

Data and Statistics Division - Request for Change Form for CBDS

Section 1 - Details of Change (To be completed by the RFC Originator / CBDS Administrator)																						
Project / Service: CBDS	Type of Change: Changes to codesets	RFC 888																				
Name and team / company of RFC Originator: Gerard Hassett																						
Originator Contact No: 020 73407921	Originator email address: Gerard.hassett@education.gsi.gov.uk																					
Date RFC Raised:	Date change required: For 2016 School Workforce Census																					
Priority: 2	1 = Top - Ministerial or legislative requirement 2 = High - Senior official customer requirement or clear net benefit / efficiency saving to DSD, department or MIS suppliers 3 = Medium - Customer requirement, marginal net benefit 4 = Low - Nice to have, net cost, does not affect functionality, cosmetic change																					
EDD Contacts: Gerard Hassett																						
Change Title: Pay dates																						
Data item / Rule Number: 1) 400205 Absence Category 2) 400353 Pay Framework																						
Description of change: 1) Add new code of PRG (Pregnancy related absence) into the Absence Category codeset D00159. Our preferred option is to retain the data item number and update the existing codeset. However, Suppliers are requested to confirm if they find this option acceptable – or whether they would prefer a new data item and codeset be issued to make this amendment. The revised codeset will be: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">D00159</th> <th style="text-align: left;">Absence Category</th> </tr> </thead> <tbody> <tr><td>MAT</td><td>Maternity /Paternity leave</td></tr> <tr><td>OTH</td><td>Other paid authorised absence, e.g. compassionate leave</td></tr> <tr><td>PRG</td><td>Pregnancy related absence</td></tr> <tr><td>PUB</td><td>Paid absence for public duties</td></tr> <tr><td>SEC</td><td>Secondment</td></tr> <tr><td>SIC</td><td>Sickness</td></tr> <tr><td>TRN</td><td>Training</td></tr> <tr><td>UNA</td><td>Unauthorised absence</td></tr> <tr><td>UNP</td><td>Unpaid, authorised absence</td></tr> </tbody> </table>			D00159	Absence Category	MAT	Maternity /Paternity leave	OTH	Other paid authorised absence, e.g. compassionate leave	PRG	Pregnancy related absence	PUB	Paid absence for public duties	SEC	Secondment	SIC	Sickness	TRN	Training	UNA	Unauthorised absence	UNP	Unpaid, authorised absence
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2) Amend the Type/Format and codeset/valid values for Pay Framework to clarify the data type and the valid values required within the XML file <u>Type/Format:</u> Amend from A(7) to A(8) <u>Codeset/valid values:</u> Currently CBDS has the following: [Pre 2014] - Pre 2014 Pay Framework, [2014] - 2014 Pay Framework Post change the entry in CBDS will be: Pre 2014 , 2014																						

Reason for change (including benefits):	
1) Enable the identification of pregnancy related absence to provide further granularity on the types of absence being recorded in the census.	
2) Provide clarification of the codes to be provided within the XML file.	
Impact of not doing the change:	
1) Does not provide the capability to identify pregnancy related absence.	
2) Potential for confusion incorrect codes being used by software suppliers when developing their systems leading to unnecessary rework.	
ISB view of the proposed change:	
Funding availability:	
Not applicable	
Impact assessment to be undertaken by:	
Core and School Workforce software suppliers	
The School workforce working group	
ISB	
Date consulted:	Response requested by:
19 April 2016	27 April 2016
Section 2 - Impact Analysis (To be completed by Impact Assessors)	
DfE Internal Colleagues' Summary of Impact Assessment:	
Supplier 1	
We have no major concerns on either of the changes in RFC 888, other than whether it would be more appropriate for PRG to have a description of "Pregnancy related absence" to further differentiate from the "Sickness" category (as I believe this is the intention of the change).	
Supplier 2	
The RFC is okay.	
Alternative Solutions / Workarounds (if appropriate):	
Estimated Cost of Change:	
Impact Assessed by (name):	
Date:	
Section 3 - Outcome / Decision (To be completed CBDS Administrator)	
Review Meeting: CBDS Administrator Review	
Attendees: n/a – via correspondence	Date of Review Meeting: 28/04/16
Brief Summary of Discussion: Customer agreed to the change to use 'Pregnancy related absence' rather than 'Pregnancy related sickness'	
Accept / Reject: Accept	Deferred to:
Type of Funding: Admin	Fund Holder Agreement:

If Defer, provide details

If Accept, provide details: Customer agreed to accept change.

If Reject, provide details: