofsted		217-00
Children's Services Assessment (commissioned services).	DfE/Ofsted		218-00
Childcare inspection data	DfE/Ofsted		219-00
Safeguarding & Looked After Children data	DfE/Ofsted		221-00
Foster care data set and self assessment	DfE/Ofsted		222-00
Local Authority Data Collection of Linked and Federated Provision	DfE/Ofsted		224-00
Local Authority Adult and Community Learning provision.	DfE/Ofsted		225-00
Schools capital outturn	DfE/PfS		203-00
Information to support calculations of the minimum funding guarantee to Academies	DfE/YPLA		206-00
Personal Social Services Expenditure (PSSEX1) return	DH/HSCIC		133-00
Referrals, Assessments and Packages of Care (RAP)	DH/HSCIC		134-00
Adult Social Care Survey (ASCS)	DH/HSCIC		135-00
Adult Social Care Combined Activity Return (ASC-CAR)	DH/HSCIC		136-00
Abuse of Vulnerable Adults (AVA) return	DH/HSCIC		137-00
Mental Health Guardianship (SSDA702) return	DH/HSCIC		138-00
Deprivation of Liberty Safeguards (DoLS) Return	DH/HSCIC		139-00
Carers Survey	DH/HSCIC		140-00
National Minimum Data Set – Social Care (NMDS-SC) workforce data	DH/HSCIC		142-00
Register of blind and partially sighted people (SSDA902)	DH/HSCIC		144-00
<b>Safeguarding Adults Return</b>	<b>DH/HSCIC</b>	<b>Y</b>	<b>258-00</b>
LPG pipework inspection	DWP/HSE		153-00
Health & Safety Enforcement Data (LAE1)	DWP/HSE		154-00
Health & Safety Prosecutions database	DWP/HSE		155-00
Youth Justice Management Information System (YJMIS)	MoJ/YJB		180-00
<b>Other independent public bodies</b>	<b>Other</b>		
Food Hygiene (LAEMS)	FSA		190-00
Food Standards (LAEMS)	FSA		191-00
Imported Food (LAEMS)	FSA		192-00
Central Lists of Food Business Establishments	FSA		193-00
Approved Food Premises	FSA		194-00
Imported Food Safeguard Measures	FSA		195-00
Animal Feed Data returns	FSA		196-00
Food Hygiene Rating Scheme (FHRS)	FSA		197-00
Electoral Statistics	ONS		215-00
Quarterly Public Sector Employment Survey - local authority data collection	ONS		054-00

<b>Other public bodies NOT part of the Single Data List (x)</b>	<b>Other (x)</b>		
Performance Standards for Electoral Registration Officers	EC		227-00
Electoral Registration supporting data	EC		249-00
Performance Standards for Returning Officers	EC		228-00
Return of statistical information relating to conduct of elections	EC		232-00
Statement of results	EC		250-00
Statement of Postal Ballot Papers	EC		229-00
Annual Financial Information return	EC		230-00
Electoral administration plans	EC		231-00

(x) Collections by the Electoral Commission are included here for completeness. The Commission is a body entirely independent from Government, and these returns are not subject to the normal arrangements for the Single Data List.

New = Planned new or extended data collection for 2013/14.

Ref = Unique reference number for the collection, corresponding to the relevant entry in the detailed list.

Departmental acronyms

<b>Dept.</b>	<b>Central government departments</b>
DCLG	Department for Communities and Local Government
DECC	Department of Energy and Climate Change
DEFRA	Department for Environment, Food and Rural Affairs
DfE	Department for Education
DfT	Department for Transport
DH	Department of Health
DWP	Department for Work and Pensions
HMT(DCLG)	HM Treasury (via DCLG)
HO	Home Office

<b>Agency/Body</b>	<b>Central government's agencies and bodies</b>
BISS/NMO	Department for Business, Innovation and Skills - National Measurement Office
DCLG/AC	Department for Communities and Local Government - Audit Commission
DCMS/GC	Department for Culture, Media and Sport - Gambling Commission
DEFRA/EA	Department for Environment, Food and Rural Affairs - Environment Agency
DfE/Ofsted	Department for Education - Office for Standards in Education, Children's Services and Skills
DfE/PfS	Department for Education - Partnerships for Schools
DfE/TA	Department for Education - Teaching Agency
DfE/YPLA	Department for Education - Young Persons' Learning Academy
DH/HSCIC	Department of Health - The Health and Social Care Information Centre
DH/PHE	Department of Health - Public Health England
DWP/HSE	Department for Work and Pensions - Health and Safety Executive
MoJ/YJB	Ministry of Justice - Youth Justice Board

<b>Other</b>	<b>Other independent public bodies</b>
--------------	--

FSA	Food Standards Agency
ONS	Office for National Statistics

<b>Other (x)</b>	<b>Other public bodies NOT part of the Single Data List (x)</b>
------------------	---

EC	Electoral Commission
----	----------------------

(x) Collections by the Electoral Commission are included here for completeness. The Commission is a body entirely independent from Government, and these returns are not subject to the normal arrangements for the Single Data List.

**Note:**

The Single Data List is a list of all data returns that central government requires from local government relating to their function as a local authority. Most of the returns listed are completed directly by the local authority but returns are included in the list where the authority has some other form of mandatory involvement, such as in producing the Schools Census.

The list does not cover:

1. Data returns which local authorities complete voluntarily;

2. Data which local authorities may be required to provide in the course of applying for, or as a condition of receiving or participating in, a specific grant, project or programme;
3. Returns not directly relating to their role as local authorities – for example because they are employers;
4. Ad hoc requests which may be required in exceptional circumstances and
5. Data that councils are required to publish locally to facilitate local accountability but which are not required to be submitted to central government – for example data provided under the Local Government Transparency Code of Recommended Practice.

For items 2 and 3 in the above list, the requirement to provide data will be set out elsewhere by the relevant body.

# Annex B - Terms of reference

## The Single Data List Gateway Group and the Central and Local Government Information Partnership

4 December 2012

### **Purpose, Aims and Terms of Reference**

#### **Purpose**

It is government policy to minimise the data reporting burdens on councils – reflecting the new accountability landscape and the financial pressures facing councils.

Working within this context, the role of the Single Data List Gateway Group ('the Gateway Group') is to govern the process of adopting changes to the single list of central government data requirements from local government ('the Single Data List'), with a view to ensuring that the requirements on the list place a minimum reporting burden on local authorities.

The role of the Central and Local Government Information Partnership is to enable central and local government to work together strategically to deliver an efficient, effective, minimally burdensome information infrastructure for policy development, implementation, service delivery, monitoring and reporting.

#### **Aims**

Within this broad scope, the two groups specifically aim to provide a challenge and review function for the Single Data List, and a discussion forum for wider data and information issues between central and local government.

For the challenge and review function, the Gateway Group aims to:

- provide a single, clear gateway process for the Single Data List, involving both national and local government, to consider and challenge any proposed new or changed data requirements for local government (see Annex A for the steps that should be undertaken in advance of submitting proposed new or changed requirements for the Single Data List, and the gateway process that follows)
- review on-going data collections on the Single Data List on a rolling basis, to identify data returns or elements of data returns that are no longer appropriate
- ensure a consistent, coherent, strategic overview of data and statistics requirements across government, as listed on the Single Data List, giving an understanding of the cumulative impact of requests for data in terms of burden, volume and outcomes.

For the wider discussion forum function, the Central and Local Government Information Partnership aims to:

- discuss possible needs for statistical and related information and, in relation to the principles for data collection by government (see Annex B), consider how such needs can most effectively be met
- encourage good practice and, where possible, identify solutions to common data and information problems, and
- foster communication between the different parts of central and local government to encourage better common understanding of statistical and related issues.

The Central and Local Government Information Partnership also considers data and statistics required by non-central government bodies, at the request of central government. The Single Data List applies to England only, but the Central and Local Government Information Partnership is also a forum for discussing data and information issues in Wales, Scotland and Northern Ireland where appropriate.

## **Terms of reference**

The Central and Local Government Information Partnership main group and the Gateway Group are separate bodies, but have closely linked purposes and overlapping memberships. Meetings of the two groups will be held back-to-back whenever possible, and the groups may decide to conduct some business electronically outside of this schedule. Agendas, minutes and other formal papers will be clearly marked to show the distinction between the two groups.

### The Gateway Group

The Gateway Group will consider and challenge new, proposed data requirements on local government, and review and reduce existing data requirements, in line with government policy. It may delegate these functions on a case-by-case basis to appropriate Central and Local Government Information Partnership sub-groups or their equivalent, where no Central and Local Government Information Partnership sub-group exists (for ease, all such groups will be referred to as Central and Local Government Information Partnership sub-groups). However the Gateway Group will retain the final decision on whether to accept the changed requirement on the Single Data List.

