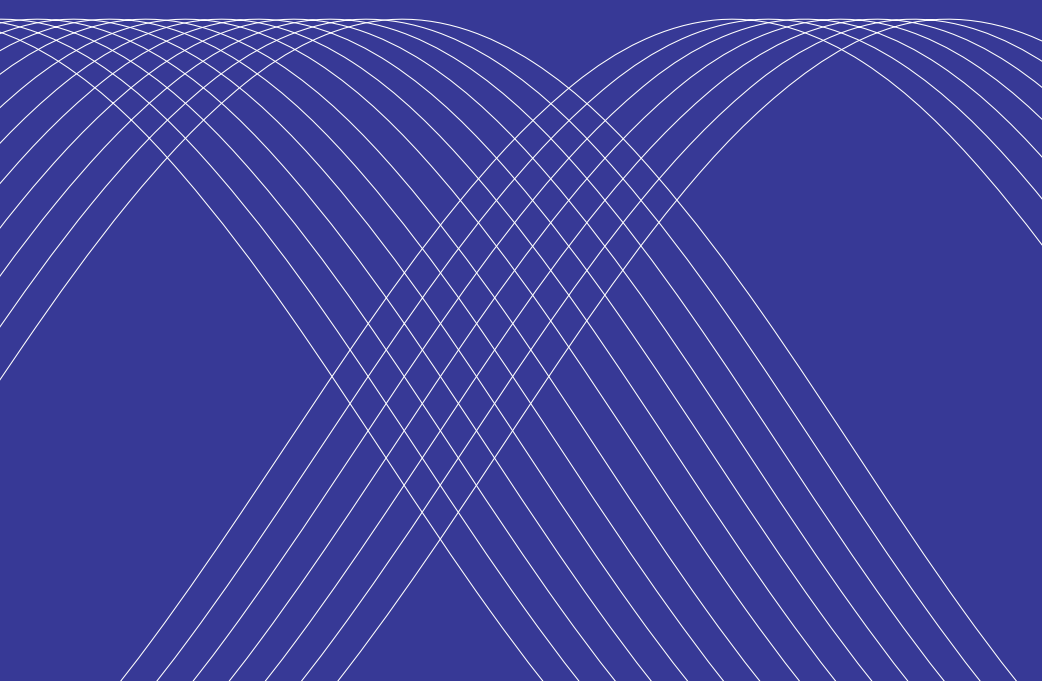




# Regulatory Reform

## The Government's Action Plan



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## Foreword

by the Prime Minister



There are times in a modern society when new regulations are necessary, whether it is to protect the vulnerable or the environment, to promote fairness at work or to help raise standards in our public services.

But poorly designed or unnecessary bureaucracy can stifle enterprise and job creation and hinder the delivery of better public services. So we are determined to simplify and deregulate wherever possible.

This Action Plan provides a snapshot of the measures we have already taken to reduce and simplify Government regulations on both the private and public sectors.

There is always more that needs to be done so we are determined to continue and intensify this regulatory reform programme. We welcome your suggestions on what the next steps should be.

*Tony Blair*

## Introduction

by Douglas Alexander



Simplifying existing burdens and reducing unnecessary bureaucracy is a key part of the better regulation agenda, which the Prime Minister has asked me to lead on across Whitehall.

The deregulatory measures in this Action Plan provide evidence of the Government's commitment to, and the growing momentum behind, this agenda. Over 240 reforms have been delivered since the original version of this Action Plan was published in February 2002. And we have added many deregulatory proposals to the Plan, ranging from reforming Patents law to support innovation, to simplifying procurement procedures for SMEs, through to streamlining data flows and information requests in the health service.

The measures in this Plan will help reduce costs for business and free up the time of front-line staff in the public sector. They complement the Government's drive to provide greater freedoms and flexibilities for local delivery organisations, make inspection and monitoring arrangements more targeted and proportionate to risk, and the steps being taken to improve the way new policies are developed and consulted upon.

But these measures are only a start. We now have many of the right tools in place. But we need to use them to deliver a real culture change – not only in Whitehall, but also in other public bodies that deal with business and front-line staff on a day-to-day basis.

This is a challenging agenda. We will continue to report on progress. And we continue to welcome your suggestions for future reforms.

A handwritten signature in black ink, which appears to read 'Douglas Alexander'.

## Executive Summary

### Introduction

Taking forward the better regulation agenda and getting rid of unnecessary bureaucracy in both the public and private sectors is central to delivering improvements in our public services and creating a better environment for business.

Well designed regulations, targets, performance management regimes, inspection and enforcement arrangements can all help drive up standards and improve efficiency in both the public services and in the private sector.

However, poorly designed regulations, or 'unnecessary' bureaucracy, can hinder the delivery of those outcomes.

So the Government's overarching aim is to deliver *better regulation*, which means:

- regulating only where necessary;
- doing so in a light touch way that is proportionate to risk; and
- deregulating and simplifying existing regulations wherever possible.

This Action Plan provides a snapshot of the *deregulatory measures* underway across Government at the end of 2003. It provides an update of the original plan, published in February 2002.

There are now over 600 deregulatory and simplification measures in the Action Plan. These measures are designed to deliver specific benefits across all sectors of the economy. Over 240 of these measures have already been delivered.

### Detail

For the **private sector** the aim is to reduce unnecessary business costs. We have already introduced, for example:

- **licensing reforms**, including increased flexibility over opening hours, saving business in the order of **£1.9 billion in the first 10 years**;
- a new, single regulator for the telecommunications and broadcasting industry, OFCOM, producing **significant cost savings** for business and, for example, enabling **speedy business start-ups**;
- **Business Tenancies reforms** modernising procedures for renewing or terminating business tenancies, saving businesses approximately **£6.5 million** a year in court costs alone; and
- removal of limits to the **number of partners in a firm**, estimated to save around **£10,000** per relevant partnership.

In the **public sector** we have delivered wide ranging reforms aimed at reducing burdens on front-line staff and giving greater freedoms and flexibilities to high-performing local delivery organisations, including, for example:

- removing from September this year 24 administrative tasks that **teachers** had to perform, as part of the National Agreement on Workforce Reform;
- reducing significantly the number of targets in the **Health Service**, and committing to no new targets between 2003 and 2006;

- introducing Fixed Penalty Notices, electronic fingerprinting and video identity parades to help reduce **police** paperwork; and
- reducing the plans that excellent local authorities have to produce to just two, and the number of days inspectors spend in **local councils** by a third.

But there is much more we can and must do. Looking ahead, in the **private sector** we plan, for example, to:

- modernise and streamline the **planning processes**, thereby improving the delivery of public services and providing cost savings and investment clarity for the private sector;
- make it easier for businesses to obtain the **patent protection** essential to protect innovation;
- comprehensively reform **company law**, in order to meet the needs of business today, reflect the particular needs of small businesses and create an internationally competitive framework for all UK business; and
- rationalise government information requests to farmers, in the **whole farm approach (WFA) project**, significantly reducing overlapping bureaucracy and enabling both farmers and government to do more effective project management and strategic planning.

And in the **public sector** we want, for example, to:

- continue to simplify the range of **funding streams, performance monitoring** regimes and **inspection** arrangements against which schools are currently assessed;
- **streamline data flows** and information requests in the Health Service;
- consider the implications of the **Carter Review** of correctional services and the ongoing programme of Police Reform; and
- examine the scope for further extending **freedoms and flexibilities** in local government and with local delivery organisations.

## SMEs

Over 99% of all UK businesses are **small firms**, generating more than 12 million jobs, and making significant contributions to the UK economy. The Government recognises that the burden of regulation can fall disproportionately on small and medium enterprises (SMEs), and in addition to this Action Plan, the **Small Business Service** will be publishing a specific **Action Plan for Small Business**, containing an ambitious work programme to be taken forward by departments and agencies. You will be able to find a copy of this at [www.sbs.gov.uk](http://www.sbs.gov.uk) and at [www.businesslink.gov.uk](http://www.businesslink.gov.uk) early next year.

Examples of SME-friendly measures are also highlighted in this Regulatory Reform Action Plan. They include:

- **audit threshold** to be raised from £1 million to £5.6 million, freeing up 69,000 businesses;
- a package of **VAT measures** including
  - the flat rate scheme which saves 672,000 small businesses from having to complete detailed VAT returns;
  - making input tax recovery fairer;
  - modernisation of drawback claims process, so that traders are repaid quickly;
  - improved registration arrangements, including on-line registration procedures;

- simplified Import VAT Scheme for occasional importers; and
- simplification of relief on business gifts.
- **'see at a glance' guidance** on all new regulations so that entrepreneurs will not waste time trying to establish if a regulation applies to them;
- improving **Inland Revenue's Business Support Teams** and the **guidance provided to customers** to ensure better support for new and small businesses; and
- **procurement**: measures to make it easier for small firms to bid for government contracts by developing a single portal and service for advertising lower value tenders to potential suppliers to UK government.

## Wider Agenda

Another important part of the better regulation agenda is **light touch enforcement** of regulation. We are working with bodies such as the Audit Commission, the Environment Agency and the Health and Safety Executive to make their **enforcement and inspection regimes more risk-based**. Details include:

- risk-based audit and inspection of local government by the **Audit Commission**, saving taxpayers **£24 million a year**;
- new pollution risk appraisal systems introduced by the **Environment Agency**, enabling effort to be concentrated on the higher-risk processes, and incentivising companies' efforts to manage the environmental risks presented by their processes;
- **Health and Safety Executive** work programmes concentrating on the highest risk sectors, eg construction and agriculture, and the most significant causes of accidents and ill-health such as falls from height and musculo-skeletal disorders; and
- **Fire Safety** reforms creating one simple risk-based fire safety regime, applying to all buildings that the public might use.

And there is of course a **wider agenda**, aimed at ensuring that the impact of **new regulation** is fully considered, driving better regulation forward at the **European level** and extending the culture change **beyond central government** to all organisations that deal with business and front-line staff in the public sector on a day-to-day basis. New developments include:

- work to drive up the *quality* of Regulatory Impact Assessments (RIAs), which assess the costs, benefits and risks of policy proposals, including evaluation of RIAs by the National Audit Office;
- the introduction by the European Commission of a new two-stage impact assessment system for European proposals; and
- government commitments, in response to a Better Regulation Task Force Report, to ensure that **independent regulators** prepare **impact assessments** and comply with government codes on **effective consultation** and **light touch enforcement**.

## The future

**This is not the end of the story. We will continue to report on progress and departments will continue to identify and deliver further reform measures in order to tackle unnecessary bureaucracy in both the public and private sector.**

If you need any further information on any particular Regulatory Reform Action Plan item, there are departmental contacts listed at Annex A who will be able to help you.

We would also welcome suggestions for other areas of law or regulation that could be simplified and improved. We would like your help in identifying what more can be done.

