



CabinetOffice

Cabinet Office Simplification Plan 2009

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EXECUTIVE SUMMARY

All major government departments and agencies are required to produce simplification plans as part of the Government's drive for better regulation. Simplification includes deregulation, consolidation and rationalisation of regulation, and the reduction of administrative burdens. Simplification plans are updated annually and this is the fourth Simplification Plan of the Cabinet Office since the first in 2006.

The Cabinet Office is not a significant regulator. However, it carries out some regulatory and simplification activity in relation to the third sector, civil contingences and further simplification activity in other areas, such as social exclusion.

This plan reinforces the Department's commitment to better regulation throughout its work, both as a department with regulatory responsibilities and a department with a key leadership role.

The plan explains that the administrative burden imposed by all departments has been measured in a systematic exercise. The Cabinet Office's burden has been measured at £15.4 million a year working towards a target of a 35% reduction by May 2010. In the third sector alone, progress to date is estimated to be:

- 23,000 registered charities have collectively saved an estimated £100,000 per year due to the change to accounts submission threshold
- 11,700 charities have collectively saved an estimated £3.6million per year due to change in accruals accounts preparation threshold

- 37,000 charities have collectively saved an estimated £1.9 million per year due to change in external examination of accounts.

The plan also sets out the role which the Cabinet Office has to play in making government work better. Leadership of the Service Transformation agenda will enable simplification across government through better use of information technology.

We would welcome feedback on this plan, and suggestions for further simplification.

Cabinet Office
December 2009

CONTEXT

Introduction

The Better Regulation Task Force (BRTF) published its report “*Regulation - Less is More*” in March 2005, and recommended that “all departments, in consultation with stakeholders, should develop a rolling programme of simplification to identify regulations that can be simplified, repealed, reformed and /or consolidated”¹. This plan, the fourth Simplification Plan by the Cabinet Office, forms part of that programme. In common with other departments, the plan will be updated on an annual basis.

This plan sets out what the Cabinet Office is doing to deliver this simplification agenda within the department itself, both in terms of specific measures and in terms of longer-term strategic reforms. The Cabinet Office is not a significant regulator, but this plan does cover some aspects of Third Sector regulation and civil contingency. So this plan should be of interest to those sectors in particular.

In addition, the Cabinet Office also has a role to play in supporting other departments through guidance and policy. The plan highlights the role of the Cabinet Office in developing and delivering service transformation which will enable simplification through better use of information technology – a cross-cutting initiative across government.

The role of the Cabinet Office

The Cabinet Office has a single overarching aim, namely, “Making Government Work Better”.

Public Service Agreements & Service Transformation Agreement

Announced in the Comprehensive Spending Review (CSR), October 2007, were 30 Public Service Agreements

(PSAs) and the Service Transformation Agreement (STA) which underpins the 30 PSAs. These PSAs set out the Government’s highest priority outcomes for the CSR period, 2008/09 to 2010/11.

For each PSA, a Delivery Agreement is shared across a number of contributory departments with a single lead department. CSR announced that Cabinet Office would lead on one PSA, **PSA 16** – *Increase the proportion of socially excluded adults in settled accommodation and employment, education or training*. Also, Cabinet Office would lead on the Service Transformation Agreement.

(The 30 PSA Delivery Agreements and the Service Transformation Agreement are available on the Treasury website at <http://www.hm-treasury.gov.uk/3655.htm>)

Departmental Strategic Objectives

Also announced in CSR 2007, the department set itself six Departmental Strategic Objectives (DSOs) to deliver its aim of ‘Making Government Work Better’. These six DSOs are as follows:

- DSO 1 – Build an effective UK intelligence community in support of UK national interests; and the capabilities to deal with disruptive challenges to the UK
- DSO 2 – Support the Prime Minister and the Cabinet in domestic, European, overseas and defence policy making
- DSO 3a – Improve outcomes for the most excluded people in society
- DSO 3b – Enable a thriving third sector
- DSO 4 – Transform public services so that they better meet the individual needs of the citizen and business

¹Better Regulation Task Force, ‘Regulation – Less is More; Reducing Burdens, Improving Outcomes; A BTRF report to the Prime Minister’, March 2005. A simplification programme is the subject of Recommendation 3.

- DSO 5 – Build the capacity and capability of the Civil Service to deliver the Government’s objectives
- DSO 6 – promote the highest standards of propriety, integrity and governance in public life.

(For further information on the aim, role and achievements of the department please see the ‘*Cabinet Office Annual Report & Accounts 2008-09*’ available on the Cabinet Office website at <http://www.cabinetoffice.gov.uk/reports/annualreport/dept2009.aspx>)

Social Exclusion Task Force

Through the Social Exclusion Task Force (SETF), the Cabinet Office leads the PSA to increase the proportion of socially excluded adults in settled accommodation and employment, education or training across government. In addition to leading on the socially excluded adults PSA, the Cabinet Office coordinates the Government’s drive to reduce social exclusion and enhance life chances to help meet the needs of the most excluded individuals and families.

Service Transformation

The Cabinet Office is leading work across the public sector to transform public services. The Service Transformation Agreement sets out a cross-cutting package of initiatives to make all public sector services more accessible, more personalised to the individual needs of the citizen and business and more efficient to deliver. This is a broad and diverse agenda, involving almost all of central and local government as well as the wider public sector. The role of Cabinet Office is to lead and coordinate, support cross-government structures, spread best practice and resolve obstacles to progress.

Office of the Third Sector

Located in the Cabinet Office, the Office of the Third Sector (OTS) published its final report on “*The Future Role of the Third Sector in Social and Economic Regeneration*” jointly with HM Treasury in July 2007 following an extensive review of the third sector in society which

involved consulting with over 1,000 organisations. Taking forward the recommendations of the report, the OTS ensures a thriving third sector through its £515 million delivery programme. This includes overseeing the delivery of two action plans to promote the role of the sector in public service delivery and promoting social enterprise, continuing to invest in the Futurebuilders programme, the programme for youth volunteering, micro grants for small community organisations and the local endowment match fund. OTS are committed to achieving a minimum 15.6% reduction in administrative burdens by May 2010 and have now established a Team to ensure delivery of this target.

The Cabinet Office and Better Regulation

All departmental simplification plans sit within the wider better regulation agenda, and this plan should be seen in the same context. The Cabinet Office plan is a small piece of what is a much larger picture of activity across government.

The aim of this activity is to deliver a real reduction in the cumulative burden that regulation places on all three sectors, and achieve tangible resulting benefits. The benefits sought are improved productivity, economic growth and global competitiveness; more efficient public services; and successful charitable and social enterprises, freed from bureaucracy. Regulation can of course deliver invaluable benefits – such as competition, employee welfare and protection of the environment – but these benefits must outweigh the cost and burden the regulation imposes.

Simplification plans are an important part of the Better Regulation Agenda. The purpose of the plans is to give departments a framework through which to tackle the stock of regulation, minimising unnecessary red tape and removing undue burdens and irritants. By publishing the plans, departments ensure that they have a clear action plan to follow, and external stakeholders know that they have a statement of intent against which they can hold departments to account.

The Cabinet Office does not itself legislate in high volumes and produces very little regulation of its own,

and therefore has one of the smallest simplification plans. That does not mean that better regulation does not have a central part to play in the working of the department. The Cabinet Office occupies a key position of influence within government. It supports the Prime Minister and Cabinet in setting the agenda which government works to. Decisions which we take and processes which we adopt have an influence which runs right across government.

That is why the Cabinet Office has an important role to play in delivering the Government's Better Regulation agenda. The agenda is at the heart of what the Government wants to deliver in terms of driving up UK productivity, modernising public services and influencing economic reform in Europe. It is about ensuring that the Government engages with stakeholders and delivers its policies in the best possible way.

And that is why the Cabinet Office, from its Ministerial Team through to its staff, is committed to this effort. It fits clearly with our key objectives, and helps us to support work across government as a whole.

