



Department  
for Education

# **MIS Core Software Supplier Group**

**Terms of reference 2019, version 1.0**

**December 2018**

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# 1. Purpose

1.1. To provide a consultative forum to discuss:

- operational impacts relating to software development in connection with proposed future changes to data collections and data transfers
- changes to the department's data collection infrastructure / systems and the impact on suppliers' management information systems flowing from such change
- requests for change to the [Common Basic Data Set \(CBDS\) database](#) and their impact on suppliers' management information systems; this includes the implementation of ISB data standards (discussions on the development of the standards themselves should be the domain of the ISB MIS Supplier Special Interest Group)
- future arrangements for commissioning data collections, including the timetable for requesting changes to existing data items or requests for new data items
- ensure the appropriate system functionality and guidance is available to support schools and local authorities with the successful completion of their statutory data returns and data transfer responsibilities within the agreed timescales
- maximise opportunities for partnerships, networking and information sharing about data requirements

# 2. Membership

2.1. The membership of the group will include representatives from the department, MIS software suppliers' organisations<sup>1</sup> and the department's star chamber scrutiny board. Invitations to attend these meetings will be extended to other providers of

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<sup>1</sup> An 'MIS software supplier' is a supplier of management information systems (MIS) who currently provides or intends to provide (ie is in the market, or intends to enter or re-enter the market) such systems to schools and / or local authorities

data systems to schools<sup>2</sup> and / or local authorities who are welcome to attend and participate in the discussions.

- 2.2. The chair function of the meeting will be provided by Paul Hirst, [paul.hirst@education.gov.uk](mailto:paul.hirst@education.gov.uk), Education Data Division (EDD). The secretariat function will also be provided by EDD.
- 2.3. Other internal or external persons may be invited to attend meetings at the request of the chairperson to provide advice and / or assistance considered necessary to support an agenda item.

### **3. Departmental responsibility**

- 3.1. Prepare agendas and issue notices for meetings, chase up and update action points where necessary.
- 3.2. Distribute the agenda and any required supporting documentation for discussion or comment no later than one week prior to the meeting.
- 3.3. Take minutes of the meeting, record actions and agreed decisions. These will be signed off by the chair and circulated to members within 2 weeks from the date of the meeting along with any additional supporting documentation.

### **4. Software suppliers responsibility**

- 4.1. To confirm attendance at meetings as requested by the agreed deadline. Failure to do so may result in refusal by the department.
- 4.2. To provide updates to actions discussed at the meeting, by the agreed deadline.
- 4.3. To provide any additional agenda items for discussion by the agreed deadline.

### **5. Functions**

- 5.1. At each meeting there will be a standard agenda consisting of:

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<sup>2</sup> A 'provider of data systems' is a supplier of data software (other than an MIS package) such as (but not limited to) attainment / attendance / registration / school meals / financial systems etc who currently provides or intends to provide (ie is in the market, or intends to enter or re-enter the market) such systems to schools and / or local authorities

- a brief update on any outstanding actions on the action point log
- updates on statutory census and assessment collections
- updates on any changes to data collection standards
- updates on the data exchange project
- updates on any new and emerging projects which may result in new data requirements
- updates on funding issues and reporting requirements, as required
- AOB – any other business

## 6. Frequency and duration of meetings

- 6.1. Meetings will be held every six to eight weeks and will alternate between departmental offices in London and Sheffield. [Scheduled meetings](#) will be published on the department's website.

## 7. Communications

### 7.1 Supplier queries mailbox

7.1.1 All communications, including meeting invites and agendas will be issued from the supplier queries mailbox ([Queries.SUPPLIER@education.gov.uk](mailto:Queries.SUPPLIER@education.gov.uk))

7.1.2 A response will be issued to incoming mail within 3 working days of receipt, advising it was received and where necessary to whom it has been forwarded to.

7.1.3 If after 10 working days, a holding reply or full response has not been sent. The email originator should escalate as an issue to [Kirsty Knox – Data Development Unit ([kirsty.knox@education.gov.uk](mailto:kirsty.knox@education.gov.uk))] or Phil Dent – Data Development Unit ([phil.dent@education.gov.uk](mailto:phil.dent@education.gov.uk)).

### 7.2 Online forum

7.2.1 The department provides an online forum for suppliers and the department to raise queries and to share information and best practice. The forum is moderated by the department.

7.2.2 Users are requested to take care in the language used within posts. Users are required to remain professional on the forum at all times. Posts which breach this guideline will be removed by the moderator.

7.2.3 Whilst the forum is to be used to discuss the implementation of departmental policy, it is not to be used as an arena to decry or dispute departmental policy. Such posts will be removed by the moderator.

7.2.4 The forum may be used to undertake consultations with suppliers (or the department) regarding how best to implement / manage change. All suppliers are strongly encouraged to engage with any such consultation to provide a balanced and considered response.

## **8. Review**

8.1. This document will be reviewed annually at the meeting.



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