The Gateway Group will:

- be the single point of access and response for proposed new or changed data requirements on the Single Data List
- delegate the challenge process to the Central and Local Government Information Partnership sub-groups, where appropriate, or identify an alternative process where a relevant sub-group is not available
- on an annual basis, receive a report from the Central and Local Government Information Partnership sub-groups highlighting the scope and nature of any challenges they have conducted, and the scope and nature of the reviews of existing data collections on the Single Data List they have conducted or are planning
- produce an annual report on the operation of the gateway process throughout the year, including details of any changes to the list, and reviews undertaken
- in doing this, ensure a consistent, coherent, strategic overview of government's data and statistics requirements from local authorities, giving an understanding of the cumulative impact of requests for data.

## Central and Local Government Information Partnership main group

The Central and Local Government Information Partnership will bring together officers from local and central government, and other relevant organisations as appropriate, with an expertise in data, and a sound understanding of the principles for data collection by government. Within the subject-specific sub-groups, the officers will also have knowledge of data and its meaning in relation to that subject.

In particular, the Central and Local Government Information Partnership will focus on delivering an efficient, effective and minimally burdensome data infrastructure that provides information that is meaningful and useful, both to central and local government.

The Central and Local Government Information Partnership will challenge, but will also be a forum for discussion and advice. It may take an active role in the development of proposed data requirements before they come to the Gateway Group and, where possible, reach agreement on solutions to data and information problems.

The Central and Local Government Information Partnership main group will review on a biennial basis the structure and nature of its sub-groups, and the key issues and priorities being addressed by them, to ensure they are working effectively.

## Central and Local Government Information Partnership sub-groups

The gateway role of each Central and Local Government Information Partnership sub-group, for their area of specialism and when required by the Gateway Group, is to:

- consider and challenge any new proposed data requirements on local government for the Single Data List
- review on-going data collections on the Single Data List on a rolling basis, to identify data returns or elements of data returns that are no longer appropriate
- produce an annual report for the Gateway Group setting out their activities in both of these areas.

The subjects to which Central and Local Government Information Partnership sub-groups will be expected to bring this perspective are:

- finance
- housing
- labour market
- planning
- transport
- children's services, including education (the Department for Education's 'Star Chamber')\*
- adult social care (the Department of Health's 'Outcomes Information Board')\*
- public health
- environment
- fire and rescue\*

The groups marked with an asterix (\*) are not part of the formal Central and Local Government Information Partnership structure, but the Gateway Group is satisfied that

they are best placed to offer a robust challenge in their areas (including with a significant sector input). In these cases, as with the formal Central and Local Government Information Partnership sub-groups, although the Gateway Group has delegated the challenge function, it retains the final authority on whether to accept a data requirement onto the Single Data List.

Alongside this, the Central and Local Government Information Partnership sub-groups will also discuss data and information issues more widely, in particular to:

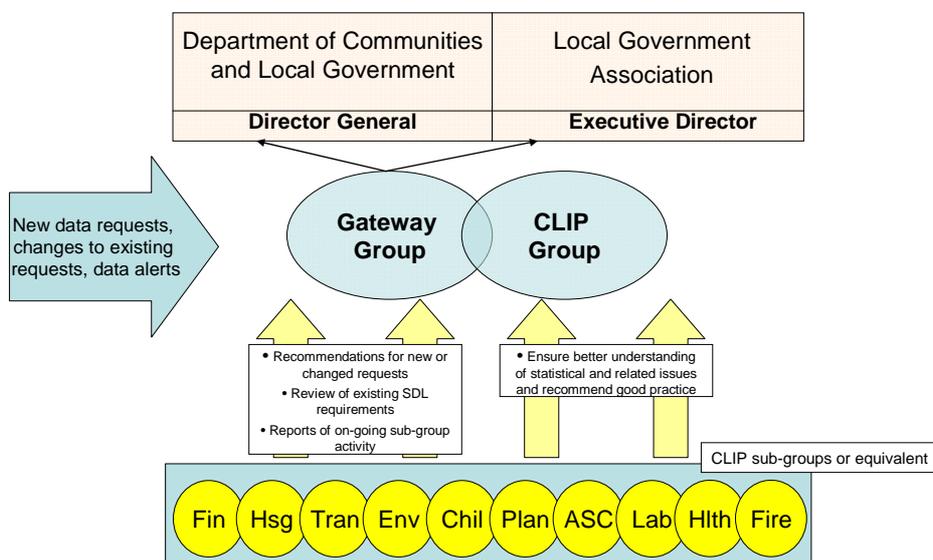
- ensure a consistent, coherent, strategic overview of data and statistics
- discuss possible needs for statistical and related information and, in relation to the principles for data collection by government, consider how such needs can most effectively be met
- encourage good practice and, where possible, identify solutions to common data and information problems
- foster communication between the different parts of central and local government to encourage better common understanding of statistical and related issues.

### **Accountability and governance**

The Gateway Group will report annually to the responsible Director General in the Department for Communities and Local Government and the Executive Director in the Local Government Association. When required, for example if the Group cannot reach a decision on a proposed new data requirement, they may refer individual cases in-year to the Director General and the Executive Director.

Figure 1 shows the governance structure of the Gateway Group and the Central and Local Government Information Partnership.

**Figure 1: Governance Structure of Gateway Group and Central and Local Government Information Partnership**



## Membership

The standing membership for the main Central and Local Government Information Partnership group and the Gateway Group is:

- joint chair: local authority representative with data interest
- joint chair: Department for Communities and Local Government chief statistician
- Local Government Association representative with data interest
- policy person from Department for Communities and Local Government [*Gateway Group only*]
- policy person from local government [*Gateway Group only*]
- heads of Central and Local Government Information Partnership sub-groups, as appropriate to subject under discussion.

Other individuals may be invited to attend meetings with agreement of the chairs, and as appropriate to the subject under discussion.

Membership is unpaid.

## Outputs and achievements

The key output for the Gateway Group will be the annual report of the operation of the Single Data List gateway process and reviews of existing data. This will be published in January or February of each year alongside an updated version of the Single Data List.

In advance of this, the main output from the Central and Local Government Information Partnership sub-groups will be their annual reports to the Gateway Group.

The Gateway Group, Central and Local Government Information Partnership main group and Central and Local Government Information Partnership sub-groups will publish the agendas and minutes from all formal meetings.

Achievements that demonstrate success will include:

- each sub-group delivering, on an on-going basis, a programme of reviews of existing data collections
- an overall reduction in the burden of the Single Data List
- an awareness of the gateway process by all relevant statisticians in central government
- a perception that Central and Local Government Information Partnership is a useful discussion forum by both central and local government data users.

## **Resources**

In order to support the work of the Central and Local Government Information Partnership the following resources will be made available:

- an online sharing and learning resource (Local Government Association Knowledge Hub), enabling sub-groups to upload documents, share learning, develop connections with other Central and Local Government Information Partnership members, and engage with other data users or providers who are not Central and Local Government Information Partnership members
- an over-arching administrative resource to enable sub-groups to develop their online resources effectively.

The Gateway Group, the Central and Local Government Information Partnership main group and sub-groups will each meet two or three times a year, either face to face or virtually. Members of the sub-groups will commit up to an additional five days a year for undertaking reviews of existing data collections.

The Department for Communities and Local Government will provide the secretariat for both the Gateway Group and the Central and Local Government Information Partnership main group. The secretariat function for Central and Local Government Information Partnership sub-groups will reside with appropriate government departments.

## Annex A: Gateway Process

When submitting a new or changed data item or data collection for the Single Data List, the following process should be followed:

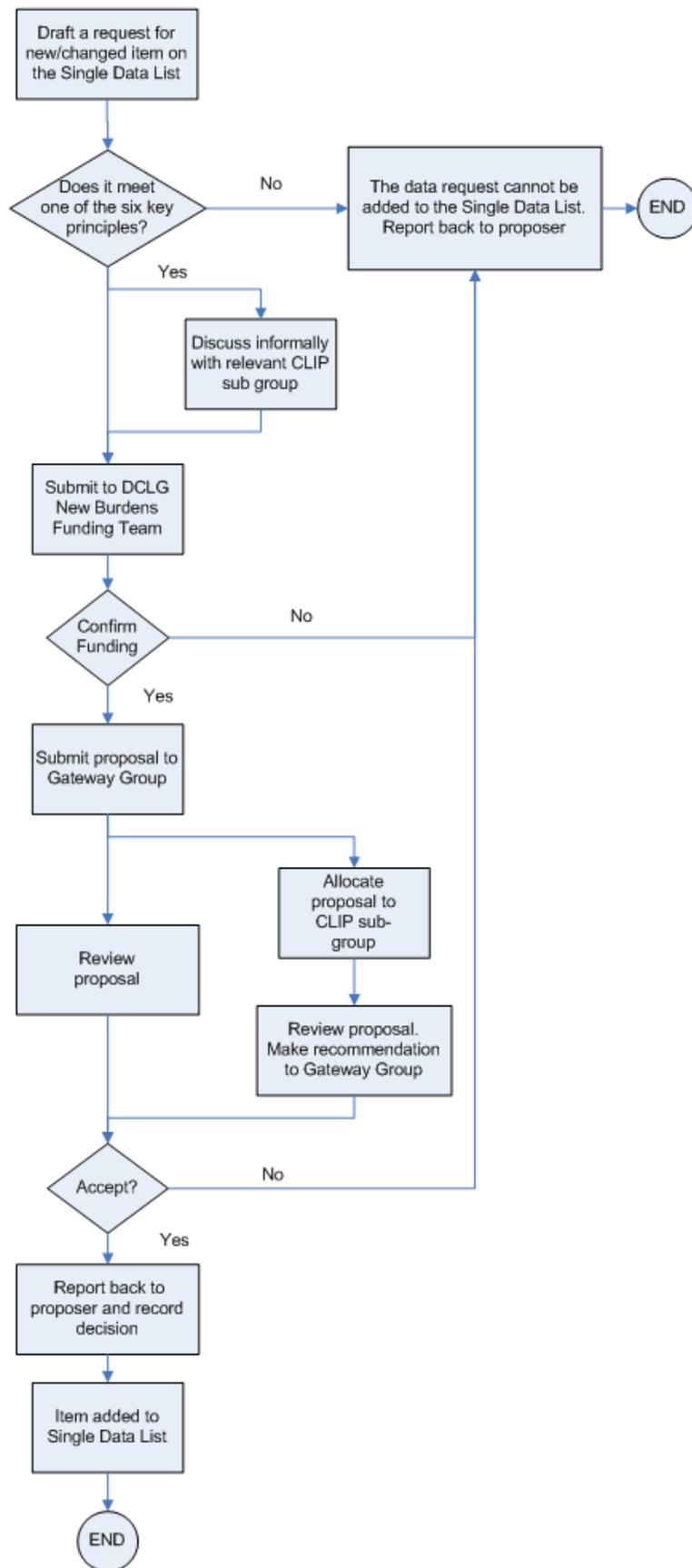
- the proposing statistician or policy official should check the proposal against the agreed data collection principles (see Annex B)
- the proposer may choose to discuss the proposal informally at a Central and Local Government Information Partnership sub-group, to test out issues and practicalities and understand the burdens
- the proposer should contact the new burdens team in the Department for Communities and Local Government to confirm the amount of funding that would need to be made available to local authorities
- once they are satisfied that the proposed data requirement meets the principles and would be fully funded, the proposer should submit the proposal to the Gateway Group
- the Gateway Group may then decide to allocate the proposal to the relevant Central and Local Government Information Partnership sub-group. If there is no appropriate Central and Local Government Information Partnership sub-group, the main group will decide on an alternative process for challenge
- the sub-group will review the proposal and report its recommendation to the Gateway Group
- the Gateway Group will decide on whether to accept the proposal, report back to the proposer, and record the decision.

This process is illustrated in Figure A1.