Developing the measures within this plan

The plan benefits from extensive consultation on its constituent parts:

- Third Sector
- Civil Contingencies

Links with other plans and initiatives

As set out above, this plan represents only one part of the Government's Simplification Programme. Other departments have published plans, some of which have strong links to the Cabinet Office Simplification Plan.

The measures in relation to the Third Sector should be read in conjunction with the plan of the Charity Commission. The division between the two plans reflects the practical separation of responsibilities within government. The Charity Commission plan deals with the regulatory activity which the Commission undertakes on a

day-to-day basis, whereas the Cabinet Office plan covers other direct regulation of charities for which its Office of the Third Sector is responsible.

DATA BURDENS ON THE PUBLIC SECTOR FRONTLINE

The public sector frontline has concerns about the amount of time it spends dealing with bureaucracy and the Government is making efforts to improve the situation. There is cross government agreement to deliver a pragmatic strategy that will ensure a tangible and permanent reduction in unnecessary bureaucracy. A key element of the strategy is to ensure that there are fewer and better coordinated requests for information from the frontline.

In common with other departments, the Cabinet Office was asked to identify data streams that they require frontline public sector organisations to provide, either to the department or to third parties. This is in support of an overall objective by government to reduce by 30% public sector datastreams from the frontline to the centre. The Cabinet Office, in common with all other major departments is committed to support this target. The results are required to be published in the Simplification Plan and can be found at **Annex B**.

For the Cabinet Office, the eight data streams are in relation to the Socially Excluded Adults Public Service Agreement (PSA 16). While the Cabinet Office is the lead department for this PSA, the indicators are collected via other government departments and should be viewed in the context of an overall reduction in the number of indicators that local government is required to report on. Collecting and publishing these indicators provides transparency and accountability for the life outcomes of socially excluded adults and therefore contributes to improving public service delivery for vulnerable people. These indicators will remain in place until the end of the CSR period (31 March 2011) and the burden therefore cannot be reduced. Through the current review of the National Indicator Set, permission is being sought to extend these indicators beyond March 2011.

THE SOCIALLY EXCLUDED ADULTS PUBLIC SERVICE AGREEMENT (PSA 16)

This PSA aims to ensure that the most socially excluded adults are offered the chance to get back on a path to a more successful life. It does this by increasing the proportion of at-risk adults (aged 18-69) in settled accommodation, and employment, education or training. Evidence suggests that giving individuals at risk of social exclusion a stable home, the appropriate life skills to maintain it, and either a job or productive, employment-focused activity, can help reduce the likelihood of negative outcomes in the future. Without the core foundations of a job and settled accommodation, the most disadvantaged adults risk a lifetime of social exclusion for themselves and their children. They also potentially place a lifetime of cost on society.

PSA 16 focuses on four at-risk groups, who may be negotiating a difficult transition point. While these groups are particularly vulnerable during this transition period, they are also in contact with services that could and should make a difference in preventing persistent exclusion. These client groups are:

1. care leavers
2. adult offenders under probation supervision
3. adults in contact with secondary mental health services
4. adults with moderate to severe learning disabilities.

The PSA has been developed as part of a package of support across the wider PSA framework, focused on ensuring opportunity for all and reducing social exclusion across the life course (PSA14: for children and young people and PSA 17: for adults in later life).

There are a total of eight indicators that underpin the PSA and will be used to measure progress for each at-risk group. All the indicators are included in the national set of local government indicators.

National Level Indicators

Client Group	Settled Accommodation	Employment, Education or Training
Adult offenders under probation supervision	Proportion of offenders under probation supervision living in settled and suitable accommodation at the end of their order or licence	Proportion of offenders under probation supervision in employment at the end of their order or licence
Care leavers	The proportion of former care leavers aged 19, who had left care aged 16 or over, who are in suitable accommodation	The proportion of former care leavers aged 19, who had left care aged 16 or over, who are in employment, education or training
Adults in contact with secondary mental health services	The proportion of adults in contact with secondary mental health services in settled accommodation	The proportion of adults in contact with secondary mental health services in employment
Adults with moderate to severe learning disabilities	The proportion of adults with learning disabilities, living in settled accommodation, and known to councils with adult social services responsibilities	The proportion of adults with learning disabilities in employment, and known to councils with adult social services responsibilities

A list of datastreams collected by Social Exclusion Task Force via OGDs for the purpose of monitoring performance on the Socially Excluded Adults PSA can be found at **ANNEX B**.

SERVICE TRANSFORMATION

In *Transformational Government: Enabled by Technology* the Government identified that during the period 2007 to 2011 the priority should be the transformation of public services centred around the needs of citizens and businesses. The goal is to make the changes in culture and processes irreversible by the end of the CSR period. The approach to the transformation of services was taken into a further level of detail in the report by Sir David Varney, *Service Transformation: a better service for citizens and businesses, a better deal for the taxpayer*, which was published with the 2006 Pre-Budget Report and welcomed by the Government. The Varney report recommends reducing Avoidable Contact so that members of the public do not have to make numerous unnecessary contacts with departments about one issue. These recommendations are being taken forward in the form of specific commitments. The 2007 Service Transformation Agreement aims to reduce Central Government telephone centre Avoidable Contact by 50% over the CSR period [Performance Measure 1]. Local Government National Indicator 14 requires all Local Authorities to record and report Avoidable Contact annually. The Performance Management Framework (PMF) initiative run by Cabinet Office measures a number of citizen contact quality and efficiency measures, including Avoidable Contact.

Service Transformation is an important simplification measure because it aims to make services more efficient and effective by tailoring them more to the needs of busy people and businesses, rather than the needs of government. The focus on Avoidable Contact is being used as an effective means of identifying and eliminating unnecessary process complexity and regulation. Processes where there is a high degree of complexity and regulation tend to generate high volumes of contact, high associated administrative costs and low levels of customer satisfaction. This Avoidable Contact scrutiny acts as a driver for process owners to either simplify their systems or justify the complexity, cost and low levels of satisfaction. The approach is also useful in identifying areas where

processes, such as benefits claims, are failing when crossing the boundary between Local and Central Government.

The specific aims of Service Transformation during the CSR period have now been set out in the Service Transformation Agreement which forms part of CSR 2007 and which was published in October 2007. The Agreement underpins delivery of the whole of the new PSA framework and sets out an ambitious programme of reform. This reform focuses primarily on reducing the number of unnecessary contacts that people need to have with government to create services which are “better for customers, better for staff, better for the taxpayer”. Achieving this will require the public sector to look fundamentally and critically at the way in which it designs and delivers services, and how it will improve accuracy and joining up across government. This will not only result in better quality of service provision, but also greater simplification and streamlining of the means of delivery.

The Service Transformation Agreement established two progress measures for monitoring government progress against this theme of reducing avoidable contact:

- Reduction in the amount of avoidable contact. To achieve a 50% reduction by 30 March 2011
- Closure of more than 95% of government websites and migration of content to Directgov and Businesslink by 30 March 2011

As Service Transformation progresses we hope to identify additional initiatives to be taken forward by individual departments or other delivery bodies in whose simplification plans they will appear. The role of the Cabinet Office will be to co-ordinate, to set policy and standards, to show leadership and to use the resources of the centre to remove barriers to change.

Progress

Reduce Avoidable Contact

Baseline figures for departments were agreed by the end of February 2009. These will form the basis for progress reporting via the Performance Management Framework (PMF). These figures were circulated amongst the Contact Council's key stakeholder group and published on the Cabinet Office website in September 2009. Quarterly progress tracking will take place from November 2009, with results published on the Cabinet Office website.

Migration of Websites

Figures indicate that up to the end of September 2009, of the 1671 sites identified so far, 60.2% have now closed and the contents have been migrated to either Directgov or Businesslink.