Please send your suggestions to:  
The Regulatory Reform Strategy Team  
Regulatory Impact Unit  
22 Whitehall  
London SW1A 2WH

or via the Cabinet Office website at <http://www.cabinet-office.gov.uk/regulation/feedback.asp>

## Agriculture

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.24 DEFRA	Agricultural business-based inspections.	Combine inspections under different livestock support schemes, to assess eligibility and/or compliance.	Livestock farmers (including <i>small businesses</i> ). To reduce burden of inspections on farmers by combining farm inspections for different purposes, rather than a series of separate visits.	EU legislation	Completed. CoBRA (Combined Bovine Risk Analysis) inspections began in April 2002 following the resumption of on-farm inspections after Foot and Mouth. CoBRA has combined inspections under the 4 IACS bovine schemes with the inspections required under the Cattle Identification Regulations.
1.26 DEFRA	Agricultural livestock premium scheme: suckler cow quotas.	Simplification of Suckler Cow Premium Scheme (SCPS) and removal of unnecessary requirements.	Livestock farmers. Simpler arrangements for those wishing to acquire suckler cow quota after submission of SCPS claim. This change will prevent both the loss of premium payments and the possible withdrawal of quota to a number of suckler cow producers whose notifications to trade their quota are received within the trading notification period but after the date the SCPS claim of the intended recipient of the quota is received. It would also be less confusing for producers as it would bring SCPS quota in line with the Sheep Annual Premium Scheme quota rules.	EU legislation	Completed This item can be considered closed. Since Commission Regulation 249/01 came into force on 1 January 2002, it has been possible for SCPS claimants to withdraw their claim and resubmit it, providing the premium application period is still open. Where a producer takes advantage of this rule, it will be possible to consider the quota notification to have been received before the date on which the resubmitted SCPS claim came in. Now overtaken by reform of the Common Agricultural Policy achieved in June 2003 – see 1.41.
1.30 DEFRA	Agricultural livestock premium schemes: sheep producer groups.	Simplifying the rules that apply to sheep meat producer groups.	Sheep farmers (including <i>small businesses</i> ). Replacement of the sector-specific producer group rules by general rules which will be more easily understood by farmers and simpler to apply in practice.	EU legislation	Completed December 2001 and new rules being implemented.
1.39 DEFRA	Agriculture: integrated administration and control system (IACS) appeal mechanism.	Set up appeals mechanism for resolving disputes over claims.	Farmers. Resolve disputes over IACS claims quickly and easily.	Administrative changes	Completed. IACS appeal procedure available to farmers from April 2002.
1.40 DEFRA	Agriculture: seed certification and marketing.	A review of regulations and administrative procedures in England which implement the Seed Certification and Marketing Directives.	Plant breeders, seed companies, seed users and DEFRA.	Secondary legislation	The review has been completed and new regulations came into force on 31 January 2003. Seminars were held for the seeds industry in March/April 2003 to explain the practical changes made by the new regulations.
1.42 DEFRA	Agriculture: sugar beet research programme.	Revocation of section 68 of the Food Act 1984.	Sugar beet industry. Removes burden from industry of seeking ministerial approval of annual sugar beet research programme.	Regulatory Reform Order	RRO made on 8 May 2003 and in force on 9 May 2003.
1.77 DEFRA	Fisheries: fixed quota allocations (FQAs).	Permit transfer of FQA units (on which quota allocations are based) between fishing vessel licences.	Fishing industry. Provide fishing industry with greater freedom and security by allowing the transfer of quota licences to reflect individual needs and circumstances.	Administrative changes	Changes announced on 15 August 2002 to take effect and came into effect on 1 September 2002.

## Agriculture – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.82 ForestCom	Forestry: international standard on wood packing material.	Working with United Nations Food and Agriculture Organisation to develop an International Phytosanitary Standard for wood packing material.	Importers and exporters using wood packaging material, consumers, and forest owners through better protection against new pests. Harmonised quarantine controls on wood packaging used in international trade removing confusion (many countries have differing requirements). Re-use of wood packaging for exports without additional treatments will be enabled. Significant cost savings foreseen. Without the harmonised quarantine controls there would have been limited re-use of wood packing material, which produce big savings of cost and time.	Primary legislation	Completed.
1.84 ForestCom	Forestry: new EU directive on the marketing of forest reproductive material.	Two current directives will be replaced with one. The aim of the new directive is to ensure that forest reproductive material marketed to the end user is clearly labelled and identified throughout the various stages of its production.	Seed collectors and growers. Streamlined and simplified controls. Clarifies the definitions and classifications in previous directives that apply to Forest Reproductive Material. Better labelling and product identification.	Secondary legislation	Regulations in force on 1 January 2003.
1.85 ForestCom	Forestry: general review of grants paid for woodland creation.	Joint Forestry Commission (FC) DEFRA review to ensure that grants support the English Forestry Strategy, and to examine scope for reducing the administrative burden.	Grant applicants. Reduction in administrative burden on applicants through better integration of grants and other mechanisms supporting the creation of new woodland with the aim of the England Forestry Strategy.	Secondary legislation	Steering group established February 2002. Independent evaluation completed June 2002. Steering group reported to FC/DEFRA November 2002 with FC/DEFRA response being submitted to Ministers in March 2003 for publication in April. Completion of formal response delayed slightly due to need to take account of more recent developments arising from reviews required by the SR2002 Settlement Letter. Completed 1 March 2002.
1.179 DEFRA	Merger of the Apple and Pear Research Council (APRC) and the Horticultural Development Council (HDC).	The APRC was dissolved on 31 March 2003 and the functions of the HDC extended to cover apples and pears on 1 April 2003.	Apple and pear growers ( <i>small businesses</i> ) who pay the levy. A greater proportion of apple and pear growers' levy will be spent on research and development due to reduced administrative overheads.	Administrative changes	Completed 1 April 2003.
1.182 DEFRA	Increase to minimum threshold for payment of the British Potato Council statutory levy.	Registration thresholds increased from one to three hectares (growers) and from 100 to 1,000 tonnes per annum (purchasers).	Growers (including <i>small businesses</i> ) and purchasers of potatoes. More economic levy collection for the Council. Takes low volume growers and purchasers out of the levy.	Secondary legislation	Completed. Amendment to legislation came into force from 1 January 2003.
1.188 DEFRA	Conditions to obtain import licence for rodent germplasm importation used by research establishments.	Update of germplasm import conditions and guidance to reflect advances in this field.	Research establishments (including <i>small businesses</i> ) and universities. Financial benefits from importing germplasm rather than live rodents which require 6 months quarantine. Ease restrictions so UK companies can keep up with overseas companies.	Administrative changes	Completed. Revised conditions and application form in use from 1 October 2003.

## Agriculture – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.11 DEFRA	Fruit and vegetables: EU marketing standards.	Revision of a current EU standard to bring it into line with UNEconomic Commission for Europe standard, thereby allowing the marketing of smaller apples.	Consumers and apple producers. To meet market demand for smaller apples, especially good for health, and to provide opportunities for UK apple growers (but note that certain sections of the UK apple industry, supported by the National Farmers Union, are against a reduction in size).	EU legislation	Completion date depends on a Commission proposal and Management Committee approval. There is no sign that these will be forthcoming in the near future. Progress limited by opposition. Most Member States are against a simple reduction in size, as this is used as an indication of maturity/ripeness. However, the Commission presented a draft proposal for amendment to the GoE in June 2003, with a possible compromise on objective testing criteria for ripeness. New rules agreed and to be published in Official Journal will come into force in August 2005.
1.27 DEFRA	Agricultural livestock premium schemes.	Simplification of scheme rules for: Beef Special Premium Scheme (BSPS); Extensification Payments Scheme (EPS); Slaughter Premium Scheme (SPS); Suckler Cow Premium Scheme (SCPS); Sheep Annual Premium Scheme (SAPS); and Livestock Quotas. To ease the administrative burden for scheme participants and managers.	Livestock farmers. Reduce administration and other costs by enabling producers to submit electronic claims and developing the use of the Cattle Tracing System (CTS).	Administrative changes	The Rural Payments Agency is considering the simplification of all scheme delivery. Any changes to bovine schemes will be made as part of an integrated approach. The majority of the simplification changes will be realised when the change programme delivers in 2004. In the interim, movement cards were submitted with claims in 2002 to remove the burden of having to list the ear tag numbers on the claim form. This will speed up the CTS cross-check process.
1.28 DEFRA	Agricultural livestock premium schemes: Sheep Annual Premium Scheme (SAPS).	Introduce a system of graduated penalties for poor record-keeping under the Sheep Annual Premium Scheme which is proportionate to the fault.	Sheep farmers. Remove disproportionate penalties for minor technical infringements.	Secondary legislation	Commission rejected original proposals. Discussions are ongoing to reconsider the way forward. Now overtaken by reform of the Common Agricultural Policy achieved in June 2003 – see 1.41.
1.29 DEFRA	Agricultural livestock premium schemes: Beef Special Premium Scheme (BSPS).	Introduce an alternative to the current requirement for producers to submit cattle passports for each animal on the claim.	Cattle farmers. Informal discussions with industry August 2002. Consideration is still being given to the way forward.	Secondary legislation	Informal discussions with industry August 2002. Consideration is still being given to the way forward. Now overtaken by reform of the Common Agricultural Policy achieved in June 2003 – see 1.41.
1.31 DEFRA	Agricultural livestock premium schemes: Slaughter Premium Scheme (SPS).	Remove unnecessary duplication of information.	Livestock farmers. Remove the requirement for producers to enter the date of birth of each animal on the SPS claim form which is already provided under the Cattle Tracing Scheme (CTS). Once the CTS database is fully operational, it will provide these details, removing the burden on the claimant when filling in the claim form.	EU legislation	Confirmation of CTS Operational Status early 2002. Completion date slipped dependent on confirmation of CTS Operational Status from Commission. Completion date 1 January 2003. Now overtaken by reform of the Common Agricultural Policy achieved in June 2003 – see 1.41.
1.32 DEFRA	Agricultural livestock quotas.	Changes to regulations governing rules on transfer of quota between Less Favoured Areas and lowlands.	Livestock farmers. Remove restrictions on quota lease and sale.	Secondary legislation	Consultation now deferred until after the outcome of MTR is known. Current Commission proposals will result in the abolition of livestock quotas. Now overtaken by reform of the Common Agricultural Policy achieved in June 2003 – see 1.41.