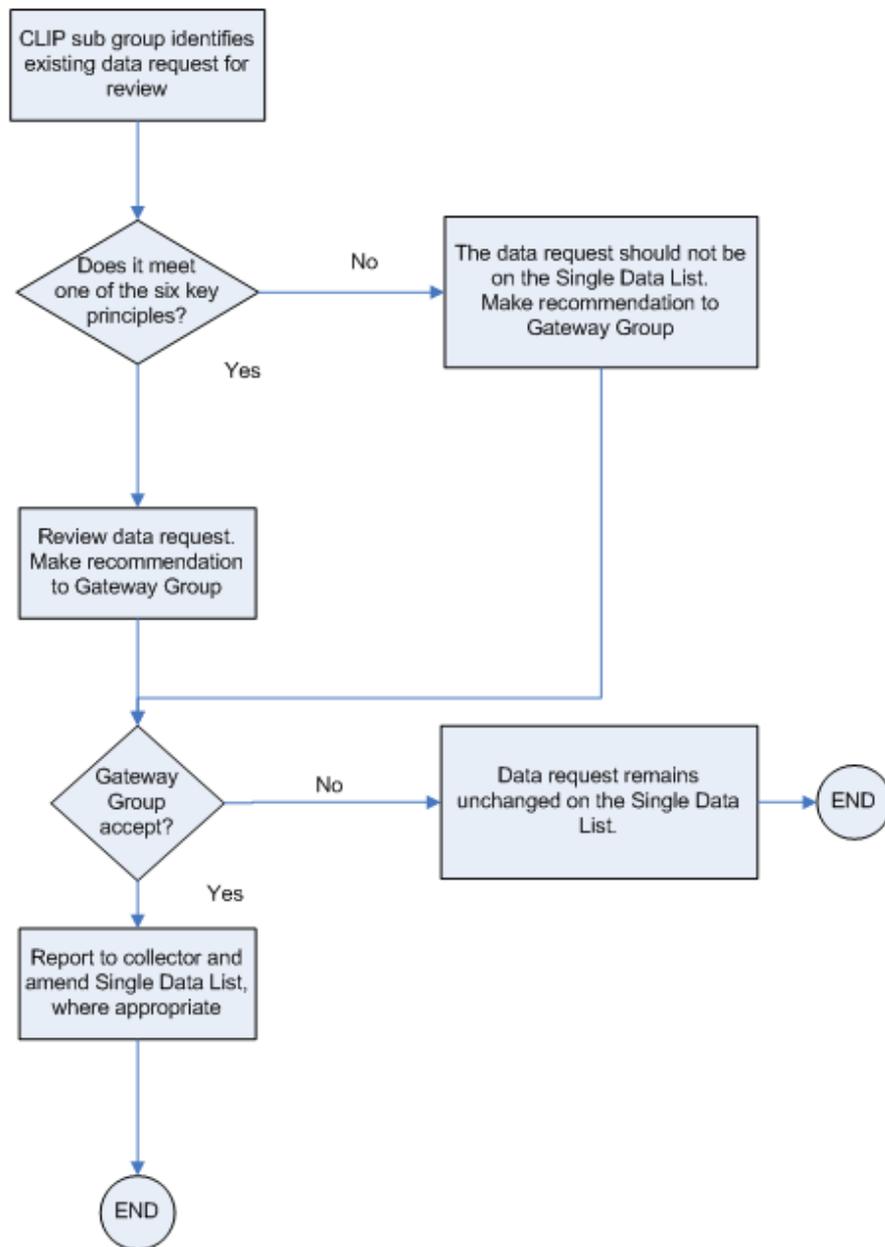
There is no set timeline for passing through this gateway process. The Gateway Group will need to be satisfied that due regard has been paid to the time needed to conduct a robust challenge without unnecessarily slowing down business.

Note, the Central and Local Government Information Partnership sub-groups themselves will also conduct reviews of existing data requirements, and may propose changes to the Single Data List as a result. The process for this is illustrated in Figure A2. The data collector should be involved in the review.

**Figure A1:**  
 Gateway Process for Adding to or Changing the Single Data List



**Figure A2:**  
Gateway Process for Reviewing Existing Returns on the Single Data List



# Annex B: Data Collection by Government – Principles and Practicalities

Data is a valuable asset and is necessary for the effective management of services and accountability structures. Robust, transparent and comparable data can empower citizens, helping them make informed choices and hold service providers to account.

However data collection, analysis and publication can be burdensome. It is Government policy to minimise the data reporting burdens on councils – reflecting the new accountability landscape and the financial pressures facing councils. This note sets out the principles that should underpin decisions on the appropriateness of mandatory data collections.

## Principles

The key principle is that data requirements should broadly follow accountability structures. In considering whether data collection or publication is required, decision-makers should ask:

### **Who is accountable, for what, and to whom?**

Where data are requested the reasons for collection must be transparent and only the minimum amount of data collected to enable those purposes to be fulfilled.

Central government may reasonably require data from local councils:

- 1. To fulfil international obligations, for example under European Union directives.**
- 2. To support the effective administration of funding.** Clarity is important here in highlighting where data are being used as proxies (e.g. free school meals being used as a proxy for need).
- 3. To support accountability to Parliament for national public funds and national policy decisions.**
- 4. To hold public services to account, at a national level** - holding Government to account for national delivery.
- 5. To support the evaluation of economic, social and environmental trends, in the national interest.**
- 6. To provide comparable local performance data,** by exception, where it doesn't already exist, in order to support local accountability by citizens.

The Permanent Secretary of the Department for Communities and Local Government has to provide assurance to parliament that a core accountability system is in place for local government. Accessible and comparable local performance data is a key part of this system; allowing the public, rather than the centre, to hold authorities to account more effectively. Principle 6 allows Government to ensure – as a last resort, and to satisfy a public need – that relevant data is available to the public.