(The Service Transformation Agreement is available on the Treasury website at <http://www.hm-treasury.gov.uk/3655.html>)

DATA HANDLING AND INFORMATION ASSURANCE

The Data Handling Report (DHR) published on 25 June 2008 provides new measures that government departments and their delivery bodies must adhere to in order to give adequate protection to personal and sensitive data handled by government. The DHR was produced in response to high profile data losses by government departments. It provides new guidance and mandatory minimum measures, updating and clarifying previous guidance on data security in relation to personal data.

In response to the requirements of the DHR, new governance arrangements have been put in place to clarify the roles of organisations leading in this field in relation to both strategy and delivery. Part of the process of clarification of roles and delivery of guidance has involved simplifying the delivery of policy and guidance to departments through the CIO and CTO Councils. The Central Sponsor for Information Assurance now reports to the Government's Chief Information Officer.

The key outcome for the DHR is that government departments, their delivery bodies and the wider public sector will adopt good data security practice as part of their everyday business processes. As the new measures are adopted this will instil greater confidence in government's ability to handle personal and sensitive data securely. This will benefit a wide range of stakeholders from the general public on whose behalf government handles data, to small and large enterprises, the ICT industry, and the wider public sector including local and central government.

Initially there will be additional admin and policy burdens for departments. However, the subsequent mitigation against reputational damage as well as cost savings will be significant once departments have adopted and applied the new measures. To draw a comparison with the private sector, the BERR Information Security Breaches Survey 2008 states that 95% of very large businesses (employing

more than 500 staff) suffered information security breaches last year. The average number of incidents was 400 and the average cost to each business for their worst incident was £1m to £2 million. In addition, the HMRC have stated that they are spending £155 million on data security following the consequences of the child benefit data loss incident. Although it is difficult to affix a cost to potential savings as a result of good data security and information practice, it is a valid assumption that the prevention will cost less than the cure.

Following the release of the DHR measures, the majority of departments are meeting the deadlines for the action outlined in the Data Handling Review. All departments report that all actions are underway. Departments have already published information about data security incidents in their resource accounts for 2007-08 and 2008-09. One clear risk of departments not meeting the new requirements is that even greater burdens and stricter measures will be imposed on departments until information risk management is adopted and becomes part of every public sector organisation's everyday business processes. Guidance in relation to data security and information assurance is constantly kept under review and the Information Assurance and Security team work closely with departments and industry to keep up momentum in meeting the new measures.

OFFICE OF THE THIRD SECTOR – SIMPLIFICATION PLAN UPDATE

According to the UK Civil Society Almanac 2009, in 2006/07 there were 870,000 third sector or civil society organisations in the UK with a total income of £116 billion, assets of £210 billion and 1,347,000 employees. These organisations make a vital social contribution to life in the UK. They range from small community organisations through to a significant number of large organisations, including universities, housing providers and well known charities such as Cancer Research UK and the National Trust.

The principal aim of the Office of the Third Sector (OTS) is to lead the development of an environment that enables the third sector to continue to thrive and grow in its contribution to Britain's society, economy and environment.

As part of its role, OTS works with the Better Regulation Executive (in BIS) and with other Government departments, to address third sector regulatory burdens.

A sector survey in 2008-09 found that 67% of respondents thought that the charity reporting burden was about right. The focus of our programme of de-regulatory work in OTS has been shifting away from 'charity specific' legislation and regulation - where we've made good de-regulatory progress, to addressing the main concerns of the sector relating to regulation. This includes working with other government departments to reduce their regulatory burdens on third sector organisations, or minimise the impact on the sector of new legislation or regulation.

To enable it to have a strategic view of developments in the sector, OTS has a strategic partners programme, currently involving 41 third sector organisations representing different parts of the sector. This ensures participation from practitioners and policy makers in the sector.

The strategic partners have identified four priority areas of regulatory issues for the sector, which are the main focus of OTS's better regulation work. They are:

1. Commissioning and funding practices
2. Criminal Record Bureau checks
3. Governance issues for third sector organisations
4. Using regulation to empower, rather than inhibit third sector organisations.

Neither of the OTS admin burdens reduction targets were identified by strategic partners as priority areas for the sector.

1. Commissioning and funding practices

Intelligent commissioning practices are essential if we are to get the best out of the third sector. Through the National Programme for Third Sector Commissioning, a four-year programme, OTS continues to provide training to improve practice for up to three thousand public sector commissioners. The programme has now reached Phase 2. Key developments include:

- joint training for commissioners and third sector bidders
- more service specific and joint commissioning training in the key areas of; health and social care, education, training and employment, offender management and criminal justice
- support for use of evaluation tools that measure the achievement of social value

- commissioning for services in untried markets, for example personalised services, direct payments and support for user-led organisations.

The Government made an explicit commitment to three year funding in the Third Sector Review, aimed at improving sustainability in funding to the sector. The commitment is for all departments, agencies and NDPBs. A commitment has already been made on three year grant funding within local authorities.

The first report by government departments indicated that on average organisations received 65.7% grant funding for three years or more. The weighted average, taking the size of total third sector spend per department into account, was 85.4%.

For 2009/10, government departments and their NDPBs will be reporting on contracts as well as grants. This report will continue to form part of the annual review of the Compact.

Work is ongoing to look at how local government and the NHS could meaningfully report on this commitment in as streamlined and non-bureaucratic manner as possible.

Together with the National Council of Voluntary Organisations (NCVO), OTS launched Funding Central at www.fundingcentral.org.uk in October 2009. Funding Central is a new free website that provides comprehensive information for third sector organisations about national, local and regional government funding, national, local or regional charitable funding, and EU funding.

In June 2009 OTS published *Principles of proportionate monitoring and reporting* (available at www.cabinetoffice.gov.uk/media/216752/principles.pdf) alongside new NAO guidance (developed jointly with OTS and HM Treasury) *Intelligent Monitoring – an element of Financial relationships with third sector organisations*. It provides practical, step-by-step help for funders on how to be more

proportionate in developing and implementing monitoring and reporting requirements.

The aim of the publications is to provide guidance that enables the reduction in the burden of monitoring on third sector organisations but still lets the Government monitor the £12 billion it gives to third sector organisations each year.

Government departments have already committed to implementing the principles of proportionate monitoring and reporting set out in the guidance.

2. Criminal Record Bureau checks

OTS plans to publish guidance late this year on the Vetting and Barring Scheme (which will use Criminal Records Bureau data). This guidance will ensure that volunteer involving organisations are clear on the implications of the scheme on their recruitment and management of volunteers.

3. Governance issues for third sector organisations

OTS is responsible for the legal and regulatory framework for charities in England and Wales. It works closely with the Charity Commission – the independent regulator of charities in England and Wales. In 2009 OTS and the Charity Commission worked together on two main areas which offer de-regulatory changes in the legal framework for charities:

- Secondary legislation that came into force on 1 April 2009 introduced a package of deregulatory changes to various financial thresholds. This benefits over 50,000 charities and will first apply to those charities in their 2009/10 accounting year.
- Developing a new legal form designed specifically to meet the needs of charities; the Charitable Incorporated Organisation (CIO).

Key income threshold changes include:

- Raising the income threshold above which charities must prepare more complicated accruals accounts from £100,000 to £250,000. Around 11,700 charities in this category will benefit.
- Raising the income threshold above which accounts must undergo external scrutiny from £10,000 to £25,000. This will benefit around 37,000 charities.
- Increase in the threshold above which charities submit annual accounts and trustees annual reports to the Charity Commission from £10,000 to £25,000. This will benefit around 23,000 small charities saving them up to £5 million a year.

By cutting down administration these changes also save charities time as well as money. The changes make the regulations more proportionate to the risks so that donors can be confident that charities remain accountable and more of their money will directly help the charitable cause.