## Agriculture – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.33 DEIRA	Agriculture: 'Single Window' approach to notification of imports of plants and plant produce.	Changes to the Plant Health Directive.	Importers of plants and plant material (including <b>small businesses</b> ). Traders will only need to provide details once to Government for each individual consignment for import.	Secondary legislation	Completion date now 2005. Directive amendments agreed, securing 'Single Window' approach to come into force 1 January 2005. Detailed implementing provisions still being negotiated.
1.34 DEIRA	Agriculture: animal health controls.	The consolidation of animal health measures contained within 7 commodity-specific directives into one regulation.	Those responsible for animal health, including livestock producers and vets (including <b>small businesses</b> ). Traders will only need to provide details once to Government for each individual consignment for import.	EU legislation	Completion date now 1 January 2005. A directive on animal health controls was formally adopted by the Council of the EU on 16 December 2002.
1.35 DEIRA	Agriculture: cattle identification.	Consolidation of the Cattle Identification Regulations. Clarification and correction of anomalies which have arisen as system has bedded in.	Cattle farmers (including <b>small businesses</b> ). Proposed abolition of the E50 charge for the replacement of a lost, stolen or destroyed cattle passport. Possible removal of temporary calf passport. This work will be reviewed in the context of the proposed merger of British Cattle Movement Service with Rural Payments Agency and in the context of the proposed recovery of costs from industry. Improved Cattle Tracing System (CTS) with reliable high quality data.	Secondary legislation	Review of legislation yet to begin due to prioritisation of other work. However, work to improve both the data quality of the CTS and the stability of the system due to deliver from December 2003.
1.36 DEIRA	Agriculture: Cattle Tracing System (CTS) database.	Reducing the number of Cattle Identification Inspections, once European Commission has confirmed CTS as fully operational.	Cattle farmers (including <b>small businesses</b> ). Possibility of 50% reduction in the number of inspections for cattle identification purposes alone. Where inspections are combined with bovine subsidy requirements, the level will continue in line with bovine scheme requirements.	Administrative changes	Completion date unknown at present. Partly dependent on review of practices within the Commission for accrediting databases of Member States following an audit in 2002 by ECS. Delay in publication of Commission Decision in Official Journal, originally anticipated in Spring 2002, means that no benefit will arise until the 2004/05 inspection year (risk analysis selections for 2003/04 are being undertaken now).
1.37 DEIRA	Agriculture: electronic livestock identification.	Consider development of electronic identification and tracing methods when current EU-wide research project reports.	Livestock owners, food manufacturers, retailers (including <b>small businesses</b> ) and Government. Significantly streamline identification and tracing systems, making compliance easier, with lower overhead costs for the food chain and Government.	EU legislation	The report of the European Commission field trials (IDEA – Identification Electronique Animaux) published on the internet in January 2003. EU proposals for identification and tracing individual sheep and goats include electronic identification (EID) and reporting methods (EDT) to be mandated after 2006. Pilot for sheep EID and EDT planned for 2004, reporting early 2005.

## Agriculture – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.38 DEFRA	Agriculture: fruit and vegetables.	Streamlining of a number of detailed rules applying to recognised Producer Organisations (POs) and operational programmes (OPs).	Fruit and vegetable growers who co-operate in POs. Greater freedom for producers to be able to choose which PO they wish to market their crops or sell outside, and give all POs greater flexibility to handle a range of crops and non-member produce.	EU legislation	Discussion of Commission paper concluded March 2002. The Commission presented non-papers in May 2003 and then two draft proposals for Commission regulations in June. Discussed at Council of Ministers 27 June 2002. DEFRA held informal consultation with NFU and POs in autumn 2002. Detailed discussion has taken place. Unfortunately vote was postponed as some Member States not prepared to vote, as yet, on texts they have not seen in their own language, whilst others object that simplification/flexibility goes too far. Depending on timing of vote, these changes will become operational in either 2004 or 2005. The changes will simplify and provide flexibility on some aspects of recognition and OPs. Further flexibility can only be achieved on recognition issues with amendment of parent Council regulations and this is not expected to take place before 2004/05.
1.41 DEFRA	Agriculture: simplification of EC agricultural regulations.	To promote progress on simplifying EC Common Agricultural Policy (CAP) administration.	Farmers and producers (including <b>small businesses</b> ). Clearer, simplified rules for the CAP leading to fewer errors by farmers and greater accuracy in subsidies.	EU legislation	Major reform of the CAP achieved in June 2003, involving the replacement of all the main subsidy schemes with a new Single Payment Scheme (SPS) in 2005. This should lead to significant simplification for livestock farmers in particular. Major stakeholders' engagement will take place over the coming year to, amongst other things, maximise the simplification gains in drawing up detailed EU rules for the SPS and in making decisions on a number of issues where Member States have discretion.
1.60 DEFRA	E-business: fisheries.	To assist the fisheries sector by developing a fisheries portal and providing e-transaction facilities for fisheries management purposes, including e-logbooks, e-vessel registration and e-sales.	Fishing industry (including <b>small businesses</b> ). Reduced administrative burden on the industry and improved accuracy, which will produce small but useful savings.	Administrative changes	Will use secondary legislation as well as administrative changes. Secured Invest to Save Budget funds April 2002/04 for portal and vessel database. Portal visualisation developed and presented to industry October 2001 and April 2002. Sea Fish Industry Authority commitment to joint portal development May 2002 but no progress since. E-logbook pilot July/August 2002 – limited success. EU has now mandated States to trial e-logbooks by June 2004. UK partnering other States and the EC's Joint Research Centre in such trials. Medicines Control Agency/UK Fish Departments. Development of a UK fishing vessel register with e-applications has stalled pending Medicines Control Agency reorganisation. Developments now underway. No progress on e-sales. Completion date: end 2005.

## Agriculture – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.76 DEFRA	Fisheries: fishing vessel capacity penalties.	Simplification of existing licence transfer rules by replacing the various capacity penalties currently applied with a single penalty which will apply in all cases.	Fishing industry. Simpler and more transparent penalty regime will make it easier for fishermen to buy and replace their vessels.	Administrative changes	Consultation with joint industry/departamental licensing review working group March 2002 and April 2003. Industry asked for a decision on the new penalty, originally planned to take effect from April 2003, to be postponed to allow further consideration of the Commission's proposals for reform of the CFP. An announcement was made in September 2003. This may not take effect until April 2005 as we have also agreed to an industry request for a minimum 18 months notice of the introduction of any new penalty.
1.78 DEFRA	Fisheries: satellite monitoring of fishing activity.	Reduce conventional (manual) reporting obligations on fishing vessels (via telex, fax, telephone and radio) by making wider use of satellite communication and automatic position reporting. Much of this will be taken forward within the context of the Review of Common Fisheries Policy, where we will press for rationalisation of reporting burdens on industry.	Fishing industry. Improved compliance with legislation. Attempt to ensure the longer-term viability of fish stocks. Reduce the administrative burden associated with manual reporting. For example, under current legislation fishermen have to submit manual vessel reports (eg by fax, telex, radio telephone) at the entry into and exit from certain fishing zones. Such reports could be provided automatically through the satellite monitoring system.	EU legislation	We are currently pressing for satellite monitoring to be used to reduce the reporting burden on the fishing industry in negotiations for a Western Waters effort management and control scheme. If adopted, it will set the basis for minimising reporting burdens in other future long-term effort regimes including cod and hake recovery.
1.81 ForestCom	Forestry: review of the Forestry Commission's (FC) grants and licences administration.	Streamline the application process.	Woodland owners and managers (including <b>small businesses</b> ). Reduce the burden of red tape on woodland owners and managers. Provide facility to apply for grant aid or felling permission online through smart application and claim forms. Provision of online case-tracking system for applicants. Electronic consultation with statutory consultees and wider public.	Administrative changes	Delivered Phase 1. Phase 2 on schedule. Extended to 2005 to include new grant schemes in England and Wales.
1.83 ForestCom	Forestry: modification of EU Plant Health Directive.	Modify directive to take account of single market and to harmonise EU import controls and charging.	Importers of forestry products and material. Create a level playing field across the EU for importers. Proposal would introduce a standard minimum charge per m <sup>3</sup> for imports of sawn timber. At present, countries are charging varying rates.	Secondary legislation	Industry consultation was prepared for second half of 2002. Work progressing but implementation date now 1 January 2005.
1.86 ForestCom	Forestry: review of grants paid for woodland management.	Ensure that grants support the English Forestry Strategy and examine scope for reducing the administrative burden.	Grant applicants. To ensure grants are targeted to support the England Forestry Strategy. Reduction in the administrative burden on applicants through better integration of grants and other mechanisms supporting sustainable woodland management with the aims of the England Forestry Strategy.	Secondary legislation	Public consultation completed and Steering Group report with Forestry Commissioners. More detailed and specific review of grants commenced October/November 2002 with completion in early 2004. Consultation on the new England Woodland Grant Scheme has begun and will be concluded in January 2004.

*Agriculture – continued*

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.87 DEFRA	Health and safety; Health and Safety Executive access to agricultural data.	To give HSE access to agricultural data gathered by DEFRA and the National Assembly for Wales under the Agricultural Statistics Act 1979.	HSE, farming industry and employees. This will allow HSE access to information collected by agriculture departments about farms to improve enforcement of health and safety legislation, reducing the number of deaths and injuries in agriculture, and reducing data collection requirements.	Regulatory Reform Order	DEFRA lawyers have confirmed measure is suitable for a Regulatory Reform Order. Consideration being given to widening scope of data-sharing to include other agencies (eg EA). Consultation document in preparation. Target date December 2003. Parliamentary scrutiny now possibly spring/summer 2004.
1.158 DEFRA	Veterinary medicines; marketing authorisations.	Further review of the Marketing Authorisation for Veterinary Medicinal Products Regulations 1994 as amended, in light of proposed EC legislation, to identify opportunities for streamlining and simplification.	Holders of and applicants for Marketing Authorisations. Consolidated, simpler legislation leading to a reduced administrative burden.	Secondary legislation	First draft – January 2003. Completion date now December 2003. Little progress made to date due to other priorities, including the Commission's review of European medicines legislation. It is nevertheless still hoped to complete this exercise by the end of 2003 or early 2004.
1.159 DEFRA	Veterinary medicines; residues in animals and animal products.	Review and consolidation of Animals and Animal Products (Examination of Residues and Maximum Residue Limits) Regulations 1997 as amended. Further review to identify opportunities for streamlining and simplification.	Consumers and retailers. Removal of operational anomalies. Consolidated, simpler legislation leading to a reduced administrative burden.	Secondary legislation	Drafting is underway on a revised and consolidated version of the regulations. We have resolved differences of opinion of what should be included in the draft between ourselves and the Commission's Food and Veterinary Office who inspected UK controls in 2002 and have a clearer idea of what will be in the Proposal for a Regulation of the European Parliament and of the Council on Official Feed and Food Controls. We expect to have the consolidated Statutory Instrument passed by August/September 2004.
1.165 DEFRA	Wildlife; dangerous wild animals.	Increase effectiveness of the Dangerous Wild Animals Act 1976 through changes to the licensing system.	Keepers of dangerous wild animals. Possible delisting of animals subject to licensing control will ease the burden on keepers. New powers of entry together with new offences will increase the burden on them if they hold animals that remain subject to control. Duration of licences is to be extended from one calendar year to 48 months.	Regulatory Reform Order	Public consultation on recommendations contained in consultants' report completed by January 2003. Proposals to be put to Ministers by early 2004 with public consultation after that. Unlikely to be clear until after consultation has been concluded which legislative vehicle will be appropriate to implement any changes. This may involve a combination of primary and secondary legislation as well as a Regulatory Reform Order.
1.166 DEFRA	Wildlife; registration of birds.	Review aimed at assessing the requirement and procedures for the registration of birds listed in Schedule 4 to the Wildlife and Countryside Act 1981, in conjunction with the Devolved Administrations.	Keepers of registered birds. Simplified procedures and requirements for the registration of birds in protected species. Reduced regulatory burden.	Secondary legislation	Completion date now December 2003. Consultation completed and submission put to Minister February 2003. Minister has agreed to several changes lessening the regulatory burden of keepers of Schedule 4 birds. Scottish Executive decided not to participate in this consultation.
1.167 DEFRA	Wildlife; Streamlining DEFRA licensing procedures.	Review of DEFRA procedures for licensing of wildlife and international trade in animals.	Keepers of wildlife and international animal traders. Eliminate duplication and streamline existing licensing services.	Secondary legislation	This has now been subsumed by the DEFRA-wide licensing and inspectorate study.

## Agriculture – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.170 DEFRA	Cattle Artificial Insemination (AI).	Simplifying the licensing system and controls on the cattle AI industry.	AI industry and farmers. A simpler testing regime for semen collection centres. – deregulation of parts of the distribution chain, and – removal of current restrictions on provision of AI services outside prescribed geographical zones.	Secondary legislation	Slow progress to date must reflect previous lack of resources. Resources agreed and allocated to put new team in post to recommence work. Completion date now 2004. Public consultation expected early 2004.
1.171 DEFRA	Agricultural Wages Board.	To modernise and streamline the operation of the Agricultural Wages Board.	To be determined. To be established through further consultation.	Regulatory Reform Order	Informal discussion paper circulated to key interests. Responses to informal discussion paper revealed a clear divergence of views between employers and workers. Further informal discussion needed to try to bring sides together before work on consultation document can proceed. Consultation date and completion date will therefore slip.
1.178 DEFRA	Whole Farm Approach.	We aim to develop a product that helps farmers to comply with regulation, assists in the management of their businesses and ensures that key data is readily available and only needs to be entered once.	Farmers (including <b>small businesses</b> ), regulators, environment consumers, rural communities. Will help farmers to assess their farms' strengths and weaknesses, identify and evaluate risks connected with their activities (environment, animal health, and occupational and food safety) and plan to manage those risks as part of everyday business planning. Regulation of inspections and targeting of inspections to high-risk farms.	Administrative changes	Initial pilot 'proof of concept' and functional test of implementation tools to run from mid-November 2003. Pre-pilot successfully run August and September 2003. Planning underway for further pilots to run before roll-out (planned to commence in 2005). DEFRA is finalising a new IT strategy that identifies key data sets for corporate use. It is developing common rules for handling them, allowing them to be used as bridges between existing and planned systems within the Department and its agencies.
1.184 DEFRA	Controls on the supply of veterinary medicines available only on prescription (POMVs).	Consideration and implementation of recommendations in the Marsh and Competition Commission Reports.	Farmers (including <b>small businesses</b> ) and pet owners. May lead to increased access to POMVs and possible reduction in cost through an increasing competition between retail outlets.	Secondary legislation	Awaiting the publication of the Competition Commission Report. Completion date: late 2003.
1.186 DEFRA	The Code of Practice for the Safe Use of Pesticides on Farms and Holdings (the Green Code).	Revise the Green Code to promote best practice in the safe use of pesticides to cover all plant protection uses, not just those pesticides used on farms and holdings.	Farmers and all other users of plant protection pesticide. Brings guidance on the use of pesticides in line with the EU Pesticide Approval System so that the Code consolidates all uses of plant protection pesticides approved by Pesticides Safety Directorate into one publication.	Secondary legislation	Public consultation November 2003. Submission to Ministers seeking approval to the new Code format. Completion date: publication spring 2004.

**Agriculture – continued**

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.187 DEFRA	DEFRA (Pesticide Safety Division) has a new aim to encourage the development and introduction of 'alternative' control measures. In support, we have launched a pilot scheme to explore reducing regulatory hurdles to these types of products.	The aims of the pilot scheme are fourfold: – to assist companies in compiling reduced data packages by providing free 'pre-submission' meetings; – to enable 'alternative' pesticide products (subject to evaluation) to enter the market; – for DEFRA (Pesticide Safety Division) to gain experience in processing these types of application and to consider an appropriate evaluation fee; and – establish future fee.	Companies (mainly <b>small businesses</b> ) developing 'alternative' control. Encourage the registration of 'alternative' control measures in the UK.	Guidance	Press release announcing the pilot scheme. Pre-submission meetings with companies likely to be involved in the pilot. The first product has been accepted into the scheme and is presently under evaluation. Review will be in June 2004.
1.25 DEFRA	Agricultural censuses and surveys – collection of data.	Maximising the accuracy of records: – developing electronic versions of forms; – extending use of customised forms; – using, where practicable, data supplied for administrative purposes, and – sharing information with other Departments.	Farmers and landowners and users of data. Reduced time spent on completing agricultural census and survey forms. Improvements to accuracy of results.	Administrative changes	Item dropped as it has been superseded by other policy initiatives.

Trade, Employment

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.08 DTI	Communications Act.	Creation of a single regulator (OFCOM) in the media and communications sector, instead of 5. Joint measure with DCMS.	Broadcasters, telecoms companies and the public. Creation of the single regulator will streamline the regulatory structure in this vital sector. Some existing statutory functions will be carried out on a co-regulatory or self-regulatory basis, and it will replace the requirement for telecommunications licences with a general authorisation, accompanied by rules. There will be significant cost savings for businesses.	Primary legislation	Royal Assent given on 17 July 2003. Completed.
1.13 HSE	Health and safety: establishment of the Incident Contact Centre.	Reports of specified workplace incidents can be made by phone, e-mail, internet and fax as well as the traditional paper form submitted by post.	All relevant duty holders in businesses, small businesses, charities, voluntary sector and public sector, including local authorities. User-friendly way for business to meet its legal obligations to report specified workplace incidents. No form filling and no need to identify appropriate enforcing authority.	Administrative changes	Completed. Incident Contact Centre operational from 1 April 2001, accepting reports made by telephone, e-mail, internet, fax and post. Copy of reports sent to duty holders for internet and telephone reports; provides a record and reduces paperwork.
1.43 DTI	Amateur model engineers: exemption from EU Pressure Equipment Directive.	Plan to exempt model engineers from Pressure Equipment Directive requirements by June 2002, when that came into force.	Amateur modellers. 50,000 potentially-affected amateur modellers will be exempted from EC regulations which require professional manufacturers to undergo conformity assessment on their products, which must be CE-marked. For manufacturers of boilers, this will usually involve third-party inspectors and associated costs.	Secondary legislation	Completed.
1.59 DTI	Dispute resolution: alternative approach.	Measures will provide a legal framework for sorting out disputes between employers and employees without needing to involve the courts. To introduce statutory minimum dispute management resolution included in the Employment Act which received Royal Assent on 8 July 2002.	Companies (including small businesses) and employees. Companies and those with grievances will save through using cheaper alternatives to employment tribunals.	Primary legislation	Completed. Powers to introduce statutory minimum dispute management resolution is included in the Employment Act.
1.66 DTI	E-commerce directive.	Introduces the principle of home state regulation for online service provision across borders. The directive builds on existing EU instruments which provide for harmonisation or mutual recognition of national laws; subject to some exceptions, e-commerce traders in the EEA need only comply with consumer protection and other law in their home Member State, rather than the Member State where they are providing services. Other provisions include harmonised rules on the information that online service providers must supply and measures to limit the liability of Internet Service Providers.	Suppliers and customers of e-commerce services. Directive aims to ensure that consumer confidence in e-commerce is maintained and providers of information-society services have greater legal certainty about the national law that applies to online transactions, the information that must be provided in support of online services, and ISPs' liability for material they carry.	Secondary legislation	Regulations in force summer 2002.

Trade, Employment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.75 DTI	Export licensing authorities: enabling firms to deal electronically.	Export Licensing via the Internet (ELVIS) system will give firms an additional option for dealings with the export licensing authorities.	Exporters. Allowing submission electronically will speed up export licence issue and save business costs.	Administrative changes	Completed. The system is up and running and exporters now have the option to submit licence applications via the internet.
1.104 DH	Medical devices: consolidation of regulations.	Consolidation of a series of Medical Devices Regulations into a single piece of legislation which will help manufacturers and others better understand the regulatory regime.	Industry and the public sector. Regulations will be more effective and comprehensible, especially in their enforcement, where DoH have provided a scheme that is effective, proportionate and fair. Businesses and the public sector will benefit from a more streamlined and improved regulation of medical devices.	Secondary legislation	Completed. Came into force 13 June 2002.
1.105 DH	Medicinal products: Directive 2001/83/EC on the Community Code relating to medicinal products for human use.	To unify EU legislation in this area and make it more accessible.	Pharmaceutical companies. The codification exercise will make existing European legislation in this area more accessible for pharmaceutical companies. Text of EU legislation in this area will be unified and more accessible, thereby reducing burden on businesses which will only need to look in one place. There will be no change to current regulatory requirements affecting medicines for human use.	Secondary legislation	Agreement amongst Member States was reached on 22 June 2001 within the Council Consolidation Working Group. The European Parliament agreed the draft directive on 3 July 2001 and formal adoption took place on 27 September 2001. Completed February 2002.
1.106 DH	Medicines classification.	The Government is committed, as reflected in the NHS Plan, to make more medicines available over the counter.	Pharmaceutical industry, patients. Proposals will: - remove the need to lay regulations twice a year by making legal status of medicines part of the licence; - streamline the system for application for changes to legal status; and - introduce the potential for a marketing advantage for innovative changes to a legal status. Will encourage industry to make suitable medicines more widely available, which will be welcomed by patient representative groups, among others.	Secondary legislation	Completed. On 1 April 2002 legislative changes were introduced which changed the process by which medicines are reclassified. The law was amended by the means of the following statutory instruments: the Prescription Only Medicines (Human Use) Amendment Order 2002-549; the Medicines (Products Other Than Veterinary Drugs) (General Sales List) Amendment Order 2002-933; and the Medicines For Human Use and Medical Devices (Fees and Miscellaneous Amendments) Regulations 2002-542. The first Prescription Only Medicine to be made over-the-counter under the new process was granted its new legal status three months earlier than it would have been under the old process.
1.111 HO	Nuclear installation security: simplification.	Simplifying and making more coherent the legal framework of security for nuclear installations.	Firms in the nuclear sector. More consistent application of regulation across the sector.	Primary legislation	Completed. The post-September 11 HO Anti-terrorism Crime and Security Act 2001 contained the provisions which were previously intended to be included in a Regulatory Reform Order.

Trade, Employment – *continued*

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.113 DTI	Oil: UK oil portal.	Introduction of a UK oil portal enabling all consents and approvals to be transacted through a single portal.	Companies in the oil and gas sector. It will make the consents procedure quicker and cheaper, and firms will be easily able to track the progress of applications.	Administrative changes	Completed. The UK oil portal is now live. All well consents and well notifications for off-shore wells are processed through it. All monthly well production returns are now received electronically.
1.114 DTI	Partnerships: abolition of the 20 partner limit.	Repeal of sections 716 and 717 of the Companies Act 1985 and the reference to 20 persons in section 4 (2) of the Limited Proposed Partnerships Act 1997.	Small partnerships. Will allow smaller partnerships to expand. Though there are ways for partnerships that want to grow to get round the restriction to 20 partners, these require unnecessary legal manoeuvre and we estimate can cost up to 3–6% of turnover.	Regulatory Reform Order	Made on 21 December 2002.
1.118 DWP	People with disabilities: Motability Scheme: proposed restructuring.	Motability governors have recently approved plans for the applications approval and customer services functions of Motability to transfer to Motability Finance Limited (MFL). The aim is to improve customer service and remove customer confusion about the division of responsibilities between the two arms of the scheme. The revised charitable functions will retain the name Motability, and the MFL operation will become Motability Services.	The Motability charity and motorists with disabilities. Motability and MFL aim to improve customer service by streamlining their responsibilities and operations.	Administrative changes	Completed.
1.122 DTI	Radio spectrum: making more available for commercial use.	Lifting restriction on licence-exempt frequency bands to permit their use for public telecommunication services.	Broadcasters and customers of radio services. Potential for very large economic gains through greater commercial exploitation of the spectrum. Study now being carried out will provide quantification of these gains.	Secondary legislation	Completed. Restrictions lifted from 31 July 2002. Further work looking at other frequencies.
1.128 DTI	Small businesses: tailored guidance in priority sectors.	Sector-specific guidance for small and medium-sized enterprises will focus more clearly on the concerns of particular sectors.	Small businesses. Companies in the relevant sectors. Improved and better-targeted information for businesses, enabling them to comply more easily and with less need to seek additional information on regulatory requirements.	Administrative changes	Completed.
1.129 DTI	Small businesses: further develop guidance.	Regulatory guidance and factsheets for small firms.	Small businesses. Helping small businesses to save time and money for example by providing information in a joined-up way that meets their needs in running a business (such as business life-episodes like employing staff). Helping businesses comply with regulatory requirements.	Administrative changes	A new factsheet on health and safety regulations has been produced. The second edition of the <i>Employment Law Update</i> was sent out to 1.3 million employers on the Inland Revenue database. Updated versions of the <i>Employment Guides for Small Firms</i> and the <i>Setting Up in Business</i> factsheets were produced. Feedback sheets have been sent out to those on Small Business Service contact databases to ascertain their views.

Trade, Employment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.132 DWP	Statutory Maternity Pay (SMP): increasing the small employers' paid relief (SER) threshold.	To increase the number of employers able to recover the whole amount of SMP, plus an additional sum in compensation, by increasing the qualifying threshold from £20,000 to £40,000 of gross National Insurance contributions.	<i>Small businesses.</i> The full value of this reform will be to small employers. It is estimated that an additional 10,000 small employers will benefit from this measure. Around 60% of employers paying SMP every year will qualify for SER.	Secondary legislation	Completed. Brought forward in the Statutory Maternity Pay (Compensation of Employers) Amendment Regulations 2002 made on 5 February 2002, came into force on 6 April 2002.
1.133 DWP	Statutory Maternity Pay (SMP): simplifying administration.	Two measures to introduce: – an increase, from 21 days to 28 days (where reasonably practicable), in the length of notification which a woman must give her employer that she wishes her SMP to begin; and – a reduction from 6 weeks to 4 weeks in the period of sickness trigger.	Employers. Increasing the minimum period of notice a woman is required to give at the start of her maternity pay period aligns this notice period with similar requirements attached to maternity leave. Increasing the period of notice from 21 to 28 days will be marginally beneficial for employers in that the employer will have more time to work out whether the woman qualifies for SMP and what the rates of SMP will be, and to make arrangements to pay it.	Primary legislation	Stage 1 delivered on time. Regulations made on 30 October 2002, and came into force on 24 November 2002. Impact on confinements was expected on or after 6 April 2003.
1.014 DTI	Merger and anti-trust law improvements.	Merger and monopolies law reform, removing the Secretary of State's role in ruling on reports from the Competition Commission, and introducing a competition-based test in place of the public interest test.	Companies. The reform is valuable in removing a possible source of political uncertainty for companies in the marketplace and in speeding mergers decision-making through the removal of a phase.	Primary legislation	The mergers and competition provisions are part of the Enterprise Bill which received Royal Assent on 7 November 2002.
1.150 HO	Training and work experience.	This will permit Training and Work Experience Scheme permit holders to be admitted to the UK for a maximum of 5 rather than 3 years for the purpose of training and 24 rather than 12 months for the purpose of work placements.	Employers and permit holders. Possible benefit to employers in terms of length of retention of supernumerary staff.	Secondary legislation	In force on 18 September 2003.
1.163 DWP	Welfare to Work: data sharing with Inland Revenue.	Accessing PAYE data to help evaluation of Welfare to Work programmes and to assist in the move towards paying providers of programmes securing lasting and stable employment.	Employers, benefits clients, Welfare to Work providers and taxpayers. Better evaluation of Welfare to Work programmes and improved payment systems for providers of programmes. This will allow DWP to plan and deliver more effective forms of help for members of the public and improve services to employers, in line with DWP's improvement of Welfare to Work programmes.	Primary legislation	Completed. The Employment Bill received Royal Assent on 8 July 2002. Commencement order on 30 August 2002.
1.163 HMCE	Customs' International Trade Compliance Support.	Working with businesses engaged in international trade to secure sustained voluntary compliance.	Businesses (including small businesses) engaging in international trade and the Government. Businesses will find it easier to understand and comply with their obligations, with consequential reductions in compliance costs. They will also be more aware of duty reliefs and simplified procedures from which they may benefit. Reduced administration costs for Government through increased voluntary compliance.	Administrative changes	Implemented.

## Trade, Employment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.189 HMICE	The Tobacco Products (Descriptions of Products) Order 2003: SI 2003 No. 1471.	Defines for the first time in one piece of UK legislation all the tobacco products (ie cigarettes, cigars, hand-rolling tobacco, other smoking tobacco and chewing tobacco) that are subject to the excise duty (tobacco products duty). The UK manufacturers welcomed the measure as a consolidation and simplification of existing legislation.	Manufacturers and importers of tobacco products, administrators and control officers. Brings UK definitions of tobacco products into line with those in the relevant EC directives. Removes risk of infraction proceedings by European Commission. Defines 'other smoking tobacco' (commonly known as 'pipe tobacco') for the first time in UK legislation. Provides full definition of 'chewing tobacco'. Puts all the definitions in one piece of legislation. (The previous definitions appeared in 3 pieces of legislation.)	Secondary legislation	Order approved by House of Commons and came into force on 1 August 2003.
1.202 HSE	Health and safety: help for business advisers to reach small businesses with the health and safety message.	Development of interactive health and safety tools for the business support network.	<i>Small businesses</i> via the business adviser network. The tools will help <i>small businesses</i> manage the impact of regulations. Business advisers will use the tools to assist their clients in identifying potential health and safety hazards and to put together an action plan to help manage health and safety in their businesses. This will also make it easier for <i>small businesses</i> to access appropriate advice and support on managing health and safety.	Administrative changes	Completed. Tools launched on 19 May 2003, delivery ongoing.
5.06 HO	Proof-of-Age Standards Scheme (PASS).	The Licensing (Young Persons) Act 2000 and the Criminal Justice and Police Act 2001 made it an offence for retailers to sell age-restricted products such as alcohol, tobacco, videos, solvents and fireworks to persons under the specified age.	Retailers. The PASS proposal set out minimum standards for card operators. For example, the cards should carry on the front the name, date of birth and photograph of the holder plus a hologram PASS logo identifying the card as endorsed by Government. <i>Small businesses</i> . It benefits businesses by making it easier to comply with regulations, plus benefits enforcers by making it easier to achieve high compliance rates and allowing more time to target law-breakers.	Administrative changes	Completed.
1.252 SBS	The Enforcement Concordat: <i>Good Practice Guide</i> .	The Enforcement Concordat is another key part of the Government's drive for better, simpler regulation. The Concordat provides a means for carrying out enforcement functions in an even-handed, proportionate and consistent manner. The <i>Good Practice Guide</i> highlights the work that enforcers have done in putting the Concordat's principles into practice, builds on the successes so far, and points the way to increased partnership between enforcers and business.	<i>Small businesses</i> . It benefits businesses by making it easier to understand the rules and regulations associated with setting up and developing a business.	Guidance	The <i>Guide</i> can now be obtained from the DTI publications orderline.
1.253 SBS	The <i>No-nonsense Guide</i> to government rules and regulations for setting up your business.	A guide for people thinking of running a business or working for themselves. The 100-page <i>No-nonsense Guide</i> advises what individuals need to know about the legal and official side of starting up on their own. The <i>Guide</i> also explains the regulations that might affect a growing business – from getting new premises to employing people.	<i>Small businesses</i> . It benefits businesses by making it easier to understand the rules and regulations associated with setting up and developing a business.	Guidance	Hard copies are available through Business Link and the DTI orderline. An electronic version can be downloaded from the DTI website and copies will be made available on the business.gov site.

## Trade, Employment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.03 DTI	Audit threshold.	Raising of the threshold below which certain categories of small companies are not required to have their accounts audited. The maximum allowed under EC legislation is £5.6 million.	Companies with turnovers of between £1 million and £5.6 million, depending on where the threshold is set ( <b>small businesses</b> ). Potential to exempt tens of thousands of firms from audit requirements.	Secondary legislation	Level raised in 2000 to £1 million. Government consultation closed on 3 October 2003. S of S announced changes on 19 November 2003.
1.16 DTI	Patents law improvement.	The Patents Act 1977 and the Patents Rules 1995. <ul style="list-style-type: none"> <li>Relaxation of date of filing provisions (including allowing filing of a description in a foreign language).</li> <li>Revision of application formalities (including allowing reinstatement of withdrawn applications).</li> <li>Introduction of procedure to allow one as-of-right extension of non-statutory time limits.</li> <li>Introduction of procedure for allowing pre-grant reinstatement after a time limit has been missed.</li> <li>Introduction of procedure to allow late amendment/filing of priority claims under the Paris Convention.</li> <li>Deregulation of some aspects of the security provisions of sections 22 and 23 of the Act to relax existing burdens on UK residents, facilitate electronic filing, and provide time for filing translations of descriptions filed in a foreign language.</li> <li>Deregulation of section 30 to validate transactions of patents as property when the transaction document is signed only by the granter.</li> </ul>	Any person who applies for a patent, including <b>small businesses</b> . Simplification of the formal aspects of applying for, being granted, and maintaining a patent.	Regulatory Reform Order	Consultation completed on 30 May 2003. Initial parliamentary scrutiny began November 2003.
1.20 DTI	Weights and measures simplification.	Simplification and removal of burdens in legislation governing quantity control for packers and importers of packaged goods (Part V of Weights and Measures Act 1985 and subordinate legislation).	Companies selling goods by weight or volume (including <b>small businesses</b> ). To make legislation simpler for businesses to understand and comply with; to reduce the record-keeping requirements for businesses and to allow greater flexibility in the use of measuring and testing equipment.	Secondary legislation	No longer being taken forward via Regulatory Reform Order as secondary legislation was recognised as more suitable for delivering reforms. Delays caused by difficulties with the scope of previous deregulatory approaches. Consultation now planned for launch by March 2004.
1.21 HSE	Health and safety: zoos: withdrawal of approved Code of Practice.	To simplify existing health and safety guidance.	Zoos, employees and enforcement officers. The approved Code of Practice dates from 1985 and deals with health, safety and welfare standards for people working in zoos. The new approach will simplify and clarify what is required. The proposal will also benefit local authority enforcement officers.	Guidance	Draft guidance with publications team for document design and photography. Structural editing currently being undertaken by authors. Guidance now expected to be published late 2003.
1.50 DTI	Companies: allowing listed Public Limited Companies (PLCs) to buy and hold their own shares.	Proposed change to company law which will allow companies which purchase their own shares to hold them 'in treasury' for resale at a later date. At present, companies which buy back their own shares are required to cancel them.	Listed PLCs. Will give larger PLCs greater flexibility in managing their capital and will help them to reduce their capital costs.	Secondary legislation	A summary of responses to the consultation has just been published. Revised draft regulations will be published later in the year. However, the Inland Revenue will need to make consequential changes to tax law, and the Financial Services Authority, Stock Exchange and Take-over Panel will need to make consequential changes to the Listing Rules, AIM Rules and City Code respectively. All of these changes will need to come into effect on the same day. It will be 2004 before all of this is in place and in force.
1.51 DTI	Company law improvement.	Simplifying and improving the Company Law Framework following on from the Company Law Review report.	Companies of all sizes and types (including <b>small businesses</b> ). There is a complex interplay of measures, which we expect to lead to net savings for businesses.	Primary legislation	Further documents including further components of the draft bill to be published in due course. Published White Paper in July 2002.

