

Minutes

Collection of Student Loans Consultation Group

Tuesday 3 March 2015 (11:00-13:30)

Conference Centre, BIS offices, 1 Victoria Street, London, SW1H 0ET

Attendees	Steven Darling (HMRC) Alex Lawrence (HMRC) Bethan Chant (HMRC) Paul Crooks (HMRC) Christine Rowse (HMRC) Rich Greaves (HMRC) Al Smith (BIS) Karen Duncan (BIS)	Geoff Castle (BCS) Matthew Brown (CIOT) Peter Wilkinson (ICAEW) Ann Elmer (ATT) Samantha Mann (CIPP) Kelly Sizer (LITRG) David Malcolm (NUS)
Dialling in	Fiona Innes (SLC) Linda Pullan (Payroll Alliance)	Lorna Gunn (DA Scotland) Paul Curtis (DA Scotland)
Apologies	Norman Green (BCS) Jackie Petherbridge (FSB) David Clarke (HMRC)	Chris Jones (DA Wales) John Neill (DA Northern Ireland) Laura Worku (DA Scotland)
1. Introduction and opening remarks		
Steven Darling	Steven welcomed everyone to the meeting and introductions were made round the table. Steven then outlined the agenda items we would be covering at the meeting.	
2. Joint Repayment Strategy		
Al Smith	Al advised that there was little to report since the last meeting but highlighted the following: <ul style="list-style-type: none"> • The Joint Repayment Strategy is expected to be published in July. The Strategy sets out where we've got to and where we're going. • With Paul Mason joining the SLC he will be reviewing the SLC contribution and may wish to include an element of counter fraud. • The Strategy will be circulated when published Action – To circulate the Joint Repayment Strategy. <p>Some background was added explaining that the Strategy reflects an official statement that we work together. Although it was recognised at a practical level that BIS, SLC and HMRC work together more work was needed at policy level.</p> <p>The Strategy was developed in response to the Public Accounts Committee (PAC) hearing.</p>	Christine Rowse (1)

3. RTI Exploitation		
Paul Crooks	<p>Paul Crooks advised that we are continuing to look at how we might fully utilise RTI and an area we've been looking at how future pilots may operate such as</p> <ol style="list-style-type: none"> 1. A faster flow of information to SLC and how this may impact on SLC loan statements. 2. Use of RTI to try and prevent overpayment of the remaining loan balance. <p>Samantha Mann asked if there would be user testing for these trails. Paul Crooks advised that it was still at the very early stages and we're working closely with the SLC.</p> <p>Geoff Castle asked what the timescales are for the pilots. Paul Crooks advised that we are still at an early stage in our discussions on what we may be able to pilot so timescales have not been established. .</p> <p>David Malcolm highlighted that we would need to make sure the work goes hand in hand with SLC's transformation project. It would be a positive if the borrower was better able to understand their balance but we shouldn't over promise. Alex added that he we would be working very closely with the SLC to understand the position and role of the borrower in the process. Peter Wilkinson re-enforced the point that we shouldn't over promise.</p> <p>Steven Darling advised that all discussions have and will continue to be focused on very small pilots that we can test and learn from.</p> <p>Peter Wilkinson asked how we would get the sample. Paul Crooks advised that the pilots had two different populations and the sample was likely to be random but that the detail has still to be decided.</p>	
4. Post Graduate Loans consultation		
Bethan Chant	<p>There has been a lot more activity on Post Graduate Loans since November but the consultation document is not out yet. It is expected shortly and we provide a link for the Group.</p> <p>Action – To provide a link to the Post Graduate Loans consultation</p> <p>In the Autumn Statement 2014, the Chancellor announced the intention to introduce a package of measures to support post graduate study. These will apply to England only at present. The loans will be up to £10,000 per student studying one year full-time, or two year part-time (£5,000 per year) and it must be a Post Graduate study course (any master's subject).</p> <p>A key feature is that BIS are keen to target minimal public subsidy.</p>	Christine Rowse (2)

The consultation will be launched before the end of the month, before purdah (pre-election period). And responses will help shape the design of the scheme post election

The Government's objective is to support the highest levels of skills to support the UK economy, and increased participation at postgraduate taught level, by enabling those who cannot afford or delay study at this level to take up places. In designing the scheme there is no wish to duplicate provision of support through existing funding mechanisms. Although it is a new policy it is quite complex.

Loans will only be offered to students under the age of 30, The rationale behind this is that this is seen as the group who are facing the most barriers to going on to further studies. They have a lack of assets and/or credit history and need the most help.

The £10,000 is not expected to cover all costs but is seen as a 'contribution towards costs'. The cost is not intended to cover 'tuition' or 'maintenance' it is up to the individual to decide what the money will cover. It is also being designed so that most individuals will repay in full and will have better than commercial rates. One way of targeting minimal public subsidy is interest rate, which will be Retail Price Index plus three percent (RPI+3%), repayment rate will be nine percent of income over £21,000 (frozen for five years).

The initial thinking is that it will be administered by the SLC and the majority of collection will be through the tax system. The repayment will be made concurrently alongside under graduate loans. Mathew Brown highlighted that the combined repayment rate of 18 percent may be a disincentive.

David Malcolm asked about the income threshold being frozen for five years, while the Plan 2 threshold is expected to increase and would this mean there was therefore three different thresholds. Mathew Brown added that this would be confusing for employers as it would be three plan types.

Mathew Brown also highlighted the age discrimination aspect and wondered about the age range of post graduates and those who put off post graduate study until they're over 30. David Malcolm stated that there was a bias towards a younger age and the over 30s were more likely to get employer sponsorship.

Al Smith explained that there would be a mixture of funding sources and this would be only one. David Malcom asked about professional development loans. Bethan Chant advised that as far as she was aware these would continue and there was no intention to duplicate. Al Smith confirmed this saying that this was not meant to be an alternative.

Bethan Chant highlighted that this applied only to England and the Devolved Administrations may not duplicate the thresholds and repayment rates.

	<p>Samantha Mann asked about communications for employers and Bethan Chant advised that this is included in the consultation paper. There was also a special section on employers and software developers and how we interact with them and the potential additional burden. There will also be communications on residency criteria.</p> <p>Bethan Chant then explained that HMRC would be aiming to deliver for 2016-17 with collection beginning in April 2018</p> <p>Peter Wilkinson asked about residency criteria and the link to the Scottish taxpayer. Bethan Chant advised that European law would be taken into account. David Malcolm added that also for consideration was where someone was 'domiciled' and if there was movement.</p> <p>Al Smith highlighted that a key policy challenge would be European Union (EU) access to funding. It is also the case that Funding can be given for tuition fees but not cost of living and Post Graduate loans don't differentiate between them.</p> <p>David Malcolm raised a point about previous study and how would you know if they already had a post graduate loan.</p> <p>David Malcom asked about the payment pattern and if the loan would be paid in one lump. He was advised that this would be part of the consultation but the initial thoughts are that it would. Bethan Chant added that it would be subject to confirmation of attendance. Al smith explained that the initial proposal is to have three payments based on the terms and the split wold likely be 33:33:34.</p> <p>Bethan Chant closed by saying that BIS were very keen to hear from everyone and welcome the consultation. They recognise that employers are key to successful delivery and were looking to develop the loans in the most logical and simple way possible.</p> <p>Samantha Mann asked if they were still looking for feedback where the feedback was that it shouldn't be collected by the employer. The consultation will give the opportunity for feedback.</p>	
5. GOV.UK		
Alex Lawrence	<p>Alex Lawrence advised the Group that the transfer of all student loan collection material to GOV.UK is complete. This included all the employer manuals and information and guidance for individuals.</p> <p>Alex Lawrence highlighted a query we received from LITRG concerning links to the CSL leaflets 1 and 2. LITRG advised that "We are currently updating the student loan section on LITRG's 'taxguideforstudents' website and the website currently links to the CSL leaflets 1 and 2 – these links now go direct to a highly simplified and not very detailed section on GOV.UK. We have now located the leaflets through the HMRC tax agents section (not an easy task) so we can make sure the links are correct going forward. However, the leaflets are for the 2014-15 tax year</p>	

and we were wondering whether they will be updated in due course for the 2015-16 tax year? Will this happen now material has been moved to GOV.UK? We also wonder whether you might be collecting any feedback on the student loans section on GOV.UK? For example, we think a – ‘where could I get extra information section’ with links to these leaflets would be useful.”