The Charitable Incorporated Organisation (CIO) will be the first incorporated legal structure designed specifically to meet the needs of charities. It will be an entirely new type of charity that will provide charity trustees with protections similar to those given to directors of limited companies. Charities can currently incorporate as companies, but this means dual registration with the Charity Commission and Companies House, and dual regulation under charity law and company law. The CIO will reduce red tape, as it will be both registered with and regulated by the Charity Commission.

Following consultation with the sector, OTS and the Charity Commission have agreed to make a number of important changes to initial proposals that will improve the form and make it even better suited to charities' needs. We expect this new legal form to be available during 2010.

4. Using regulation to empower, rather than inhibit third sector organisations

The OTS continues to strongly support self-regulation in the field of charity fundraising, through the independent Fundraising Standards Board, and continues to encourage third sector organisations that fundraise to join the scheme, if they have not already done so. Self-regulation of fundraising empowers the third sector with an opportunity to showcase its best practice, and to reinforce high levels of public trust and confidence. The success of self regulation will be considered as part of the statutory review of the implementation of the Charities Act 2006 in 2011. The Act provides for statutory regulation, if the review shows that self-regulation has failed.

Administrative burdens

OTS has identified administrative burdens on third sector organisations, as well as policy burdens and stakeholder irritants. Two such burdens that OTS is currently addressing as part of the Administrative Burden Reduction Programme are the licensing regime for public charitable collections and the Charities (Qualified Surveyors' Reports) Regulations 1992. Together these account for a total burden of £15.4 million.

Licensing regime for public charitable collections

The annual compliance cost of the existing licensing regime for public charitable collections was estimated as £6.5 million. The existing legislation under which public charitable collections are licensed and regulated dates back to 1916 in relation to street collections and 1939 in relation to house-to-house collections. Some of the regulations are unnecessarily prescriptive and inflexible. One of the main criticisms of the current licensing regime has been the inconsistent way in which it is applied by different local licensing authorities.

The Charities Act 2006 provides for a new, modern licensing and regulatory regime, although much of the detail of how the scheme will operate will need to be set

out in secondary legislation.

The aim was for the new licensing regime to be implemented during 2009/10. However, a number of concerns have been expressed about whether the new licensing regime will provide value for money, or whether the costs of implementing and running the new scheme could outweigh the benefits to charities.

There is also evidence that some of the more onerous licensing requirements under existing legislation are not imposed or enforced in practice. This calls into question whether a fully functional new licensing regime would in fact reduce burdens.

As a result OTS and the Charity Commission commissioned an independent study into the costs and benefits of the new scheme compared with the existing legislation. This research, which should be complete by the end of 2009, has included interviews with local licensing authorities and individuals. It should provide a robust evidence base that will identify how best to produce cost-effective, risk-based and proportionate regulation of public charitable collections, assessing the costs and benefits of different options. It will also inform the developmental and design phase for implementing changes.

Early indications from the research are that there may be areas where administrative burdens could be reduced, but at the same time it appears that there may be public support for strict regulation.

We will set out our next steps on the basis of the research findings. We need sound evidence to implement the new system properly: minimising administrative burdens whilst ensuring a robust and cost-effective scheme is in place.

There is a strong likelihood, however, that the administrative burdens target may not be met by May 2010, although we will work quickly in 2010 to take forward measures to cut red tape in the licensing regime, subject to consultation with stakeholders.

Charities (Qualified Surveyors' Reports) Regulations 1992

The annual compliance cost of these regulations was estimated as £8.9m. The regulation of disposals of charity owned land or interests in land is set out in section 36 of the Charities Act 1993 and is generally considered to work well. However some parts of the current requirements are inflexible and disproportionate. One of the requirements is to obtain a written report on the disposal from a 'qualified surveyor'. At present, only members of the Royal Institution of Chartered Surveyors are 'qualified surveyors' within the meaning of the regulations, regardless of the size or simplicity of the disposal (with the exception of the granting of leases for periods of less than seven years).

OTS plans to reform these regulations so that they are more proportionate, for example, allowing qualified members of the National Association of Estate Agents to advise on transactions that they regularly handle, such as straightforward house sales. In many cases this should make it easier and cheaper for charities to get the professional advice they need to meet the statutory requirements.

OTS will consult on proposals late in 2009, with secondary legislation bringing a new definition of 'qualified surveyor' into force in 2010.

Other progress

Charities Consolidation Bill

The Office of the Third Sector has been working with the Law Commission to develop a Charities Consolidation Bill. In areas of the law where there have been a significant number of Acts or amendments to legislation over a period of time, the Law Commission may recommend that legislation is consolidated to bring all of the relevant provisions into a single Act or to make the cumulative effect of many layers of amendment to existing legislation more intelligible.

Minor changes, which do not affect the substance of the law but which make it more user friendly, can be made as part of the drafting. For example, the language of the legislation may be modernised.

The draft Consolidation Bill brings together provisions of the main legislation on charities in England and Wales into a single piece of draft legislation. It will not introduce new policy. The aim of the draft Bill is to make the legislation simpler, better structured, and more accessible to the lay person.

The development of the draft Charities Consolidation Bill arises from a commitment given during the passage of the Charities Act 2006. A public consultation on the draft consolidation Bill closed on 4 December 2009. There is no firm timetable for the introduction of the Bill, which will be subject to the availability of Parliamentary time.

Principal regulators

Certain charities, such as charitable industrial and provident societies and most universities are exempt from regulation by the Charity Commission. This means they are not monitored for compliance with charity law and the Charity Commission cannot use its powers to investigate possible abuses. The 2002 Strategy Unit report *Private Action, Public Benefit* stated that this created anomalies, was confusing and could damage public confidence in the sector. It recommended that this situation should end and proposed two alternatives for exempt charities.

Either they:

- should register with the Charity Commission (subject to an interim compulsory registration threshold of an annual income from all sources of £100k) and be subject to the full range of its regulation; or
- if one can be identified, they should be monitored for charity law compliance by a body, to be known as a 'principal regulator' with which they already have a regulatory relationship. For example, national museums and galleries are currently exempt charities sponsored by the Department for Culture, Media and Sport (DCMS) and DCMS is proposed as the principal regulator for these bodies.

A principal regulator will be able to invite the Charity Commission to use its regulatory powers if its monitoring identifies a charity law concern in the administration of one of its charities. This alternative has the advantages of minimising the administrative burden for these charities by avoiding dual regulation, and also bringing them within charity regulation for the first time.

The Charities Act 2006 enables the appointment of principal regulators. Subject to Parliamentary approval, it is expected that secondary legislation will appoint three principal regulators late in 2009. These will be the Higher Education Funding Council for England for higher education institutions in England, DCMS for the museums and galleries it sponsors, and the Department for the Environment, Food and Rural Affairs (DEFRA) for the Royal Botanic Gardens, Kew.

OTS expects that more principal regulators will be appointed during 2010.

Compact

The Compact was agreed in 1998 and has achieved a great deal. Much has changed in eleven years, and the Commission for the Compact has been leading a consultation on a refreshed Compact that takes into account recent developments in law, policy and practice. The consultation ended on 12 October and the responses are being analysed. These will form the basis of the new

Compact, which OTS anticipates launching towards the end of 2009. This will replace the current document and the associated codes of practice.

The aim of the refresh is to produce an updated, more streamlined and dynamic document which will be more user friendly and easy to implement for public sector organisations and the third sector alike.

Charges for surface water drainage

Following OFWAT guidance, some water companies changed the way they charged for surface water drainage so that the new charges were based on the size of the site area instead of the rateable value of the property. Many third sector organisations, such as village halls, community centres and churches/faith buildings previously paid little or nothing towards their surface water drainage. The new charging regime meant that some experienced a large, relatively sudden and seemingly disproportionate increase in bills.

Concerns about this were raised by the sector and also expressed by Cabinet Office Ministers. The Community Sector Law Monitoring Group, which includes representatives from a significant number of third sector umbrella bodies, lobbied for a 'community tariff'.