## Trade, Employment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.52 DTI	Competition: modernisation of EU regime.	Commission proposals may lead to reduced burden of obtaining clearance for certain types of agreement and conduct.	Companies trading in more than one EU State (including <b>small businesses</b> ). Commission proposals hold out the prospect of reducing the burden on businesses of obtaining clearance from the Commission for certain types of agreement and courses of conduct. Direct legal costs to businesses of making notifications is estimated at £4 million a year. Companies and individuals holding copyrights. The visually impaired. Clarification of legal requirements and removal of minor burdens.	Primary and secondary legislation	Ministers and Heads of Government reached agreement on 26 November 2002. Implementation by 1 May 2004.
1.54 DTI	Copyright law clarification.	Some modest but useful changes in copyright law to make it clearer and to reduce several minor burdens on organisations. One major change involves exceptions to copyright to benefit visually impaired people.		Regulatory Reform Order	Private Members Bill to assist visually impaired people was expected to receive Royal Assent before summer recess 2002. Copyright and Trademarks (Offences and Enforcement) Act actually received Royal Assent in November 2002. Regulatory Reform Order cannot be completed until copyright directive implemented, which is hoped for by end of 2003.
1.58 DTI	Directory publishing	Reducing regulations applying to directory publishers by revoking regulations specifying invoice formats and simplifying repeat orders procedures.	Directory publishers (including <b>small businesses</b> ) and customers. Deregulatory measure which will reduce unnecessary administrative expense for directory publishers. Businesses in general will benefit from simplified requirements on invoice formats.	Regulatory Reform Order	Consultation exercise completed on 27 June 2003. DTI resolving issues relating to the Order's interaction with the e-commerce directive. It will be going to Parliamentary Counsel Office by the end of the year.
1.67 IR	Employer Programme: guidance.	Aims to improve Inland Revenue focus on employers by looking at support and guidance to employers, and to reduce burden on employers, enabling them to reduce compliance costs.	Employers, employees, Inland Revenue and <b>small businesses</b> . Improved guidance and accuracy of employer returns. Businesses will find it easier to comply with their responsibilities. Employees will receive entitlements more accurately and more promptly. Inland Revenue will have fewer errors to correct and more resource to support customers.	Guidance	CD-ROM issued January 2003 and updated May 2003 with learning package and tax and NICs calculators. Will be improved in January 2004 and new employers' CD-ROM will be issued in May 2004 – continuously review and assess guidance to improve, using feedback from employers. Products issued to date have been welcomed in usability testing and post-issue surveys. This is an ongoing measure.
1.88 HSE	Health and safety: increasing effectiveness.	Development of new mechanisms to ensure that existing legislation works more effectively, rather than introduce new legislation.	Businesses and self-employed. A combination of measures to improve compliance, promote continuous improvement, develop skills and support systems. Working closely with stakeholders to achieve targets in the Health and Safety Commission Plan of Work 2001-04. Priorities include: falls from height; workplace transport; musculo-skeletal disorders; stress; construction; agriculture; health services; and slips and trips.	Guidance	Solid progress in all areas. Consulting and interacting with stakeholders across whole work programme. Progress includes numerous projects to: – develop knowledge base to inform projects; and – support business in meeting existing legislation effectively (eg via revised and new guidance, seminars and other events, use of IT, development of standards).

Trade, Employment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.89 HSE	Health and safety: increasing use of voluntary approaches, eg health and safety on boardroom agendas.	1. To test a voluntary approach to ensuring health and safety features on boardroom agendas. 2. To encourage 350 companies with top turnover to report publicly annually on their policies, targets and goals.	Businesses. Achieve improved health and safety standards/performance without increasing legislative load, through publication of guidance via website and HSE books.	Administrative changes	1. Guidance issued July 2001; currently under evaluation. Baseline research published in May 2002. Follow-up research undertaken December 2002 and January 2003, published July 2003. 2. Guidance issued in March 2001; currently under evaluation. Baseline research published in May 2002. Follow-up research began November 2002; published January 2003. Revised guidance to be considered by HSC in October 2003. The plan is to extend the scheme to all businesses employing over 250 staff by 2004.
1.90 DWP	Health and safety: review of health and safety proposals for the Safety Bill.	To help businesses by clarifying company directors' responsibilities for health and safety; to improve consistency in local authority enforcement of health and safety.	All sectors, including the hospitality, retail and service industries. Improved consistency and clarification of procedures.	Primary legislation	DWP lead department, with input from HSE. Part of measures which resulted from Railways and Transport Safety Bill. Likely to be taken forward by a mixture of Regulatory Reform Orders and possible third session bill.
1.91 HSE	Health and safety: fundamental review of health and safety incident reporting legislation.	To provide a simpler set of reporting requirements for businesses.	Businesses (including <b>small businesses</b> ), self-employed and public sector. Simplify and clarify current widely misunderstood requirements, take account of modern world of work, improve quality of data reported.	Secondary legislation	Preparation underway. Issue discussion document 2003/04. Consider responses and issue consultation document 2004/05.
1.92 HSE	Health and safety: revision of the health and safety enforcing authority regulations.	To simplify and clarify the health and safety enforcement demarcation between HSE and local authorities.	Businesses (including <b>small businesses</b> ), self-employed and local authorities. A more transparent split of enforcement responsibilities between HSE and local authorities.	Secondary legislation	Project on hold pending development of Health and Safety Commission strategy (to 2010 and beyond) and agreement on the role that local authorities will play.
1.95 HMCE	International trade: commodities.	To enable businesses engaged in international trade to classify commodities more efficiently through the provision of an electronic tariff and associated classification tool.	Businesses. Improved levels of compliance from businesses engaged in international trade through easing the process for transactions.	Administrative changes	An electronic tariff and associated functionality remains a high priority as part of the Customs international trade 'Blueprint' strategy which will e-enable all back-office services. Delivery is planned within the first two years (2003-04) in line with wider HMCE strategic developments. NOW BEING TAKEN FORWARD UNDER 1.98 – SEE THAT ENTRY FOR PROGRESS.
1.96 HMCE	International trade: free flow.	A package of measures is planned to reduce Customs' intervention in the free flow of international trade, including single authorisations to cover all regimes/disciplines used by a trader.	Import/export businesses. To improve trade, while creating more effective Customs controls where these are needed. Faster clearance of goods and less paperwork.	Administrative changes	The move to a single authorisation for international trade regimes/disciplines is being progressed as part of the Customs 'Blueprint' in line with developing a package of service options available to compliant traders. The aim is to deliver this within the first two years of the programme. EU considerations and the development of Single European Authorisations are key elements. NOW BEING TAKEN FORWARD UNDER 1.98 – SEE THAT ENTRY FOR PROGRESS.

## Trade, Employment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.97 HMCE	International trade: paperless entries.	Enables more traders to make electronic import declarations and retain supporting documentation at their premises.	Import/export businesses. Reduced compliance costs. Increases the options available to the trade to make their declarations. Reduces the volume of location-specific work in the Department.	Administrative changes	89% of import declarations are now paperless. Work is ongoing to enable the remainder to be paperless as part of the Customs 'Blueprint'. The New Export System, which came into full implementation on 31 July 2003, covers export declarations. Transit declarations will follow under the New Computerised Transit System. NOW BEING TAKEN FORWARD UNDER 1.98 – SEE THAT ENTRY FOR PROGRESS.
1.98 HMCE	International trade: a framework for change.	A package of measures to facilitate and e-enable legitimate trade, whilst making Customs controls – where they need to operate – more effective.	Importers and exporters (including <b>small businesses</b> ), government departments. Single declaration to all Government departments involved in import and export control. Less bureaucracy for importers and exporters. Better quality information available to departments with potentially better focused environment controls.	Administrative changes	The Customs 'Blueprint' for international trade change is now at feasibility stage. Business-critical projects underpinning the Blueprint are now at implementation/evaluation stage. Completion will now be ongoing over 2003–07.
1.103 DH	Medical Devices Directive.	Medical Devices Agency agreed with industry to amend the Medical Devices Directive, rather than have a fundamental revision of the Directive.	Industry, Medical Devices Agency and the public sector. To improve control for some higher risk products and to make the Directive more transparent in key areas of Implementation. Amendments should be of benefit not only to manufacturers but also to users and regulators across Europe.	Secondary legislation	Completion now set for end of 2003/04.
1.107 DH	Medicines licensing.	The proposed changes to the Medicines Act 1968 will introduce continuous licensing. Manufacturers and wholesale dealers of human and veterinary medicinal products currently have to renew their licences every 5 years.	Manufacturers, wholesale dealers and the Medicines Control Agency. The removal of the renewal requirement will reduce burdens on the pharmaceutical industry without compromising patient safety or public health. It will not affect the right of the licensing authority to inspect licence holders, nor to remove licences when this is necessary.	Regulatory Reform Order	Considering COLA's advice to remove the requirement to renew a manufacturer's/wholesaler's licence under section 2(2) of the FCA, Medicines and Healthcare Products Regulatory Agency is still considering advice from law officers on disapplying section 24.
1.108 DH	Medicines: review of EU medicines regulatory regime.	To amend the EU medicines regulatory regime.	Pharmaceutical sector. The UK supports the aim of the reform as it ensures a high level of public health protection and recognises that the regulatory environment is important to industry competitiveness.	EU legislation	The Medicines Control Agency completed a public consultation in May 2002. Ongoing liaison with industry continues. Member States reached political agreement at the 2–3 June 2003 Council meeting on the changes to Regulation 2309/93 and the directive on human medicines. Common position autumn 2003. Completion date: 2004/05.
1.112 DTI	Oil and gas: simplification of licence procedures.	Simplification of licensing procedures in the oil and gas sectors.	Firms in the oil and gas sectors. Introduction of new general consent for the creation and amendment of joint operating agreements and for certain charges on petroleum licences, removing the need for cumbersome individual consents.	Administrative changes	Currently discussing with Cabinet Office and legal department. Awaiting responses and then intend to progress quickly.

