



## Terms of reference: Higher education data reduction taskforce (HEDRT)

### Purpose

1. The HEDRT will bring together a range of stakeholders involved in the reporting and collecting of data about higher education (learning at National Qualifications Framework levels 4 and above) and identify where these processes can be rationalised with the aim of reducing bureaucracy across the sector.
2. This will include understanding the various data collection requirements on higher and further education providers and identify potential areas where those existing requirements could be reduced, removed or reformed. It will particularly focus on duplication of data requests across organisations.
3. Representatives from higher and further education providers and other HE data experts will be invited to provide the Taskforce with relevant evidence to be discussed.
4. The HEDRT will create a formal structure to allow the sharing of knowledge across the sector and encourage both data collectors and reporters to work together to improve the efficiency of data collections, with bureaucracy rationalised and reduced.

### Outcomes

5. After three months, the HEDRT will set out interim actions to be undertaken to achieve the primary aims of the Committee which will inform the final report paper.
6. After six months, the HEDRT will produce a short paper setting out clear and concrete actions and recommendations based on the Taskforce discussions, which will ensure that data collection processes are efficient and proportionate, reducing unnecessary bureaucracy.

### Membership and attendance

7. The HEDRT will be chaired by the Department for Education's Chief Data Officer and the findings will be reported to Minister Donelan, the Minister of State for Higher and Further Education.
8. The Taskforce will be made up of individuals and organisations involved in data collection processes, including relevant regulatory bodies, as well as end-user representatives from the higher education sector.
9. Members and their roles are included in the Annex.

## **Transparency and information flow**

10. A full agenda and minutes would be published within a week of each meeting of the Taskforce.
11. This will be sent to each member of the committee as well as being publicly available.

## **Conflicts of interest**

12. On appointment, and whenever circumstances change, members will provide the secretariat with a written note of any external interests (including, but not limited to, personal financial interests, social and professional activities and family members' interests) that might give risk to a real or apparent conflict of interest with matters considered by the Taskforce.
13. At the start of each meeting members will declare any new or changed interests relevant to the agenda. Where a potential conflict of interest is identified in a meeting, members will not be involved in discussions or decisions on the matter in question.

## **Frequency and length of meetings**

14. The HEDRT will meet every six weeks for a period of six months. Urgent additional meetings will be convened if required by exception. Secretariat will ensure that meetings are scheduled in diaries to ensure availability of key representatives.

## **Role of secretariat**

15. The agenda and supporting papers will be issued to members at least a week prior to the relevant meeting.
16. Meeting notes and agreed actions will be recorded, cleared by the chair within two working days of the meeting and circulated to members with papers for the subsequent meeting.

## Annex: Members and their roles

Representative	Role
<b>Data Collecting Organisations</b>	
Higher Education Statistics Agency (HESA)	HESA is the official agency for the collection, analysis and dissemination of quantitative information about higher education in the United Kingdom.
Education and Skills Funding Agency (ESFA)	The ESFA is a government agency which brings together the former responsibilities of the Education Funding Agency (EFA) and Skills Funding Agency (SFA) to create a single agency accountable for funding education and skills for children, young people and adults.
Student Loans Company (SLC)	SLC is an executive non-departmental public body company in the United Kingdom that provides student loans.
Office for Students (OfS)	The OfS is the independent regulator of higher education in England.
The Office for Standards in Education, Children's Services and Skills (Ofsted)	Ofsted is a non-ministerial department of the UK government responsible for inspecting a range of educational institutions in England.
Institute for Apprenticeships and Technical Education (IfATE)	The Institute for Apprenticeships is an executive non-departmental public body, sponsored by the Department for Education, which ensures high-quality apprenticeship standards and advises government on funding for each standard.
The Universities and Colleges Admissions Service (UCAS)	UCAS is an independent charity providing information, advice, and admissions services.
Office of Qualifications and Examinations Regulation (Ofqual)	Ofqual are regulates qualifications, examinations and assessments in England.
<b>Sector representatives</b>	
Andy Youell	Executive Director – Regulation, University College of Estate Management
Mark Corver	Founder, DataHE
Sally Turnbull	Chair of HESPA's Higher Education Data Insight Group
David Hayes	Open University
Jackie Njoroge	Director of Strategy, University of Salford
Daniel Kidd	Deputy Academic Registrar, University of Wolverhampton
Lindsay Jones	Head of MIS, Leicester College
Alan Fenton	Academic registrar, Newcastle College
Nathan Michael	Academic registrar, Grimsby Institute
Terry Hutchinson	Director of curriculum and governance, DN Colleges Group