Where councils are under a national statutory duty to provide data, they must continue to do so. However, in assessing the reasonableness of a data requirement, central government should not consider the presence of a statutory duty to be justification in itself for continued collection.

The Government has a role in ensuring openness and transparency of public data more broadly. Freedom of Information gives people the right to ask for information held by a public body on any subject. The Government is introducing a 'right to data' so that government held information can be re-used, helping citizens to hold service providers to account. In addition to this, the Code of Practice on Data Transparency sets out the principles and minimum standards on data that should be published by local authorities.

There may also be some circumstances where central government and local partners agree that it would be more efficient for central government to collect, disaggregate and publish comparable performance data, and for that data to be submitted on a voluntary basis. The Local Government Association will be the focal point in most instances for agreeing any such arrangements with local government.

## **Practicalities**

**There should be a single clear gateway process**, involving both national and local government, to consider any new proposed data requirements on local government, and to review on-going collections on a periodic basis.

**Data collection and publication principles should apply universally to the public sector:** central government should be subject to the same public scrutiny via transparent data publication as local authorities.

**Data requirements should be scrutinised to minimise compliance burdens.** For example, Government should be assiduous in:

- Applying the “collect once, use often” principle
- Considering the timing and reducing the frequency of collections
- Adopting sampling rather than universal coverage where possible
- Ensuring justifiable data collections (e.g. to meet European Union directives) are not “padded out” with other nice-to-have data requests
- Evaluating existing data sources before committing to an entirely new collection process (e.g. by amending or extending the questions posed in existing proforma)
- Designing and managing existing administrative/management systems so that they can serve statistical/informational purposes as well as operational purposes
- Increasing the data collection burden only when the potential benefits to users exceed the estimated cost to providers (i.e. the cost/benefit approach).

**Data should be published as quickly as possible.** If data are important enough to be required from councils, central Government should allocate sufficient resources to process the data in reasonable time.

**These principles apply equally to instances where local authorities report data to non-central government bodies, at the request of central government.**

# Annex C - Changes to the Single Data List

<b>Changes to the SDL since March 2012</b>		
<b>Removed</b>		
004-00	Housing Strategy Statistical Appendix (HSSA)	DCLG
005-00	HRA Business Plan Statistical Appendix (BPSA)	DCLG
008-00	Housing Monitoring (P1B)	DCLG
016-00	HRA Subsidy Claim form - advance final (FINAL COLLECTION IN 2012/13)	DCLG
017-00	HRA Subsidy Claim form - auditor final (FINAL COLLECTION IN 2012/13)	DCLG
031-00	Business Improvement Districts Outturn (BIDO)	DCLG
034-00	Business Improvement Districts (BID) Revenue Account	DCLG
053-00	Quarterly Return of Wages and Salaries (QRW)	DCLG
168-00	Housing Capital Receipts pooling - signed paper return	DCLG
094-00	Children's Centres and other parts of the Early Intervention Grant	DfE
114-00	Special Educational Needs – new information needs arising from the Green Paper	DfE
188-00	Institution level data for maintained schools converting to academy status	DfE
204-00	Young Apprenticeships (YA)	DfE/YPLA
<b>Added</b>		
252-00	Local Authority Housing Statistics	DCLG
253-00	National Child Measurement Program (NCMP)	DH
254-00	Collation of NHS Health Check quarterly data return	DH
255-00	Collation of KT31 annual contraception data return	DH
256-00	Pollutant Release and Transfer Registers	DEFRA
257-00	Local Authorities statistical information on Smallholdings (County Farms)	DEFRA
258-00	Safeguarding	DH/HSCIC
259-00	Child-level data on the reason a two-year-old is being funded for an early education place	DfE
<b>Final collection due in 2013</b>		
137-00	Abuse of Vulnerable Adults (AVA) return	DH/HSCIC

