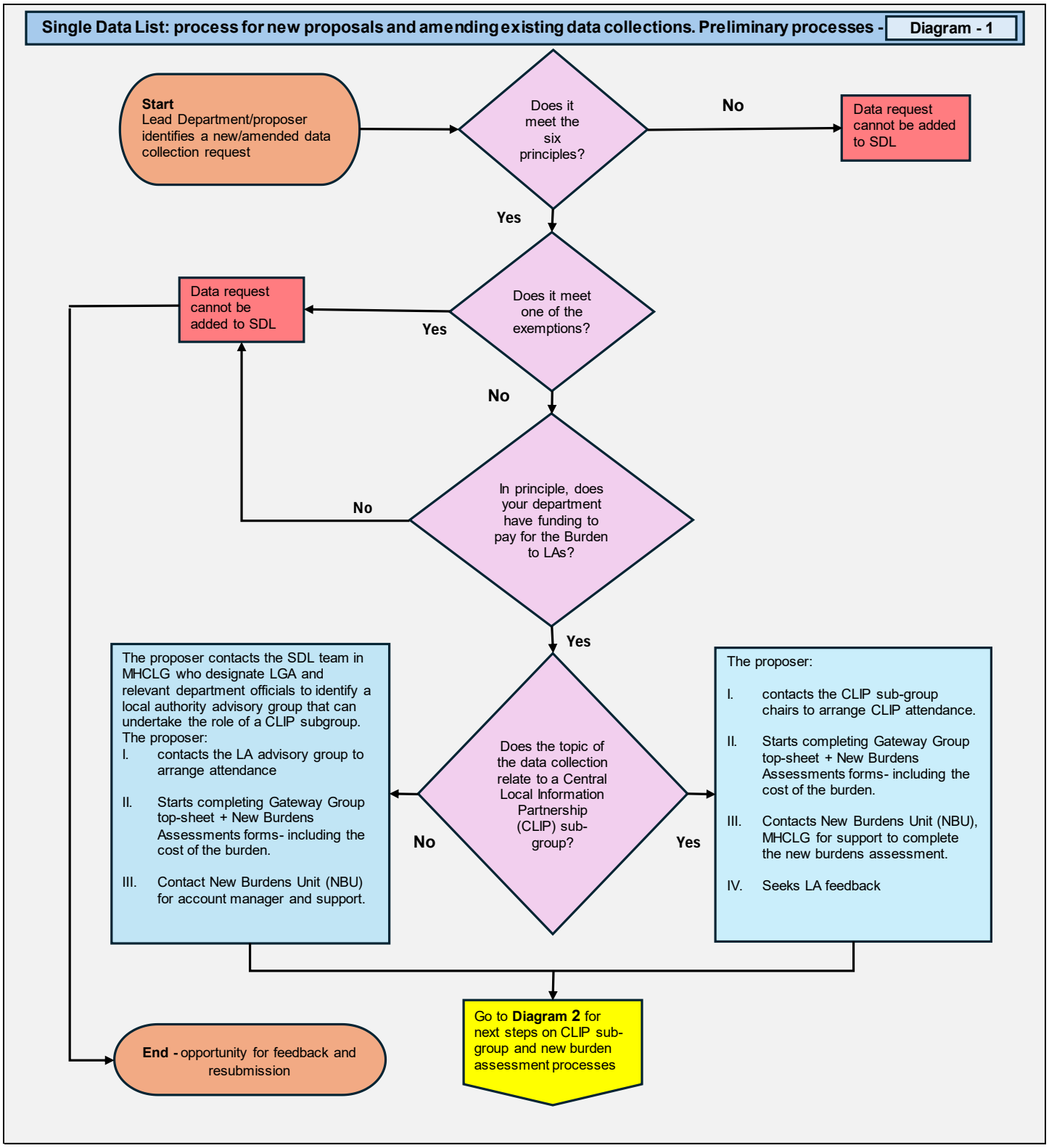
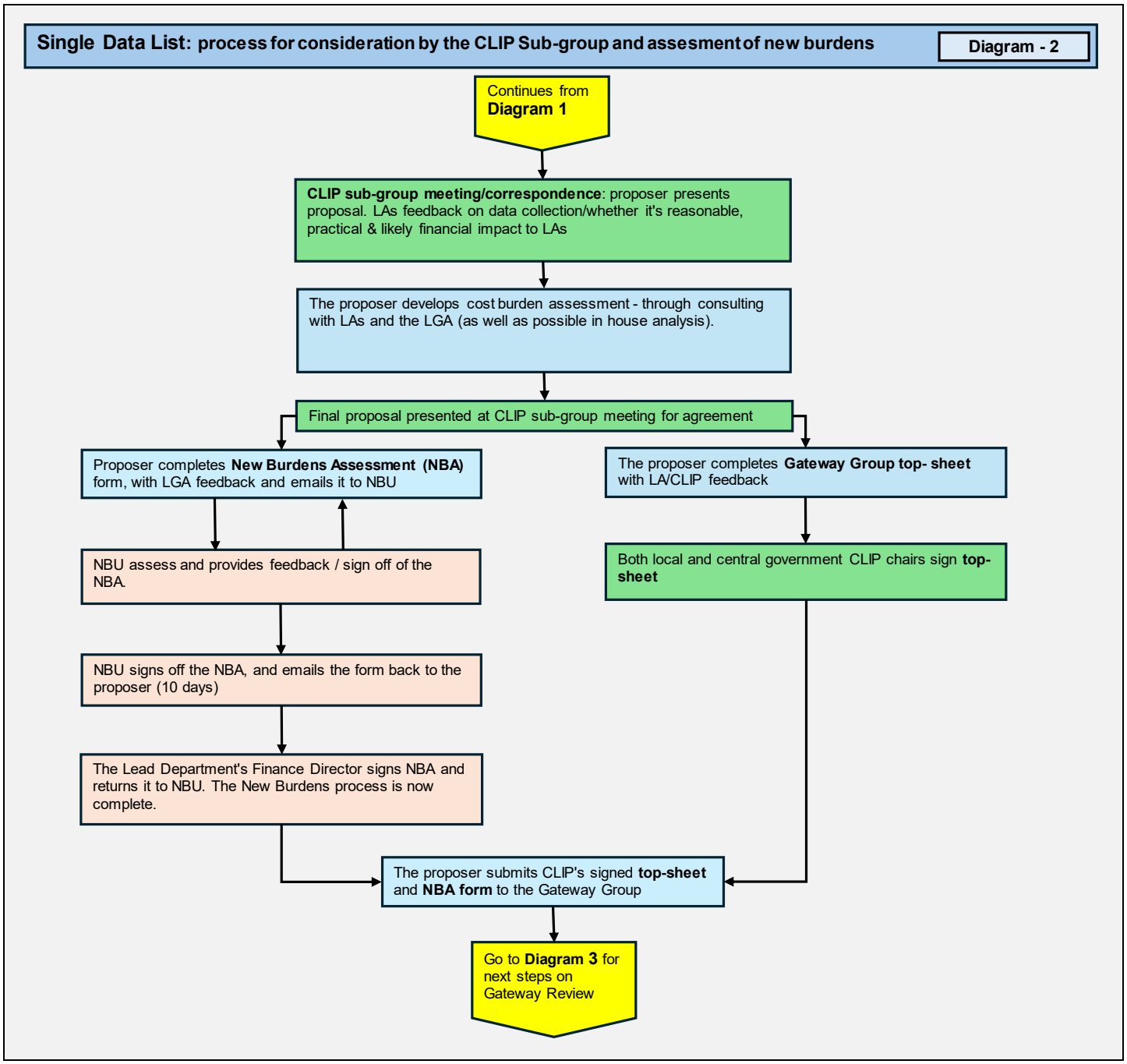
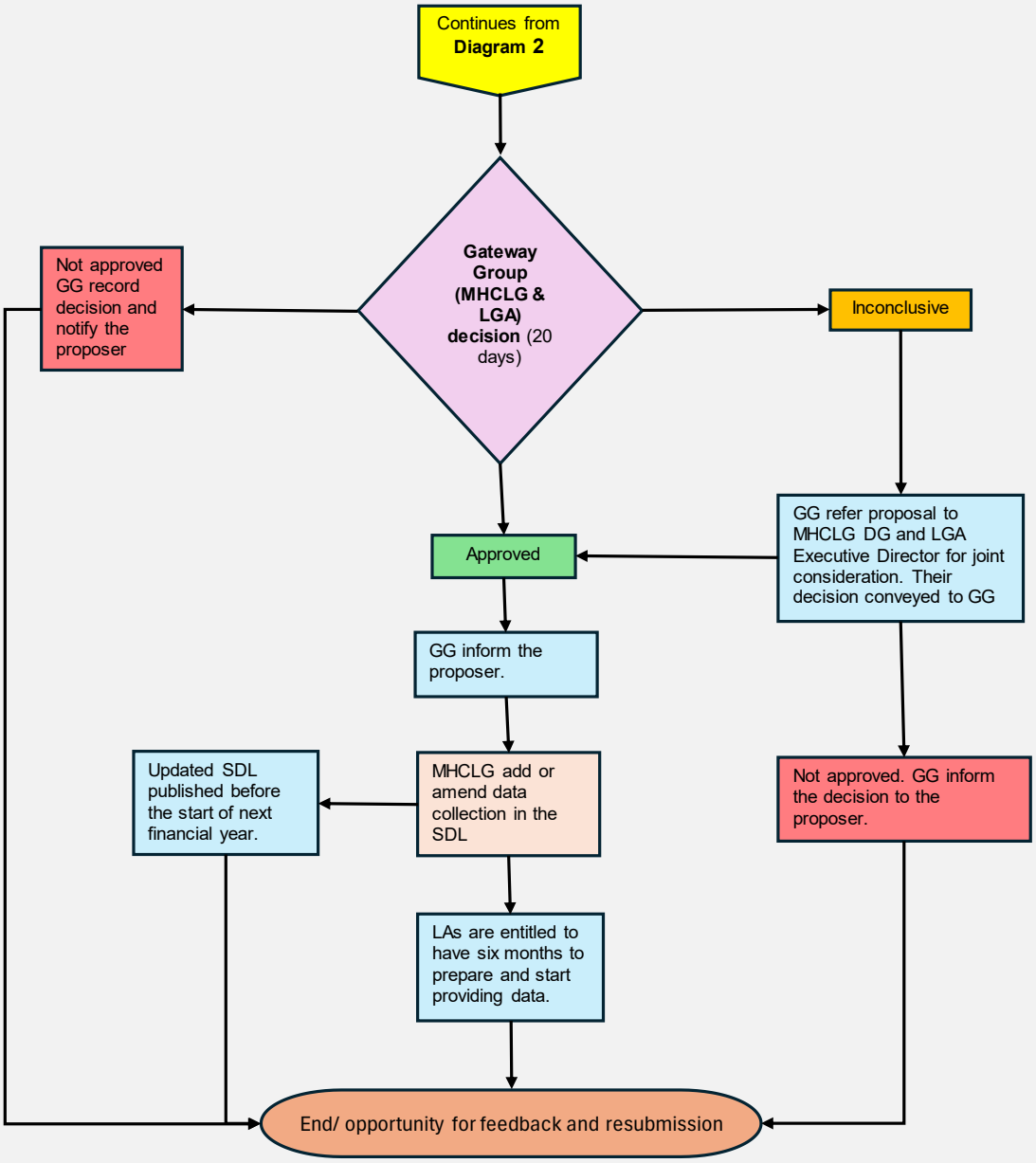

Single Data List: process for new proposals and amending existing data collections. Preliminary processes -
Diagram - 1
Start
Lead Department/proposer identifies a new/amended data collection request
Does it meet the six principles?
No
Data request cannot be added to SDL
Yes
Does it meet one of the exemptions?
Yes
Data request cannot be added to SDL
No
In principle, does your department have funding to pay for the Burden to LAs?
No
Yes
Does the topic of the data collection relate to a Central Local Information Partnership (CLIP) sub-group?
No
The proposer contacts the SDL team in MHCLG who designate LGA and relevant department officials to identify a local authority advisory group that can undertake the role of a CLIP subgroup. The proposer:
I. contacts the LA advisory group to arrange attendance
II. Starts completing Gateway Group top-sheet + New Burdens Assessments forms- including the cost of the burden.
III. Contact New Burdens Unit (NBU) for account manager and support.
Yes
The proposer:
I. contacts the CLIP sub-group chairs to arrange CLIP attendance.
II. Starts completing Gateway Group top-sheet + New Burdens Assessments forms- including the cost of the burden.
III. Contacts New Burdens Unit (NBU), MHCLG for support to complete the new burdens assessment.
IV. Seeks LA feedback
Go to Diagram 2 for next steps on CLIP sub-group and new burden assessment processes
End - opportunity for feedback and resubmission


Single Data List: process for consideration by the CLIP Sub-group and assesment of new burdens
Diagram - 2
Continues from Diagram 1
CLIP sub-group meeting/correspondence: proposer presents proposal. LAs feedback on data collection/whether it's reasonable, practical & likely financial impact to LAs
The proposer develops cost burden assessment - through consulting with LAs and the LGA (as well as possible in house analysis).
Final proposal presented at CLIP sub-group meeting for agreement
Proposer completes New Burdens Assessment (NBA) form, with LGA feedback and emails it to NBU
The proposer completes Gateway Group top- sheet with LA/CLIP feedback
NBU assess and provides feedback / sign off of the NBA.
Both local and central government CLIP chairs sign top-sheet
NBU signs off the NBA, and emails the form back to the proposer (10 days)
The Lead Department's Finance Director signs NBA and returns it to NBU. The New Burdens process is now complete.
The proposer submits CLIP's signed top-sheet and NBA form to the Gateway Group
Go to Diagram 3 for next steps on Gateway Review

Single Data List: Process for consideration by the Gateway Group and the final decision **Diagram - 3**