Alex Lawrence advised that our Guidance Specialist had similar problems locating the CSL leaflets. Geoff Castle added that using ‘Google is often the better option. Alex Lawrence suggested being as specific as possible when searching and Kelly Sizer added that the system should be designed for the user and there shouldn’t be the difficulties in searching.

Links to the factsheets can be found here on GOV.UK - <https://www.gov.uk/government/collections/student-loans-information-on-the-collection-of-loans>

Regarding feedback, Alex Lawrence advised that GOV.UK has a user feedback facility and he encouraged everyone to use this. There is a help us improve GOV.UK hyperlink - "[Is there anything wrong with this page?](#)" which appears at the foot of every GOV.UK page.

Alex Lawrence advised that if there is information that is frequently used we can provide direct links to it. Mathew Brown explained that the worry is when they don’t know what they are looking for, they can’t find the more detailed advice needed.

Kelly Sizer highlighted that the main page no longer links to more information. Alex Lawrence explained that we are being discouraged from putting information on and are told not to include general advice and if it’s not part of a process why is it needed. Mathew Brown recommended going direct to the Archive pages.

Alex Lawrence returned to LITRG’s point about updating the leaflet and threshold changes from April 2015. Alex Lawrence advised that the leaflets will be updated but explained that because the change in threshold figures does not apply until April 2015 GOV.UK doesn’t want them to be visible until then.

Mathew Brown highlighted the need for ‘history’ and knowing when different threshold rates applied.

Alex Lawrence advised that the only way to get changes was to feed back to GOV.UK. Mathew Brown raised the point that GOV.UK doesn’t want to listen to Departmental experts or user feedback and that we would be left with a ‘bland’ site with no detailed information.

Samantha Mann asked if the SLC’s website was under GOV.UK as if not we could consider making use of their site. Alex Lawrence advised that their site would also be coming under GOV.UK. Al Smith added that the GOV.UK site would be common across all Government Departments.

	<p>Samantha Mann raised a point about what happens to the feedback that users provide and if it was something specific about student loans would it be fed back to the student loan experts. The Group were interested in finding out about this feedback process.</p> <p>Action - To find out about the feedback process and if there is feedback on student loan content what happens to it.</p> <p>Alex Lawrence advised that to date we have not experienced GOV.UK coming back to us with user feedback.</p> <p>Samantha Mann highlighted a concern that it takes time to feedback and if nothing is happening with it then people are less likely to feed back. Alex Lawrence added that the focus is on the accuracy of the content rather than the comprehension. Mathew Brown raised a concern about content that was legally incorrect and there was no change.</p> <p>Alex Lawrence advised that we were doing some work on customer journeys, identifying areas for improvement and one was looking to change the wording on forms SL1 and SL2. To do this we will need to engage GOV.UK so we will see how our change process works. Alex Lawrence agreed to feedback on this.</p> <p>Action – To feedback on our experience with change process for GOV.UK in changing the wording on student loan forms.</p> <p>Steven Darling added that we do have customer evidence/demand metrics and if high levels of contact indicate an issue with guidance this demand data can support the case for change with Gov.uk.</p> <p>Samantha Mann highlighted that people will still look for information that is no longer available on GOV.UK. If they can't find it they will use 'Google' which raises the question of the reliability of technical information if can't use GOV.UK. One solution is to make use of the stakeholder forums. Alex Lawrence added that the forums have always supported HMRC with sharing messages in the past and we will continue to make use of this channel and will help the forums as subject matter experts.</p> <p>Note: The following information was provided in the update from the SLC: “The only issue with the Direct Gov is the waiting time for updates to be made, this can be 4-8 weeks depending on the complexity of the change.”</p>	<p>Alex Lawrence (3)</p> <p>Alex Lawrence (4)</p>
6. SLC Updates		
Fiona Innes	<p>Due to difficulties with the phone Fiona had to ring off but provided the following update which Alex Lawrence shared with Group.</p>	

Update from last meeting Minutes

- New Director in place - Paul Mason now director of Repayments & Fraud. He started on 5th January.
- Transformation Update - Progressing well and Jackie McGale (former member of the CSL Consultation Group) has now moved over to lead on the Repayments aspect. Internal systems being reviewed and developed. No delivery dates available yet.
- RTC3 - Repayment Term Changes - What's involved
 - Reviewing statements - look and content
 - Online Statement options
 - Letter content
 - Plan types including Plan 1, Plan 2, Dual customers and switching customers. [Dual customers have both types of loans, Plan 1 and Plan 2]
 - Getting Ready - Plan 2 customers entering repayment for the 1st time in April 16.
- Preventing in year refunds - SLC working with HMRC to develop this further.