Trade, Employment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.116 DWP	Pensions: reform of Minimum Funding Requirement for occupational pensions.	Replacing the Minimum Funding Requirement (MFR) with a long-term scheme-specific funding standard with additional measures to strengthen protection for pension scheme members.	Providers and members of occupational pension schemes. Cost-effective sustainable pension protection, without damaging consequences for investment.	Primary and secondary legislation	Stage 1 delivered on time. Interim changes to the MFR were brought forward in the Occupational Pension Schemes (Minimum Funding Requirement and Miscellaneous Amendments) Regulations 2002. Replacement of the MFR will be taken forward with government proposals for wider pensions reform/ simplification (see 1.117 below).
1.117 DWP	Pensions: simplification of private pensions legislation.	To carry out a comprehensive review of all DWP private pensions legislation to identify a package of options for simplification and reduction of compliance costs.	Providers and members of occupational pension schemes. The costs of compliance with regulations are borne by pension providers (employers and insurance companies), so a reduction in compliance costs will mean better value for scheme members and/or providers. A simplification of the regulatory framework will also result in a more transparent pension system.	Primary legislation	Stage 1 delivered on time. The Pickering Report was published on 11 July 2002. The (related) Sandler Report (HMT lead) was published on 9 July 2002. Inland Revenue tax simplification review on pensions and government Green Paper published on 17 December 2002. Following consultation on the Green Paper, the Government's plans were published on 11 June 2003 and legislation was announced in the Queen's Speech on 26 November 2003.
1.119 HO	Pharmaceutical companies' records: computerisation.	Changes to the regulations under the Misuse of Drugs Act 1971 to permit pharmaceutical companies and pharmacies to keep computerised records instead of manual records as at present. Will also allow doctors to keep computerised records and drop the requirement to hand-write prescriptions.	Pharmaceutical companies, pharmacists and doctors. This will ease the administrative burden on businesses in the pharmaceutical sector. The savings in a pharmacist's time spent on recording controlled drugs, issued on prescription, could be up to one hour per week. The level of efficiency savings to businesses will be identified during the consultation exercise.	Secondary legislation	Consultation ran from 21 May 2003 to 22 August 2003. Results of consultation to be analysed.
1.123 DTI	Radio spectrum trading.	Changes will enable businesses to gain access to spectrum through a secondary market instead of having to obtain a licence from the Radiocommunications Agency.	Broadcasters and others in the communications sector. A more efficient use of the radio spectrum will have very substantial economic gains.	Primary legislation	Decisions on liberalising spectrum use will fall to Ofcom under the Communications Act 2003, with this transfer of functions planned for 29 December 2003. Work is underway to explore scope for further liberalising spectrum use; a study on the constraints imposed by international harmonisation is due to be completed by March 2004. Spectrum trading expected to be introduced by end of 2004.
1.124 DTI	Radio-communications licensing information.	Publishing more information about the licensed use of radio.	All spectrum users. Greater and wider availability of data will enable firms in the sector to make better informed decisions about mast sharing, spectrum trading, self-assignment of spectrum, etc.	Administrative changes	New Communications Act will allow Ofcom to make statutory regulations to enable more information to be disclosed. Completion date: late 2004.
1.149 DTI	Trading stamps: repealing the Trading Stamps Act.	Abolition of Trading Stamps Act: 1964 will remove uncertainty over compliance requirements for businesses issuing electronic loyalty cards and for new schemes operated over the internet.	Firms with loyalty schemes, or planning them. Companies running loyalty schemes have to ensure that they do not fall foul of this Act, and to give loyalty coupons, etc a monetary value as a result of it. Abolishing it will remove this pointless activity, though the savings are unlikely to be very large.	Regulatory Reform Order	Consultation exercise ended 20 August 2003. Currently analysing responses to the consultation and awaiting summary.

## Trade, Employment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.015 DTI	Offshore wind farms: easing the consents procedure.	Simplifying consents procedure for offshore wind farms.	Energy companies. Consents procedure for such wind farms will be greatly eased, saving business costs.	Regulatory Reform Order	Now tied in with joint DTI/DEFRA/DFT offshore/ marine review. Steering group has recommended primary legislation. Cabinet Office has suggested further consideration should be given to Regulatory Reform Order route.
1.173 HSE	Health and safety: chemicals: reviewing the requirements for controlling risks to health arising from chemical agents in the workplace.	To simplify and modernise the system controlling health risks from chemicals in the workplace.	Businesses, (including <b>small businesses</b> ) are expected to be the major beneficiaries. Free access to the internet tool, providing simple step-by-step guidance aimed at small and medium-sized enterprises. The Occupational Exposure Limit framework (which applies to hazardous substances used in the workplace) is being reviewed to make it easier for firms to understand and comply with. It is also intended to improve compatibility with existing EU legislation.	Secondary legislation	COSHH* Essentials guidance published 1999. E-COSHH* Essentials, an electronic internet-based version of the guidance, went live in April 2002. Phase 2 of COSHH Essentials was launched on 8 October 2003 and included new guidance sheets on working in foundries and the rubber and wood industries (the top 3 causes of occupational asthma) and on working in occupations in the local authority enforced sector. Currently developing proposals to simplify the Occupational Exposure Limit system. A consultative document was published on 1 October 2003 recommending a change to a single limit system supported by good occupational hygiene practice. (*Control of Substances Hazardous to Health regulations.) Completion date: spring 2004.
1.174 HSE	Health and safety: manufacture and storage of explosives	To simplify existing legislation.	Businesses and local authorities. HSE is bringing forward proposals for new regulations and an approved code of practice on the manufacture and storage of explosives. This will replace requirements of the Victorian Explosives Act 1875 and revoke 41 items of secondary legislation. One of the key aims of the project is to reduce the volume of legislation, make it easier to understand and reduce costs.	Secondary legislation	Formal consultation ended July 2002. Draft regulations to Minister November 2003. Into force 10 May 2004.
1.175 DTI	Sunday trading notification requirements.	Proposal to remove the requirements for large shops to notify their Sunday opening hours to local authorities and for local authorities to maintain a register of such notifications.	Businesses and local authorities. Remove unnecessary administrative burden on large shops and local authorities.	Regulatory Reform Order	Consultation exercises completed on 27 June 2003. Looking to lay for parliamentary scrutiny in autumn, with order coming into force in spring 2004.
1.180 DEFRA	New, more detailed best practice guidance for businesses on how to make green claims, including for the first time advice targeted at particular sectors agreed by the trade associations concerned.	Publication of generic and selected sector-specific guidance notes explaining the legislative requirements for making green claims, and how to achieve best practice as set out in ISO 14001 and the voluntary Green Claims Code.	Businesses (including <b>small businesses</b> ) and consumers. Greater effectiveness of the existing regulatory framework for green claims. The new guidance will also extend to areas not currently covered by legislation, and should make the need for further regulation in this area less likely.	Guidance	Draft guidance currently being finalised following consultation with stakeholders. Guidance to be published December 2003.

Trade, Employment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.185 DEFRA	Section 118 of the Medicines Act (prohibits disclosure of information) and regulation 14 of the Marketing Authorisation Regulations 1994.	Retention, replacement or repeal of section 118 and regulation 14.	Public and companies developing and marketing veterinary medicinal products. Increased transparency of government business and the amount of information available to the public.	Secondary legislation	Out to external consultation. Deadline for comments 28 March 2003.
1.194 HMCE	E-business: electronic Binding Tariff Information (BTI) application.	Enhancing online facilities by providing businesses with a web-based BTI application form	Businesses (including <b>small businesses</b> ) engaged in international trade. Improved customer service through quicker processing of electronic applications. Reduced risk of delays to clearance while awaiting classification of goods at importation.	Administrative changes	Electronic form has been developed and is undergoing final testing before deployment via the Government Gateway.
1.195 HMCE	Waiving small amounts of customs duty on imports of small consignments (parcels/parcels).	The measure removes payment of customs duty on imports of low-value goods. Its introduction has been welcomed by businesses including Royal Mail and express couriers. Consumers too will benefit as generally they will not have to pay customs duty on goods with a value below £200.	Customs – it will simplify the charging process at the postal depots, meaning staff can process and clear goods faster. Businesses (including <b>small businesses</b> ) – it will make imports cheaper and also reduce the amount of tax charged to traders' import deferment accounts. Royal Mail – faster clearance by Customs should lead to better delivery times. Express couriers – it will reduce the amounts of tax charged to their deferment accounts. Consumers – it will make imports of goods cheaper.	Administrative changes	The change is allowed under current EC legislation. Change agreed. Preparations being made for implementation. Completion date by 31 March 2004.
1.200 HSE	Health and safety: regulation of the railways.	Railway-specific legislation on safety cases, approvals and safety-critical work will be revised following reviews and evaluations of the regulations while at the same time implementing some of Lord Cullen's recommendations (following the Ladbroke Grove rail accident) and aspects of the EU Safety Directive.	Rail industry duty holders. Industry duty holders will have a revised, modern set of regulations to comply with, which should simplify and clarify duties. Implementation of aspects of EU Safety Directive should also provide stability of regulations, avoiding short-term changes in 2006.	Secondary legislation	Minor changes to safety case regulations were delivered in April 2003. Industry stakeholder discussions were held. Discussion document Q3 2003/04. Consultation document Q2 2004/05. Health and Safety Commission to advise Ministers and Ministers' agreement to revised regulations Q4 of 2004/05. Completion date: spring 2005.
1.201 HSE	Health and safety: HSE's existing 'small firms website'.	The redesigned site will provide access to information on 'getting started', 'does this concern me?', 'what you must do', FAQs, useful tools, research, etc. The site will also promote HSE's national telephone helpline and an opportunity to feedback views. HSE has also developed the concept of online communities and there will be an opportunity to adopt these techniques if and when required. The site will be linked to the business.gov portal currently in development.	Businesses generally, but particularly <b>small businesses</b> and start-ups. The site should: – help explain responsibilities simply and clearly; and – help existing legislation work more effectively; – provide easier access to user-friendly health and safety information. The site will also make it easier for HSE staff to distribute material, new tools, etc in the future.	Guidance	Website redesign underway. September 2003: complete internal field test. October 2003: pilot with small businesses. Completion date: March 2004 (provisional).
1.203 HO	Requirement for carriers to make use of new detection technology (NDT) to avoid carriers' liability charges.	Carriers are being consulted on changes to the guidance contained in 'Charging Procedures: A Guide for Carriers'. The guidance is to help carriers such as road hauliers ensure they do not carry stowaways or inadequately documented passengers.	Ferry companies can avoid carriers' liability charges by using the NDT. Road hauliers will avoid civil penalties by using the ports where ferry companies operate the NDT. Increased security at ports. Reduction in numbers of inadequately documented arrivals and stowaways arriving on ferry services.	Administrative changes	Consultation document published on 6 October 2003, for responses by 9 January 2004.