**Dept. Central government departments**

DCLG Department for Communities and Local Government

DfE Department for Education

DEFRA Department for Environment, Food and Rural Affairs

**Agency/Body Central government's agencies and bodies**

DfE/YPLA Department for Education - Young Persons' Learning Academy

DH/HSCIC Department of Health - The Health and Social Care Information Centre

DH/PHE Department of Health - Public Health England

# Annex D - Gateway group work plan timetable

## Single Data List Review - Annual Timetable

Date	When	Who	Task
Throughout the year		Departments	Informally notify the Gateway Group of any potential or newly identified data requirements as and when they become known
February	Mid	Departments	Submit new/amended data requirements to CLIP sub groups and complete data burden process for the following year.
	Late	Central and Local Information Partnership Sub Groups	In addition to above, consider any existing data returns for review.
March	Mid	Departments	Formally Submit data review proposals/plan to Gateway Group for the following year
	Mid	Central and Local Information Partnership Sub Groups	Submit data review proposals/plan to Gateway Group
	Late	Department for Communities and Local Government	Publish Gateway Group agenda for next meeting
April	Mid	Gateway Group	Meet to consider new/additional proposals from Departments for the following year as well as any existing returns to be reviewed as identified by the Local Government Sector
May – September		Central and Local Information Partnership Sub Groups	Review data proposals for the following year and make recommendations to the Gateway Group
September	Mid	Department for Communities and Local Government	Publish Gateway Group agenda for next meeting
October	Early	Gateway Review Group	Meet to sign off new data requirements for the following year
November	Mid	Department for Communities and Local Government	Draft Single Data List circulated to Departments
	Mid	Central and Local Information Partnership Sub Groups	Provide Gateway Group with annual report entry together with forward plans for review of existing data sets in addition to new or amended ones.
	Late	Department for Communities and Local Government	Circulate Single Data List to Gateway Group
	Late	Department for Communities and Local Government	First Draft Annual report
December	Early	Gateway Group	Meeting to discuss the draft Annual Report
	Late	Department for Communities and Local Government	Produce final Annual Report
January	Mid	Department for Communities and Local Government	Publish Single Data List Publish Annual Report

## SDL Gateway Timetable for period up to April 2014

<b>Data Collections</b>		<b>Annual report</b>	
<b>Sign off of new/amended data requirements for 2013</b>		<b>Publication of annual report</b>	
Through out the year	Departments: to informally notify Gateway Group of any potential or newly identified data requirements as and when they become known	Mid November	Central and Local Information Partnership sub groups: Provide Gateway group with annual report entry together with forward plans for review of existing data sets in addition to new or amended ones
Mid February	Departments: To submit new/amended data requirements to Central and Local Information Partnership sub groups and complete data burden process for the following year.	Late November	Department for Communities and Local Government: First Draft of annual report
Late February	Central and Local Information Partnership sub groups: In addition to above, to consider any existing data returns for review.	Early December	Gateway Group: Meeting to discuss the draft annual report
Mid March	Depts: Formally submit data review proposals/plans to Gateway Group for the following year.	Late December	Department for Communities and Local Government: Produce final annual report
Late March	Central and Local Information Partnership sub groups: Submit data review proposals/plan to Gateway Group	Mid January	Publish Annual Report
Mid April	Department for Communities and Local Government: Publish Gateway Group agenda for next meeting		
May – September	Gateway Group: Meet to consider new/additional proposals from Departments for the following as well as any existing returns to be reviewed as identified by the local government sector.		
Mid September	Central and Local Information Partnership sub groups: Review data proposals for the following year and make recommendations to the Gateway Group.		
Early October	Department for Communities and Local Government: Publish Gateway Group agenda for next meeting		
Mid November	Gateway Group: Meet to sign off new data requirements for the following year.		
Late November	Draft Single data List circulated to Departments		
Mid January	Circulate Single Data List to Gateway Group		
	Department for Communities and Local Government: Publish Single Data List		

# Annex E - Outcomes and Information Development Board key objectives

Outcomes and Information Development Board:

- Sets direction for outcomes and information in adult social care
- Ensures alignment with and informs wider health and social care reform and wider health and social care information agenda
- Raises awareness and fosters behavioural and cultural change
- Supports continuous improvement in data quality and improved access to wider intelligence

To do this, it performs the following functions:

- Coordinates activity across adult social care outcomes and information
- Makes key policy decisions in support of strategic objectives
- Supports wider social care reform
- Works with interested partners to ensure alignment
- Signs off annual collections by the Information Centre
- Considers progress of projects and programmes
- Identifies, approves and allocates new work, both proposals and commissions
- Identifies orphan problems and seeks to allocate responsibility
- Identifies both immediate and strategic areas that need addressing and decides solutions
- Communicates key messages

A key principle in the Terms of Reference is that the Board will not:

- Supersede or replace existing projects, quality initiatives or similar
- Duplicate existing governance or reporting structures
- Increase the burden on organisations with unnecessary additional processes