Other Updates

SLC have altered the Confirmation of Customer Details form (COCD) this is to allow additional information to be captured to enable HMRC to match customers. Initially only the PAYE number was required along with the customer's personal information such as Name, DOB and NINO. The additional information includes.

- Employers Name and Address (Head Office)
- Employers PAYE Reference Number
- Employment Start date
- Works, Payroll or Branch Number

Raising this as some information may not be readily available on the employee's payslip and they may need to contact their employer direct.

Mathew Brown added that it may be difficult for some borrowers to get a payslip.

Peter Wilkinson highlighted that he had had feedback about the form P45 and that it did not show the student loan amount. Alex Lawrence advised that we had been successful in getting the 'tick box' (This is the box for borrowers to complete to confirm that they have a student loan) included on the form P45. The decision was made not to include the student loan amount as the student loan process is an end of year one.

Peter Wilkinson added that the P45 form would provide evidence to the borrower of student loan deductions. Alex Lawrence explained that payslips are seen as being the evidence.

	<p>Mathew Brown commented that there was no requirement in law to provide a payslip. Samantha Mann explained that while there wasn't under tax law there was under employment law. Geoff Castle added that the employee should insist on receiving a payslip.</p> <p>Mathew Brown stated that the form P45 would provide another source of evidence giving a belt and braces approach. It would also mean that a tax form would be used to provide the information needed to complete a Self Assessment tax return.</p> <p>Steven Darling advised that the Personal Tax accounts would show the student loan amount.</p> <p>Alex Lawrence summarised by explaining that because the student loan amounts are not concurrent and are not needed by the new employer this information was not added to the form P45. We also did not want to add to employer burden but we could look at this again. Samantha Mann added that she hoped this would be considered with the RTI work by Paul Crooks. Steven Darling agreed that we will look at this further.</p> <p>Action – To revisit the suggestion to include student loan amounts on the form P45.</p>	<p>Paul Crooks (5)</p>
<p>7. HMRC Service update</p>		
<p>Alex Lawrence</p>	<p>P14 processing This work is coming to an end and of the three million P14s for 2013-14 we are expecting to send to the SLC we have sent 2,974,498, which is 99.1%. The SLC have sent out all the statements to the borrowers and there is no back log.</p> <p>Mathew Brown asked if we have sent across 100 percent of P14s. Alex Lawrence explained that we have dealt with all of the employer returns that we have received; the gap is where the employer has still to send in the information.</p> <p>There is always additional repayment information coming through but we take the view that 2013-14 is closed. We have an arrangement with the SLC that if a borrower provides evidence of his student loan deductions we will arrange to manually process the information and pass it on to the SLC to allow the borrowers account to be updated.</p> <p>The first transfer of information for 2015-16 is expected in May.</p> <p>Customer Journeys We are looking at demand management and at customer contact on student loan collection. We are using a tool to help us get idea clearer view of why customers are contacting us. We will then be interrogating the data to see what improvements can be made to reduce contact and subsequently improve the experience of the borrower, employer or agent.</p> <p>The work is still in the early stages but we will be looking to see how we can change employer behaviour and then develop</p>	

	<p>guidance.</p> <p>We would like to bring issues to the group to seek their views and help in making improvements. Samantha Mann asked if it would be like a top 10 of questions and answers. Alex Lawrence advised that at this stage it was still not clear but once we have established the top drivers of contact we will come back to the group and seek their input into how we might reduce some of that contact.</p> <p>Alex Lawrence provided an early example which concerned forms SL1 and email contact where an individual has moved and the email address has not been updated. In these cases out of date or inaccurate contact information on HMRC systems can result in communications being issued to the wrong address or contact. This applies equally across paper and electronic mediums. We are now starting to gather evidence to support this and we will be looking to see how we can work together to best address this.</p> <p>We would ask you to remind your members and partners to check that they keep their business addresses (especially payroll specific addresses) and their email contacts up to date?</p>	
8 HMRC digital, policy/legislative update		
Bethan Chant	<p>Digital accounts</p> <p>We are working closely with the SLC to develop online statement accounts to make sure they are linked in and give a mirror image. However the HMRC account will be separate from the SLC account. We will also be linking in to the RTI transfer of data.</p> <p>Steven Darling advised that the online accounts will show the individual student loan amount. David Malcolm confirmed that this would be in year.</p> <p>Social media</p> <p>We put out our first tweet over Christmas and it has also been re-tweeted. The tweet pointed the employer in the direction of E17 guidance. We are now thinking about how to make the best use of our twitter capabilities. David Malcolm asked about our address and Bethan Chant advised that we use the HMRC account.</p> <p>Bethan Chant advised that we would be sending our next tweet out shortly. Samantha Mann added that if Group knew in advance they could look out for it and re-tweet.</p> <p>Action – To let the Group know when the next tweet is being sent out.</p> <p>Mathew Brown advised that his members use twitter more for social media and LinkedIn for work it's seen as a more professional for networking. David Malcolm highlighted thither were no news updates on LinkedIn. Peter Wilkinson added that his members also use LinkedIn. Samantha Mann highlighted that this could be another useful source.</p>	<p>Bethan Chant (6)</p>

	<p>Review of customer correspondence Bethan Chant advised that there was still an open action point on the content and tone of our letters. This action point will be closed but she would still welcome any feedback. Samantha Mann advised that her team had no issues to raise.</p>	
<p>9. Student Loan Reform Project readiness</p>		
<p>Paul Crooks</p>	<p>The Student Loan Reform Project will deliver the new plan type from April 2016.</p> <p>We are at the readiness stage:</p> <ul style="list-style-type: none"> • IT change will be introduced from April 2015 but will not be visible outside HMRC. It's being introduced in the April so that HMRC is ready to receive the information about the new student loan borrowers from the SLC in October 2015. • Files have been transferred from the SLC to HMRC with the lower level detail, these have been through testing and no issues raised. • Software developers have been notified throughout the year and the technical pack has been issued. This will allow developers to introduce changes this year in readiness for the change. • The project has gone through Readiness Gate 6 where all stakeholders were represented. Steven Darling is the key holder for Gate 7 (Go/No go decision) and there have been no issues reported. • Communications - there is a communications plan for the project which includes the Employer Bulletin and updating the information in the E17 and SL3. We are working to get all communication in place and will also need to engage with GOV.UK, but as the Group is aware there may be an issue with timing. <p>Paul Crooks asked the Group how we could improve communications and if there were any other media or channels we could use. Samantha Mann suggested stakeholders as she would be happy to include articles and updates on CIPP website and publications. Mathew Brown suggested a 'trickle feed' approach with some communications starting the autumn building up to March and the issue of the forms SL1. Samantha Mann recommended that we were mindful of hard copy deadlines for magazines, for example articles would be needed by mid-March for a May publication.</p> <p>Geoff Castle raised a question about the SL3 and the need for it to be ready to be able to verify software updates.</p> <p>Paul Crooks asked the Group about timescales for delivering communications. Mathew Brown advised that they should start in the autumn as although the delivery wasn't until the following year they would need to prepare and cascade</p>	

	<p>material, and training courses would also need to be considered. As January is a very busy month with SA this makes February/March a good time. Looking at six to eight weeks before to allow for preparation of articles/presentations. Need also to be aware that the professional supporting the employers need to be notified earlier.</p> <p>Paul Crooks advised that he will provide the Group with a more detailed update in September. Action – To provide the Group with a full update at the September meeting.</p>	Paul Crooks (7)
10. BIS updates		
Karen Duncan	<p>Karen Duncan provided the following update:</p> <ul style="list-style-type: none"> • There will be no changes to the regulations for April 2015, but changes are expected for April 2016 following the election. • Working with HMRC and the SLC on Post Graduate loans and hoping for a simple process following consultation. • Talking to European countries about student loan collection as they have similar problems in collecting loans when borrowers have gone overseas. Starting a pilot with Holland and Sweden. There are no results yet but if successful it will be rolled out. Should have some feedback for the September meeting. Geoff Castle asked if it was about sharing information or chasing up borrowers. Karen Duncan advised that it was more about catching up with them than enforcing. 	
11. Review of action points		
1/251114	<p>‘Digital by default’ The fix to change the default option from paper to electronic went through in October and we should have some information on the numbers affected by April. Current figures show that 46% receive paper SL1 forms (student loan deductions - start notice). Employers can still receive paper forms but they now need to request them.</p> <p>Mathew Brown asked if we knew how many notices were not viewed in time. This would highlight the employers who were not aware that the information was being sent online. Action – To look into the number of notices that are not viewed in time.</p> <p>16.2.15 – We are still working on this as it is not as straightforward as expected.</p> <p>I was also asked to find out when we issue start and stop notices, as there was a suggestion that we could time them better to coincide with the most common times employers run their payroll:</p> <ul style="list-style-type: none"> • We issue SL1s to employers on the second Friday of each month, shortly after we receive a file from SLC. • Every Thursday SLC tells us which deductions should be 	Bethan Chant