DEFRA and OTS officials met on several occasions to discuss the concerns that have been raised and consider possible actions to mitigate the effect of the change.

The Environment Secretary has responded to the concerns by announcing that the Government will legislate to allow water companies to run concessionary schemes in the form of a 'community tariff' through the Flood and Water Management Bill in the 2009/10 session of Parliament.

As the proposed legislation will only allow rather than force water companies to adopt a 'community tariff', it is necessary to also consider the outcome if a water company decides not to pursue this approach. OTS will continue to work with DEFRA to ensure the concessionary schemes will apply to all appropriate third sector organisations.

CIVIL CONTINGENCIES ACT ENHANCEMENT PROGRAMME

The Cabinet Office is conducting a review of Part 1 of the *Civil Contingencies Act (2004)* ("CCA"), the *Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005* ("the Regulations") and the statutory guidance, *Emergency Preparedness*. We are delivering this review through the CCA Enhancement Programme.

Civil Contingencies Act 2004

Part 1 of the *Civil Contingencies Act (2004)* (CCA) establishes a statutory framework of roles and responsibilities for organisations involved in civil protection at the local level. It creates two categories of responders and places a different set of duties on each. In England, Category 1 responders include local authorities, emergency services, health bodies and the Environment Agency. Category 2 responders include utility companies, transport operators and the Health and Safety Executive.

The main civil protection duties fall on Category 1 responders and these are:

- risk assessment
- business continuity management
- emergency planning
- maintaining public awareness and arrangements to warn, inform and advise the public.

A fifth duty applies to local authorities alone: provision of business continuity advice and assistance to the commercial sector and voluntary organisations.

Two further duties, co-operation and information sharing, apply to both Category 1 and Category 2 responders. They facilitate local level partnership working

between responders. The *Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005* establish the Local Resilience Forum, the principal mechanism for multi-agency resilience work.

The majority of Part 1 duties came into force in November 2005, with the exception of the local authority duty to promote business continuity which came into force in May 2006.

Civil Contingencies Act Enhancement Programme

The CCAEP began in December 2008 and has a phased delivery. Policy development work for Phase 1 of the programme was completed in October 2009, although implementation will run until early 2010. It focused on improving the standard and consistency of implementation of the existing CCA framework and has identified opportunities for reducing administrative burdens and simplifying regulations. For example:

- Draft revisions to chapter 2 (Co-operation) and chapter 3 (Information Sharing) of the CCA statutory guidance, *Emergency Preparedness*, aim to clarify expectations and increase efficiencies in collaborative working and information sharing for Category 1 and 2 responders.
- Draft interim guidance developed to complement, *Emergency Preparedness*, aims to ensure effective alignment and greater consistency between the planning and response arrangements established by the Civil Contingencies Act 2004 and other civil protection legislation.
- A review of CCA arrangements for London has identified opportunities for changes to regulations

which would better support civil protection arrangements in London and reduce the administrative burden on responders.

Phase 2 of the programme will identify and explore recommendations for improvement that, if implemented, would require changes to the CCA, associated Regulations or statutory guidance. Work on Phase 2 began in October 2009 and will conclude in June 2010 with the production of a range of initial policy options for Ministers to consider. We expect that a full public consultation will run from Autumn 2010.

The Better Regulation agenda will be at the forefront of policy development in Phase 2. Government has made a commitment to explore, through the CCAEP, key recommendations in Sir Michael Pitt's Review of the Summer 2007 Floods which would require changes to the legislative framework. We will seek to build on this evidence base and identify the risks of 'doing nothing'. However, where the risk of 'doing nothing' is considered too great, new burdens may arise and these need to be assessed and funded appropriately. Equally, in Phase 2 we may identify opportunities for increasing efficiencies and simplifying regulatory requirements and these will be pursued wherever they can be achieved without compromising civil protection in the UK.

Any scheduled administrative burdens regarding the new Civil Contingencies legislation will not be implemented until 2011.

National Capabilities Survey

The National Capabilities Survey (NCS) has been developed by the Civil Contingencies Secretariat (CCS), located in the Cabinet Office, and in collaboration with lead government departments, to run every two years, with the last survey taking place in January 2008 and the next in 2010. The NCS plays a key role in assessing the UK's readiness to respond to a range of assessed risks, be they terrorist attacks or natural hazards such as flooding. The results of the survey help to improve our understanding of national preparedness and inform priorities for future investment, exercises and policy development.

The NCS achieves this by gathering information from a wide range of resilience stakeholders, in several different sectors and at all levels of resilience planning including emergency responders, Local Authorities and Essential Services Suppliers (i.e. organizations from the private sector).

The results of the NCS are confidential as they contain sensitive information on the resilience of the UK; it also contains commercially sensitive information from the essential services suppliers. Organisations complete the survey voluntarily and do so on the promise of anonymity. As a result, the NCS information is not shared outside of Government, although the headlines on broad trends of the findings are described on the Cabinet Office website – www.cabinetoffice.gov.uk/ukresilience.

The Devolved Administrations will be invited to participate in the 2010 NCS.

Reducing the Burden

The 2006 NCS relied upon the completion of hard copy questionnaires made available to respondents in spreadsheet form. Feedback from respondents suggested completing these sheets took a significant amount of time and that they were difficult to negotiate.

The 2008 NCS was improved by using an online delivery system tailored to each individual responder which greatly reducing the time required to complete the questionnaires. Feedback from respondents was positive with many noting the improvements made. As many as 96% of those invited chose to complete the voluntary survey. For 2010, the Cabinet Office has undertaken to review the number of questions asked of respondents. By focusing on key lines of enquiry the 2010 NCS will pose a lesser burden on those organisations that are invited to respond.

Relaunch of 'UK Resilience' and 'Preparing for Emergencies' websites

The rationalisation of Civil Protection Government web content was delivered with a re-launch of the UK Resilience and Preparing for Emergencies websites in December 2005 and March 2006 respectively.

Since then the Cabinet Office has, in response to user feedback, made continuous improvements to the information available for members of the public and the civil protection community. It has used these sites as a primary channel for informing stakeholders. This process culminated in a further rationalisation of web content that moved UK Resilience onto the Cabinet Office website and Preparing for Emergencies onto DirectGov in March 2009, as part of the Service Transformation Agreement. This rationalisation has led to further undefined time savings for web users in accessing information. Progress against the £4.8 million year on year savings outlined in the 2006 Simplification Plan is not currently available and tracking metrics need developing.

WIDER BETTER REGULATION WORK

Better Regulation at EU level

The European and Global Issues Secretariat has a role to coordinate the collective agreement on the Government's European policy and to provide advice on European matters and policy to the Prime Minister. This includes better regulation. The European and Global Issues Secretariat works with Better Regulation Executive colleagues in BIS and Whitehall better regulation departmental coordinators to ensure departments are aware of the European Commission's work streams and better regulation priorities. They also ensure that better regulation principles are applied when developing UK negotiating lines. The Secretariat is also the main contact point between Whitehall and the UK Permanent Representative in Brussels and helps facilitate UK engagement on better regulation with both the Commission and other member states, including the Presidency of the EU.

Culture change

A key element of making simplification work is achieving a change in the culture of government. Despite its limited regulatory burden, Cabinet Office influences the behaviour of the whole of government through its day to day work and central co-ordinating role.

Leadership

The Cabinet Office commitment to better regulation is led from the top of the organisation. The Minister for the Cabinet Office, supported by her Ministerial team, and the Cabinet Secretary, supported by the Cabinet Office Board, have ownership of this plan.

Alexis Cleveland, Director General of Cabinet Office's Corporate Services Group, acts as a champion for better regulation at board level.

Capacity

The Cabinet Office, in common with all other departments, has a dedicated Better Regulation Unit (BRU) and advises groups across the department on better regulation issues.

