Ref No. & date	Action Point	Owner	Status	Update
AP1 (29.3.12)	DWP to consider the ideas from members on potential DWP data releases, their flexibility, accessibility and geographical level and follow up with a series of bi-lateral meetings with members to explore further. Then report back on plans at the next meeting	David Frazer	**Closed**	Bi-lateral progress report provided at the meeting 13.6.12. Ongoing work is being taken forward with the relevant individuals within each of the bi- lateral groups
AP2 (29.3.12)	Terms of Reference (Measuring Success – Amend to include 'public sector'	Martin Dillon / Michelle Pickard	**Closed**	ToR's amended and issued to members with final version of agreed minutes
AP3 (29.3.12)	Membership of the Board – To consider and approach the following to be members of the Board: • Local Authority representative • Developer in a technology company (end user) currently using open data	Martin Dillon / Michelle Pickard	**Closed**	Local Authority representative – Paul Raynes (LGA) has been approached and agreed to be a member. Will be attending the next meeting in November. Developer / End User - Helen Savory will represent the Open Data User Group on the Board and will attend the next meeting in November
AP4 (13.6.12)	To include reference to DWPs contribution to 'national census' work in the DWP story developed for transparency / open data	Martin Dillon / Michelle Pickard	**Closed**	National Census work included in the DWP story agreed at meeting 22.11.12
AP5 (13.6.12)	To contact Board members to arrange • Demonstrations of the Stat-Xplore tool • Details of 'users' in their organisation to potentially engage with	Mike Payne	**Closed**	External user group set up which includes members nominated by Board members. , First meeting held in September. Role of the group will be to help develop Stat-Xplore, shape Universal Credit and Personal Independence Payment Management Information and Fit Note data
AP6 (13.6.12)	Board members to provide contact details for UC user requirements to then be explored further by Ian Tait in a Bi-lateral group	Ian Tait / Board members	**Closed**	See AP 5 (13.6.12) update for engagement via external stakeholder group DWP IGS attended Welfare Reform Consortium meeting 5.9.12 to provide UC presentation on MI

Ref No. & date	Action Point	Owner	Status	Update
				data collection
AP7 (13.6.12)	To engage with Cabinet Office regarding publication of fit note data and to include ERSA and CA in plans for wider engagement with stakeholders	Tom Parry/Maxine Willitts	**Open**	DWP engaged with Cabinet Office on delays / obstacles to publication of data, and identified solutions which are being further explored with DWP IT security and NHS Connecting for Health

Fit Note data included in the remit of the external stakeholder group – see AP5 above.- which includes membership from ERSA and CA. First meeting held 20.9.12, next one planned for March 2013 |
AP8 (22.11.12)	Written Ministerial Statement – To share with Board members the developing case studies supporting the Written Ministerial Statement	Martin Dillon	**Closed**	Case studies drafted and issued to Board members for their agreement 14.12.12
AP9 (22.11.12)	DWP Story – To enhance the DWP story draft and supporting case studies based on the comments raised	Martin Dillon	**Closed**	DWP Story enhanced to include feedback and issued to Board members for agreement 14.12.12
AP10 (22.11.12)	Bi-lateral 4 Equifax – ICO to be included in discussions and provide input into developing Universal Credit products	Nicky Tarry	**Open**	
AP11 (22.11.12)	Bi-lateral 5 Wealth & Assets Survey – At the next DUG meeting Keith to obtain examples / case studies of how this data is being used. This information can then be used as evidence in the Written Ministerial Statements	Keith Dugmore	**Closed**	Feedback provided and included in case studies
AP12 (22.11.12)	ODUG data requests – To analyse and feedback if there are any DWP data requests received and being recommended to the Data Strategy Board	Ed Parkes	**Open**	
AP13 (22.11.12)	ODUG – To issue to members a copy of the ODUG recommendation regarding postcode address data.	Heather Savory	**Closed**	Link to documents included in minutes of meeting 22.11.12