	<p>stopped, so we issue SL2s to employers on Fridays, i.e., as soon as we can after receiving notification.</p> <ul style="list-style-type: none"> We are currently reviewing the content and tone of these notices and will include consideration of whether we could time their issue better, for greater impact. <p>3.3.15 – Christine Rowse advised that at the first bullet we also send a small number SL1s on a weekly basis.</p>	
2/251114	<p>Social Media HMRC is working closely with SLC on developing a strategy for communications with repayment customers (individual borrowers). The SLC already have a ‘Student Room’ an online portal, which is the largest student site in Europe. We are looking at how we can interact better with employers through social media, for example telling them about threshold changes.</p> <p>Bethan would like feedback from the Group on:</p> <ul style="list-style-type: none"> Which social media tools or forums we should be considering to get messages across to employers/ agents/ borrowers. <p>4.2.15 – Feedback from LITRG</p> <p>3.3.15 – The SLC provided this feedback in their update SLC use the following for Student Finance England students</p> <ul style="list-style-type: none"> Twitter and Facebook and have 80k followers on each. We have a Student Room where students can ask questions Student Lab - We arrange testing of new services and products including guidance notes. Both students and parents get involved in this. Your Tube videos - New videos added as part of Student Money Week and offer advice from applying to repaying. <p>3.3.15 – As there was no further feedback, action point is Closed.</p>	All
3/251114	<p>Social Media HMRC is working closely with SLC on developing a strategy for communications with repayment customers (individual borrowers). The SLC already have a ‘Student Room’ an online portal, which is the largest student site in Europe. We are looking at how we can interact better with employers through social media, for example telling them about threshold changes.</p> <p>Bethan would like feedback from the Group on:</p> <ul style="list-style-type: none"> What function social media messages should fulfil. Should we use them to inform, ask for information, or should we develop our presence on forums? If for getting information out, what sort of information? <p>4.2.15 – Feedback from LITRG</p> <p>3.3.15 – As there was no further feedback, action point is Closed.</p>	All

4/251114	<p>Review of customer correspondence</p> <p>We explained in the agenda email that we are starting a review of all HMRC customer correspondence. We'll be looking at how we get our message across and whether we can improve clarity for borrowers and employers. We attached a "start" notice (SL1) which tells employers to start deducting repayments from an employee, and a "stop" notice (SL2) and would welcome any comments on content and tone.</p> <p>Action – To let us have your feedback on the content/ tone of SL1s and SL2s and any other student loan letters we issue.</p> <p>3.3.15 – As there was no further feedback, action point is Closed.</p>	All	
6/090914	<p>Samantha Mann highlighted that the impact of Gov.UK on guidance and the closing of HMRC website are further changes of interest. Alex Lawrence added that if we understand the impact on the Group and by co-ordinating our understanding we can influence and change a lot by working together.</p> <p>Ann Elmer highlighted that we need to keep the historical information. Linda Pullan advised that there was an archive and will share the link with the Group.</p> <p>Action – To send the link to Christine Rowse for sharing with the Group.</p> <p>25.11.14 –Linda had some technical difficulties with the link and is consulting a colleague.</p> <p>3.3.15 – Christine Rowse will check with Linda Pullan if there is any update.</p>	Linda Pullan	
12. Any Other Business			
	<p>Geoff Castle raised a concern about the interest rates being concurrent and this along with coding out and other measures may be seen as an aggressive approach.</p> <p>It was agreed that this was a valid comment and should be fed into the consultation.</p>		
Date and venue of next meeting (11:00 – 13:30)			
	Date	Location	
	Tuesday 2 June 2015	Conference Centre, BIS offices	
	Tuesday 8 September 2015	TBA	
	Tuesday 1 December 2015	TBA	