Professional Skills for Government

Through the Professional Skills for Government (PSG) framework the Cabinet Office is working to ensure that all civil servants have the skills to design and deliver first class services. The framework includes a set of professional standards for all policy makers including a requirement to: "design policies that take account of legal environment, EU considerations, and guidance on policy/regulatory appraisal including effective anticipation of risk".

NEXT STEPS

Future plans

This is the fourth Cabinet Office Simplification Plan. The Cabinet Office, in line with other departments, will issue a revised plan each year. This will allow the department's external stakeholders to monitor our progress and hold us to account. It will also give us the opportunity to explain continuous improvement of our simplification – identification of new measures, improvement of the underlying data and evidence of culture change.

We will keep the plan under review and groups across the Cabinet Office will follow the objectives which it sets out. We believe our simplification agenda will continue to develop over time. We will continue to review our work and the impact it has on simplification and also look for areas that allow further simplification.

We do not expect our existing regulatory ambit to grow over the coming years.

Feedback on this plan

Comments on the plan, or regulatory activity in general, can be submitted to the Government's Better Regulation Portal. This is a web initiative of the Better Regulation Executive. It provides the means to submit practical proposals for reducing regulatory burdens on business, charities and the public sector. The portal can be found at: <http://simplification.betterregulation.gov.uk>

**CABINET OFFICE
SIMPLIFICATION PLAN 2009
ANNEX A**

CABINET OFFICE SIMPLIFICATION & ADMIN BURDENS REDUCTION TARGETS

Part 1: Office of the Third Sector progress update

The 2006 Cabinet Office Simplification Plan identified two specific areas where administrative burdens would be reduced.

The administrative burden reduction measures are:

Public charitable collections – when charities wish to carry out street collections or house-to-house collections they face inconsistent and in some cases onerous requirements to register their intentions with local authorities and report on the outcome. The Charities Act 2006 provides for a new licensing system, with a simpler process of central registration and exempting many local, short-term collections. The new regime makes it simpler to arrange public collections, so a greater proportion of money given by the public to charities will go to good causes rather than pay for administration, with benefits worth at least £2.6million to the Third Sector.

Charities (Qualified Surveyors' Reports) Regulations 1992 – when charities wish to sell or lease land held by or in trust for them they currently face inflexible requirements to take professional survey advice, regardless of the scale of the transaction. New regulations will be brought in which are more proportionate to different types and sizes of land and property transactions. This means that charities will find it simpler to manage their property assets, and an extra £2.4 million will be available for service provision.

Policy Burden (third sector):

The Compact sets out the important principles for guiding the relationship between government and the Third Sector. The Compact will be strengthened, helping to simplify areas such as funding and procurement. Amongst a number of benefits, this means increased Third Sector involvement in public service delivery.

The following table identifies progress against the OTS components of the 2006 plan.

Third Sector measures in the Cabinet Office Simplification Plan 2009

Policy Area / Initiative	Type of burden	Description of simplification measure	Outcome (including sector/s to benefit)	Progress
<p>Compact and the Commissioner for the Compact</p> <p>Lead: Office of the Third Sector</p>	Policy burden	<p>Strengthening and simplifying relationships between government and the voluntary sector.</p> <p>Strengthening the Compact which sets out the important principles for guiding the relationship between government and the voluntary sector. These proposals will simplify the current arrangements and address areas, such as funding and procurement, where the voluntary sector has shown that poor practice still exists.</p>	<p>The potential over time for substantial benefits to the voluntary sector in areas where poor funding and procurement practices can be improved.</p> <p>A commitment to respect the sector's independence.</p> <p>A commitment to sustainable funding with 3 year funding as the standard rather than the exception.</p> <p>A commitment to the principles of full cost recovery in service delivery grants and contracts.</p>	<p>The Commission for the Compact have been leading a consultation on the refreshed Compact. The consultation ended on 12 October 2009 after which the responses were carefully analysed. They form the basis of the new Compact, launched at the end of 2009. This replaces the current document and the associated codes of practice.</p> <p>The aim of the refresh is to produce an updated, more streamlined and dynamic document which will be more user friendly and easy to implement for public sector organisations and the third sector like.</p> <p>This is a major part of the work designed to close the gap between the commitment of government and the third sector to work in partnership, and how that partnership works in practice.</p>

Policy Area / Initiative	Type of burden	Description of simplification measure	Outcome (including sector/s to benefit)	Progress
<p>Compact and the Commissioner for the Compact (continued)</p> <p>Lead: Office of the Third Sector</p>				<p>The Compact was given renewed emphasis by the Third Sector Review and there are significant expectations for delivery over the CSR period.</p> <p>Government has reaffirmed its commitment to three-year funding with a clear statement, and a requirement on departments to report progress.</p>
<p>Public Services Delivery – Action Plan</p> <p>Lead: Office of the Third Sector</p>	Policy burden	<p>A cross-government action plan to remove barriers for third sector involvement in the delivery of public services.</p> <p>These barriers have been documented in the 2002 and 2004 Treasury Reviews, Association of Chief Executives of Voluntary Organisations' "Surer Funding Report" and the National Audit Office report "Working with the Third Sector".</p>	<p>The Office of the Third Sector published a cross-government action in December 2006. This is an implementation plan of actions being taken across government to remove barriers to effective delivery by the sector.</p>	<p>Good progress has been made on the implementation of <i>Partnership in Public Services</i>, the public services action plan.</p> <p>This plan includes the National Programme for Third Sector Commissioning, a four year programme, running from 2007 to 2011, aiming to improve the skills of commissioners and procurement professionals in working with the third sector. This has now reached Phase 2, key developments for which include:</p>

Policy Area / Initiative	Type of burden	Description of simplification measure	Outcome (including sector/s to benefit)	Progress
<p>Public Services Delivery – Action Plan (continued)</p> <p>Lead: Office of the Third Sector</p>				<ul style="list-style-type: none"> • joint training for commissioners and third sector bidders • more service specific and joint-commissioning training in the key areas of; health and social care, education, training and employment, offender management and criminal justice • support for use of evaluation tools that measure the achievement of social value • commissioning for services in untried markets, for example personalised services, direct payments and support for user-led organisations. <p>A Consortia Guide for third sector organisations thinking about the legal form and structure best suited for delivering public services in partnership with others has been published.</p>

Policy Area / Initiative	Type of burden	Description of simplification measure	Outcome (including sector/s to benefit)	Progress
<p>Public Services Delivery – Action Plan (continued)</p> <p>Lead: Office of the Third Sector</p>				<p>Other developments include:</p> <ul style="list-style-type: none"> • Work on the measurement of using social issues in procurement, to examine value for money and social return on investment, will continue over the CSR period. • With the National Council of Voluntary Organisations (NCVO) the OTS has launched Funding Central at www.fundingcentral.org.uk, a new free website that provides comprehensive information about national, local and regional government funding, national, local or regional charitable funding, and EU funding. This is designed to meet the needs of third sector organisations when seeking funding, as identified through the consultation on the Third Sector Review. • In June 2009, OTS published <i>Principles of proportionate monitoring and reporting</i> that

Policy Area / Initiative	Type of burden	Description of simplification measure	Outcome (including sector/s to benefit)	Progress
<p>Public Services Delivery – Action Plan (continued)</p> <p>Lead: Office of the Third Sector</p>				<p>provides practical, step-by-step help for government funders. The aim of the principles is to lessen the unnecessary burden of monitoring on charities and voluntary organisations. The principles commit government departments to understanding the cost of reporting for third sector organisations and to working closely with them when establishing monitoring requirements. The principles apply to all new funding streams.</p>
<p>Charities Bill: Charitable Incorporated Organisation (CIO)</p> <p>Lead: Office of the Third Sector</p> <p>Note that the Charity Commission (regulator of charities in England and Wales) will produce its own simplification plan covering its regulation of charities. We will continue to work closely with the Commission, and will ensure there is no double-counting of simplification benefits arising from the new legislation.</p>	<p>Policy Burden & Admin Burden</p>	<p>A new legal form for charities, to give benefits of incorporation without dual charity / company registration and regulation.</p>	<p>The creation of a new legal vehicle, the CIO, designed specifically and only for charities, would benefit charities particularly when compared to charities that currently incorporate as a company limited by guarantee.</p> <p>Whilst it will not be the right form for all charities, it does offer advantages over some other existing forms.</p>	<p>The CIO is one of the most anticipated parts of the Charities Act within the charity sector. It will add to the range of legal forms available to charities.</p> <p>The consultation on the secondary legislation needed to complete the legal framework for CIOs was published in 2008. It was a joint consultation package with the Charity Commission. The OTS is responsible for the draft order and regulations. The Commission</p>

