



Purpose

The Data and Management Information Advisory Group (DMIAG) acts in an advisory capacity to the Agency on data and management information matters, specifically:

- Operations, developments and performance of MI systems
- Review of performance reports and the relevance and usefulness of key performance indicators
- Sector assurance on data and MI service/products/operational framework
- Improvements in data and MI services

DMIAG, along with the Funding External Technical Advisory Group (FETAG) and the Qualifications Advisory Group (QAG) provides the Agency with joint advice on areas of common interest. This will be through the Funding and Programmes Review Group.

DMIAG establish Task and Finish Groups to carry out detailed work on specific topics or issues.

DMIAG's Terms of Reference and membership are reviewed on a regular basis, at least once a year, to ensure DMIAG remains fit for purpose in a changing environment.

Membership

Membership includes nominated and agreed representatives from a range of organisations within the further education and skills sector, as listed below:

- Further education colleges (four representatives of different sizes and regions)
- Sixth form college
- Independent specialist college
- HOLEX
- Landex
- Higher education institution
- Local enterprise partnership
- Private training provider
- Employer
- Department for Business Innovation and Skills
- Ofsted
- SFA representatives (2)

In addition, colleagues with specific expertise in funding issues are invited by the SFA to attend specific meetings.

Chairperson

DMIAG is chaired by an independent representative from the further education and skills sector.

Agenda:

- Approval of minutes from previous meeting and Matters Arising
- Actions from previous meetings
- Papers for consideration
- Items for Information.

Inputs:

- Agendas
- Decisions from the Vocational education Data Board
- Data and MI proposals

Outputs:

- Advice and feedback on issues
- Minutes and actions from each meeting will be recorded

Ways of Working

The work of DMIAG is transparent and open to the further education and skills sector. DMIAG's terms of reference and a summary of outputs is published on the Agency's website. Individual comments will not be identified in the published summary. The membership list of DMIAG is published, making it clear that members can be approached by their relevant constituents with concerns or comments to bring to DMIAG. In providing advice, members are expected to take into account the best interests of the sector as a whole, not just their own organisations, and to observe the Nolan principles of public life. DMIAG will meet every four to six weeks and provide feedback via correspondence when the need arises between meetings.

External members of DMIAG (excluding partner organisations) can be reimbursed for travel expenses incurred in relation to the meetings, by the Agency. Reimbursement will be in line with the Agency Expenses Policy; claimants are responsible for 'assessing the costs and benefits prior to travel to determine that the most appropriate, cost effective and economical options are chosen'. Members of DMIAG may not send a substitute to a meetings, unless previously agreed with the Chair (with the exception of partner organisations). Failure to attend more than three successive meetings will result in a review of a member's tenure.