Policy Area / Initiative	Type of burden	Description of simplification measure	Outcome (including sector/s to benefit)	Progress
<p>Charities Bill: Charitable Incorporated Organisation (CIO) (continued)</p> <p>Lead: Office of the Third Sector</p>			<p>These include:</p> <p>Incorporated form with limited liability for trustees.</p> <p>Single registration – with the Charity Commission (not also Companies House).</p> <p>Less onerous accounts preparation and reporting requirements.</p> <p>Only one annual return.</p> <p>Less onerous filing requirements.</p> <p>Less onerous requirements relating to the reporting of constitutional and governance changes.</p> <p>Lower costs.</p> <p>Simpler, more flexible constitutional forms.</p> <p>More straightforward merger arrangements.</p>	<p>is responsible for the draft model constitutions for both the association and foundation types of CIO.</p> <p>In the September 2009 response to the consultation on how the CIO will work, the Government and the Charity Commission agreed to make a number of important changes to initial proposals including:</p> <ul style="list-style-type: none"> • ensuring a robust duty of care by removing a proposal that CIO trustees could in some circumstances take less responsibility for their organisation’s activities • tightening up rules on access to personal information in the registers of trustees and members that CIOs will have to maintain

Policy Area / Initiative	Type of burden	Description of simplification measure	Outcome (including sector/s to benefit)	Progress
<p>Charities Bill: Charitable Incorporated Organisation (CIO) (continued)</p> <p>Lead: Office of the Third Sector</p>				<ul style="list-style-type: none"> replacing a number of minor criminal offences for administrative failings with a power for the Charity Commission to direct rectification. <p>The CIO should become available to charities as an option during 2010.</p>
<p>Charities Act 2006: Public Charitable Collections</p> <p>Lead: Office of the Third Sector</p>	Admin burden	<p>A simplified and consistent regulatory regime for public charitable collections.</p> <p>The existing regulation of public charitable collections stems from laws of 1916 and 1939. It is out-dated, fragmented, and inconsistently applied.</p> <p>The regulations governing street collections and house to house collections are detailed and burdensome on those that organise public charitable collections.</p>	<p>The third sector will find it easier to raise income through public collections, though without any loss of structure or credibility of overall fundraising.</p> <p>The licensing scheme proposed in the Charities Bill will be largely de-regulatory for organisers of public charitable collections.</p> <p>Many collections will be classed as local, short-term collections which will be exempt from most of the licensing requirements.</p>	<p>Not expected for Implementation before 2010.</p> <p>Discussions continue with the Charity Commission over the best way to implement these provisions.</p> <p>Because of concerns expressed about whether the new licensing regime will provide value for money, or if the costs of implementing and running the new scheme could outweigh the benefits to charities OTS and the Charity Commission have commissioned an independent</p>

Policy Area / Initiative	Type of burden	Description of simplification measure	Outcome (including sector/s to benefit)	Progress
<p>Charities Act 2006: Public Charitable Collections (continued)</p> <p>Lead: Office of the Third Sector</p>		<p>The annual administrative cost of compliance with these regulations, excluding business as usual costs, was identified from the admin burdens project as £6.8 million stemming from 25 separate regulatory requirements.</p> <p>The Regulations governing public charitable collections will be completely overhauled following the implementation of the Charities Act 2006.</p> <p>Many of the current detailed and onerous regulatory requirements will be dropped, others will be simplified. The aim is to save £2.6 million in administrative burdens, whilst preserving a level of public protection and accountability.</p>	<p>Local authorities will not be able to refuse permits on arbitrary grounds, reducing inconsistency – one of the main stakeholder irritants.</p> <p>Public confidence will be protected by giving the Charity Commission the role of determining which organisations should be eligible to collect.</p> <p>The regulations governing the conduct of collections will be simplified, with reduced administrative burdens.</p>	<p>study into the costs and benefits of the new scheme compared to the existing legislation. This research, which should be complete by the end of 2009 will inform decisions on implementation.</p> <p>Measures to reduce administrative burdens will be prioritised for implementation.</p>
<p>Charities Bill: Mergers</p> <p>Lead: Office of the Third Sector</p>	Policy burden	<p>Measures to facilitate charity restructuring and mergers</p> <p>Introducing a range of legal measures to facilitate mergers that ease the process when a charity incorporates or when two charities combine. These measures are wholly permissive and</p>	<p>Many charities will feel no need to merge but those that do are likely to reap benefits. Equally, a substantial number are put off by the bureaucratic obstacles involved in merging.</p> <p>Simplification of the merger process will benefit the charities involved and their beneficiaries.</p>	<p>The relevant provisions of the Charities Act 2006 were implemented in November 2007.</p> <p>Some of the benefits of these provisions are available to charities that have already merged.</p>

Policy Area / Initiative	Type of burden	Description of simplification measure	Outcome (including sector/s to benefit)	Progress
<p>Charities Bill: Mergers (continued)</p> <p>Lead: Office of the Third Sector</p>		<p>there is no intention to force charities to merge, merely to facilitate the process where it seems in the best interests of the charities involved. According to research carried out by the Charity Commission, 22% of all charities work collaboratively and 5% of charities exist as a result of a merger in the past ten years. 13% of large charities have either merged or actively considered a merger in the last 10 years (March 2003).</p> <p>The majority of the charities for whom it was relevant felt that as a result of the collaborative working, service delivery had improved. 6% of those who were asked had considered merging in the past 10 years but had not done so. 10% of those who did not work collaboratively stated this was either because it had been considered but not materialised or because previous collaborative efforts had not worked out and they were cautious of trying again. 15% of those who considered merging but did not do so stated the reason was that the merger was too bureaucratic or complex.</p>	<p>This will particularly benefit charities that have already merged but have kept alive the 'shells' of the pre-merger charities in order to be able to receive donations and legacies through them. This provision will do away with the need to retain the old charities, and the administrative burdens associated with that.</p>	<p>These are permissive measures, and it is unclear how many charities will seek to benefit from them, or the extent of the reduction of administrative burdens. By September 2009, over 530 charities were on the Charity Commission's register of charity mergers.</p>

Policy Area / Initiative	Type of burden	Description of simplification measure	Outcome (including sector/s to benefit)	Progress
<p>Charities (Qualified Surveyors' Reports) Regulations 1992</p> <p>Lead: Office of the Third Sector</p>	Admin Burden & stakeholder irritant	<p>This was identified in the admin burdens reduction project as a significant administrative burden on charities with an annual compliance cost of £8.9 million.</p> <p>This particular burden arises because the current regulations are inflexible, requiring compliance with a prescriptive set of requirements that do not take into account different types and sizes of land and property transactions. The existing regulations are not proportionate.</p> <p>The regulations will be reviewed with a view to replacing them with simpler regulations that are more proportionate. Savings estimated at £2.4 million.</p>	The benefits of revising these regulations would be for charities that wish to sell or lease land held by or in trust for them, and the surveyors that prepare these types of reports under the current regulations.	Scoping work has started on the options for change, and OTS will consult on proposals late in 2009 and the changes should come into force in 2010.
<p>Consolidation of Charity Law</p> <p>Lead: Office of the Third Sector / Law Commission</p>	Stakeholder irritant	The need to consolidate charity legislation was identified during the passage of the Charities Act 2006. Many of the provisions of the 2006 Act amend provisions of the Charities Act 1993.	Consolidating charity law will benefit professional advisers to charities, and charities trustees and employees that want to refer to the law.	A draft consolidation Bill for consultation was published in September 2009, although the timing of the Bill's introduction will be subject to the availability of Parliamentary time.

Part 2: Civil Contingencies update

Policy Area / Initiative	Type of burden	Description of simplification measure	Outcome (including sector/s to benefit)	Progress
		A consolidation Bill would not introduce new policy. It would simply bring the existing provisions of charity law into a single Act.		
<p>Project to identify and disseminate good practice on newer duties of Civil Contingencies Act</p> <p>Lead: Civil Contingencies Secretariat</p>	Policy burden	Provide Category 1 responders (emergency services, health bodies, local authorities) with a suite of good practice examples and, where appropriate, centrally provided material they can draw on, thus preventing them from having to 'reinvent the wheel'.	Category 1 responders under the Civil Contingencies Act.	<p>Cost savings would be expected to be made by significantly reducing the burden on staff time and resources. It is too early to tell what those savings will be.</p> <p>Publication of two pieces of informal guidance on warning and informing the public <i>Lead Responders Guide</i> and <i>Ten Step Cycle</i>. These were created by practitioners from the National Steering Committee for Warning & Informing the Public (NSCWIP) in conjunction with the Civil Contingencies Secretariat (CCS)</p> <p>- Ten Step Cycle guidance published in May 2007</p> <p>- Lead Responder Protocol published in May 2007</p>

Policy Area / Initiative	Type of burden	Description of simplification measure	Outcome (including sector/s to benefit)	Progress
<p>Project to identify and disseminate good practice on newer duties of Civil Contingencies Act (continued)</p> <p>Lead: Civil Contingencies Secretariat</p>				<p>Publication of nationally-agreed business continuity promotion leaflet for use by local authorities, enabling personalisation by local authorities (adding their own logo and contact details), and issued in a format to allow authorities to display on their websites.</p> <p>- Leaflet published for Local Authority use in January 2008</p> <p>Publication of a national business continuity management toolkit to be hosted on the 'Preparing for Emergencies' website. This can be used by business and voluntary sector organisations when developing business continuity arrangements.</p> <p>- National toolkit rolled-out in January 2008</p> <p>Development of a section of UK Resilience website to host outcomes from Beacon authorities work to share good practice. To include material from a series of workshops/events to be staged</p>

Policy Area / Initiative	Type of burden	Description of simplification measure	Outcome (including sector/s to benefit)	Progress
<p>Project to identify and disseminate good practice on newer duties of Civil Contingencies Act (continued)</p> <p>Lead: Civil Contingencies Secretariat</p>				<p>by the Beacon authorities in the new year.</p> <ul style="list-style-type: none"> - Section of UK Resilience website dedicated to Beacon authorities sharing good practice work established in January 2008 - Legacy products and end of year report to be published on UK Resilience by end of 2008 following finalisation of Beacon authorities. <p>Publication of Expectations and Indicators of Good Practice Sets which are designed to clarify the expectations on responders, local resilience forums, the regional tier and the national tier. The sets will make it easier to locate existing legislation, statutory guidance and guidance and form the basis of self assessment, peer review and formal inspection. They will be complemented by self assessment and peer review tools all of which help organisations ensure they meet their current responsibilities effectively and efficiently.</p>

Policy Area / Initiative	Type of burden	Description of simplification measure	Outcome (including sector/s to benefit)	Progress
<p>Project to identify and disseminate good practice on newer duties of Civil Contingencies Act (continued)</p> <p>Lead: Civil Contingencies Secretariat</p>				<p>. The tools will also help the resilience community identify and share effective practice and avoid duplication of effort.</p> <p>- Expectations Set for Category 1 and 2 Responders published in June 2009</p>

**CABINET OFFICE
SIMPLIFICATION PLAN 2009
ANNEX B**

List of datastreams collected by Social Exclusion Task Force via other government departments for the purpose of monitoring performance on the socially excluded adults PSA

Data return description	Driver for information collection	Collection format	How is information used (inc. frequency)	Type of frontline body completing return	No of frontline bodies affected	Frequency collected by frontline	Frequency collected by department	Proportionate (* if the data return meets mostly positive criteria, 0 if it meets mostly negative criteria, as set out in the methodology)	Appropriate	Efficient
Proportion of offenders under probation supervision living in settled and suitable accommodation at the end of their order or licence	Performance indicator for PSA. Included in national indicator set for local government.	Data return. This indicator is currently collected.	Monitor performance – monthly	Probation service	38	Ad-hoc – at termination of offenders order or licence	Monthly	*	*	*
Proportion of offenders under probation supervision in employment at the end of their order or licence	Performance indicator for PSA. Included in national indicator set for local government.	Data return. This indicator is currently collected.	Monitor performance – monthly	Probation service	38	Ad-hoc – at termination of offenders order or licence	Monthly	*	*	*

Data return description	Driver for information collection	Collection format	How is information used (inc. frequency)	Type of frontline body completing return	No of frontline bodies affected	Frequency collected by frontline	Frequency collected by department	Proportionate (* if the data return meets mostly positive criteria, 0 if it meets mostly negative criteria, as set out in the methodology)	Appropriate	Efficient
Proportion of former care leavers aged 19, who had left care aged 16 or over, who are in suitable accommodation	Performance indicator for PSA. Included in national indicator set for local government.	Data return. This indicator is currently collected.	Monitor performance – annually	Local Authority	150	At each care leaver's 19th birthday	Annual	*	*	*
Proportion of former care leavers aged 19, who had left care aged 16 or over, who are in employment, education or training	Performance indicator for PSA. Included in national indicator set for local government.	Data return. This indicator is currently collected.	Monitor performance – annually	Local Authority	150	At each care leaver's 19th birthday	Annual	*	*	*

Data return description	Driver for information collection	Collection format	How is information used (inc. frequency)	Type of frontline body completing return	No of frontline bodies affected	Frequency collected by frontline	Frequency collected by department	Proportionate (* if the data return meets mostly positive criteria, 0 if it meets mostly negative criteria, as set out in the methodology)	Appropriate	Efficient
Proportion of adults in contact with secondary mental health services in settled accommodation	Performance indicator for PSA. Included in national indicator set for local government.	Data return. This is a new indicator to be collected via an existing data collection.	Monitor performance – quarterly	Mental Health Trust / Primary Care Trust	94	Ad-hoc – at assessment / review	Quarterly	*	*	*
Proportion of adults in contact with secondary mental health services in employment	Performance indicator for PSA. Included in national indicator set for local government.	Data return. This is a new indicator to be collected via an existing data collection.	Monitor performance – quarterly	Mental Health Trust / Primary Care Trust	94	Ad-hoc – at assessment / review	Quarterly	*	*	*
Proportion of adults with learning disabilities in settled accommodation	Performance indicator for PSA. Included in national indicator set for local government.	Data return. This is a new indicator to be collected via an existing data collection.	Monitor performance – annually	Local Authority	150	Ad-hoc – at assessment / review	Annual	*	*	*

Data return description	Driver for information collection	Collection format	How is information used (inc. frequency)	Type of frontline body completing return	No of frontline bodies affected	Frequency collected by frontline	Frequency collected by department	Proportionate (* if the data return meets mostly positive criteria, 0 if it meets mostly negative criteria, as set out in the methodology)	Appropriate	Efficient
Proportion of adults with learning disabilities in employment	Performance indicator for PSA. Included in national indicator set for local government.	Data return. This is a new indicator to be collected via an existing data collection.	Monitor performance – annually	Local Authority	150	Ad-hoc - at assessment/ review	Annual	*	*	*