## Trade, Employment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.213 DTI	Ofgem to undertake regulatory and environmental impact assessments.	Energy White Paper announced that Ofgem had now decided to undertake regulatory and environmental impact assessments for all significant new proposals, and that Statutory backing would be given for this.	Licencees and customers. Regulatory decisions made much more transparent, providing licencees and other interested parties with greater understanding of the development of policies.	Primary legislation	Measures already in force on a voluntary basis. If Brian White Bill is unsuccessful (due to be considered in the Lords (second reading 12 September 2003)), relevant clauses will be transferred to the Energy Bill.
1.214 DTI	Possible introduction of an appeal mechanism to improve the accountability and transparency of Ofgem.	The Energy White Paper included a commitment to consult on the introduction of measures to improve the accountability and transparency of Ofgem decisions on modifications to industry codes, including the possible introduction of an appeals mechanism.	Gas and electricity licencees. Regulatory decisions more transparent and accountable.	Primary legislation	Public consultation completed June 2003. Discussions underway with Ofgem. Completion date: on completion of the Energy Bill.
1.216 DTI	Repeals of the Petroleum Act 1998: 1. Repeal of section 5 (9) to take away requirement for licence changes to be affected by deed; and 2. Repeal of section 4(1). Secretary of State to prescribe Model Clauses to be incorporated into licencees granted.	Licencees would no longer have to be granted under seal.  There are around 350 Model Clauses mainly covered by the Petroleum (Current Model Clauses) Order 1999. There is an increasing need for licensing administration to change terms of such Model Clauses (or adopt different Model Clauses) in each new licensing round.	Key stakeholders are oil and gas exploration companies. However, all companies involved in the sector should benefit from continued activity. Here there is currently a burden on DTI and the oil and gas industry. Administrative cost savings for Government could amount to between £10,000 and £20,000 per year.  A letter confirming or amending the licence terms would be sufficient notification to the licencee(s). Removing the requirement will streamline procedures and add flexibility and clarity to the process – licencees will be able to see, within the licence, the exact terms and requirements.	Regulatory Reform Order	DTI lawyers have endorsed proposals. Aiming to consult by March 2004. Completion date: January 2005.
1.217 DTI	Weight/price thresholds for the area that can be reserved to Royal Mail.	The EU Postal Directive 2002/39/EC has the effect of reducing the size of the area that a Member State may reserve to allow the universal service provider to fulfil its duties. It has two stages, with a reduction in weight/price steps to 80p/100 grams in 2003 and 65p/50 grams in 2006.	Private sector operators. All (business and public) consumers of postal services. The lower thresholds will allow new operators to enter more of the market than was previously accessible, leading to greater competition and consumer choice.	Secondary legislation	Laid before Parliament on 11 December 2002 and implemented on 1 January 2003. (Regulation 8 comes into force on 1 January 2006.)
1.218 DTI	Reducing restrictions on the provision of postal services.	Amending section 7 of the Postal Services Act 2000 by increasing the range of activities which are exempt from licence requirements.	Private sector operators. All (business and public) consumers of postal services. Increasing the range of activities that are exempt from licence requirements will further liberalise the market, attract new operators and so contribute to greater consumer choice.	Secondary legislation	Revised consultation document issued July 2003. Completion date: once advice of Postcomm is known (awaiting decision document of consultation) and if proposed amendment confirmed, then as soon as parliamentary time allows from autumn 2003. Proposed order laid for stage 1 scrutiny at end 2003 and approval in early 2004.

Trade, Employment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.222 DTI	Introduction of Community Interest Companies (CICs) to allow easier establishment of not-for-profit enterprises.	Makes it easier and cheaper for companies to set up not-for-profit enterprises. Small additional regulatory burden to police asset lock and community benefit.	Social enterprises and community-based not-for-profit companies working in the community interest. Offsets the cost of regulation by ensuring that the additional cost of registering a CIC is similar to that of the cost of registering an ordinary company (currently £20), thus making incorporation affordable and attractive to the sector. Reduced set-up costs for companies requiring an entrenched asset lock. Development of model constitutions may enable social enterprises to adopt better business practices, which could result in savings by reducing the need to seek further advice on set-up and ongoing governance.	Primary legislation	Initial instructions sent to parliamentary council. Completion date: late 2004.
1.223 DTI	Introduction of European companies to simplify cross-border operation.	Legislation to give effect in UK law to EC regulation creating a new form of European company for businesses with cross-border operations. Also legislation to implement an associated directive on employee involvement in such companies.	Principally large companies with operations in more than one EU Member State. The European company will be entirely optional. It will offer a new form of corporate vehicle which some companies may find useful in simplifying their cross-border operations.	Secondary legislation	Draft statutory instrument and consultation document almost complete. Completion date: UK legislation to be made by March 2004. Regulation and UK legislation will come into effect on 8 October 2004.
1.224 DTI	Deregulatory elements in the requirements for unit pricing of goods.	Revision by Statutory Instrument of the Price Marking Order 1999.	Retailers (including <b>small businesses</b> ). Largely technical changes: mainly to the technical Annex to the Order which lists products that may be priced in non-standard units. Some deregulatory elements: – sales promotions (eg 20% of all stock) can be advertised by general notice, rather than re-pricing individual items; – proximate pricing is not required in the case of jewellery over £3,000 displayed in windows (for security reasons); and – special provision made for jewellers (typically Asian) who price products by the weight of gold.	Secondary legislation	Final draft of order submitted to Minister in December 2003. The order will come into force 6 months after it is made.
1.225 DTI	Review of the Distance Selling (Consumer Protection) Regulations 2000.	Commission preparing a report for consultation.	Reduce burdens on <b>small businesses</b> . Maintain protection for consumers. Looking at both EU and domestic issues.	Secondary legislation	DTI, OFT, and Legal considering revisions. Completion date: commission report due autumn 2003.
1.226 DTI	The Government Chemist Programme Regulatory Advisory Service.	The programme produces regulatory guides for regulated industries, particularly small and medium-sized enterprises, in order to help them comply with current and emerging regulation. The need for an atlas for the environment sector will be investigated and an atlas of biotechnology regulations will be promoted.	Membership of 90 companies, mainly <b>small businesses</b> . The programme will supply expert guidance to companies obligated to demonstrate compliance with regulations.	Guidance	Extended in 2002/03 to include food regulatory issues. During 2003/04: extended to support the biotechnology and medical devices sectors; the Food Atlas will be launched as a web version; the Chemicals Atlas will be updated; and guidance will be supplied on new pollution prevention and control measures.

## Trade, Employment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
5.04 DTI	Notification of television sales to TV Licensing.	Regulations made under the Wireless Telegraphy Act 1967 require retailers to advise TV Licensing within 28 days of transaction details relating to the sale or rental of television sets, set-top boxes, personal computers with TV enabling cards or PCTV cards sold separately. Retailers argued that the requirement to collect names and addresses was excessively time-consuming and that the consequent delays at checkouts inconvenienced customers.	Retailers. TV Licensing set up a working group to examine the whole problem of maximising licence revenue while minimising the administrative burden on retailers.	Review	The working group's review concluded that increased electronic notification afforded the best opportunity to streamline the process of informing TV Licensing of sales and rentals of receiving equipment. A National Dealer Manager for TV Licensing was appointed in September 2003 to take this forward. Consultation with trade bodies such as the Radio, Electrical and Television Retailers' Association and the British Retail Consortium aims to encourage electronic notification and a new web-based notification system is being developed. The website, together with a CD version, will be launched in Q1 2004.
1.236 DTI	Amending the Weights and Measures Act 1985 and associated secondary legislation.	Amendments to facilitate electronic communications.	Businesses such as manufacturers of weighing and measuring instruments. Persons performing instrument verification. This will permit greater flexibility and choice in the methods of keeping and transmitting records.	Secondary legislation	Not yet started. Completion date: 2006.
1.237 DTI	National requirements for weighing and measuring instruments.	National legislation needs to be amended to make provision for the implementation of the Measuring Instruments Directive (MID).	Businesses manufacturing weighing and measuring equipment and their customers. Consumers. The provisions of the MID will contain a wider range of and, in some cases, more relaxed conformity assessment procedures for instruments.	Secondary legislation	Common position achieved on MID in July 2003. Aim to draft statutory instrument by July 2004, consult by January 2005 and lay before Parliament by November 2005. Completion date: April 2006.
1.238 DTI	New regulations to permit the use of a new technology in the measurement of mass flow.	The new regulations will permit the use of Coriolis meters for measuring mass flow.	Businesses involved in the prescribed measurement of liquids. Businesses will have a greater choice in the technology and equipment they can use to measure mass flow. The new technology will provide a safer means of measuring volatile liquids such as petrol.	Secondary legislation	Consultation was completed in May 2001. Small business fitness test undertaken. Aim to lay before Parliament April 2004 and issue guidance May 2004. Completion date: August 2004.
1.239 DTI	Amending the Weights and Measures Act 1985 to allow businesses to undertake any necessary verification themselves.	To amend the Act to extend the classes of person who can undertake the verification (testing, passing as fit for use and stamping of weighing and measuring instruments) to include 'maintainers'.	Businesses conducting maintenance of weighing and measuring equipment and their customers. Consumers. Businesses that undertake the maintenance of weighing and measuring instruments will be able to undertake any necessary verification themselves, subject to grant of an approval. Equipment will be placed back into use more quickly after maintenance.	Regulatory Reform Order	Initial feasibility study/consultation with industry, LACORS and TSI completed February 2003. Recommendation to Lord Salisbury to investigate most suitable method to implement made March 2003. Complete investigation of legislative procedure by April 2004. Completion date: April 2006.

Trade, Employment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.240 DTI	Amending the Weighing Equipment (Non-automatic Weighing Machines) Regulations 2000.	The regulations are being amended to meet the UK's obligation to implement the requirements of R51 for automatic catchweighing instruments.	Businesses manufacturing and distributing these instruments. This will help to promote the free movement of these instruments and reduce barriers to trade at European and worldwide levels.	Secondary legislation	Consultation completed in July 2000 and regulations revised in July 2003. Regulatory Impact Assessment undertaken and nearing completion. Completion date: January 2004.
1.245 FSA	Food hygiene: guidance for small catering businesses.	Developing and testing 'Safer Food, Better Businesses', an innovative approach to food safety management in small catering businesses.	<b>Small catering businesses</b> will have an effective tool with which to manage food safety and improve public confidence.	Guidance	Subject to testing outcome, material for some catering businesses should be available in 2005.
1.246 HO	Strategy to tackle business-related crime.	Regional business crime reduction advisers will be employed throughout England and Wales, focusing on encouraging business involvement in existing crime reduction partnerships and initiatives, providing support and advice to business on crime reduction and implementing measures to tackle crime and fraud. A business crime team at the Home Office will implement the strategy, which was developed after a public consultation suggested that small and medium-sized businesses, along with retailers, were the most concerned about crime. This addition will also help to link business to the Crime Reduction Partnerships that have been set up.	<b>Small businesses</b> , private sector and individuals.	Administrative changes	Initiative announced 13 August 2003. Four advisers appointed. All ten advisers expected to be appointed by end December 2003.
1.249 DERRA	Representation for smaller businesses on the Advisory Committee on Packaging (ACP).	Appointment of a representative from this sector of industry to the ACP.	Will allow views of <b>small businesses</b> to be put forward and heard in a formal forum.	Administrative changes	Ministers considering whether it would be appropriate to include a small business representative on the ACP.
1.251 SBS	Business.gov: the provision of an internet-enabled information delivery service for small businesses and those wishing to start a business.	This cross-departmental programme aims to deliver a step change in the quality of government online services for business. At its heart will be a website through which users can access packages of information and services which align with business issues rather than Whitehall responsibilities. The service will be aimed particularly at small and medium-sized enterprises to access the information and services they need to run and develop their businesses, including compliance with government tax and regulatory requirements. The new service will provide the national online channel for the Business Link multi-channel support and advice service for businesses. It will be based on extensive customer research to ensure it meets their needs.	<b>Small businesses</b> . Saving businesses time and making them more confident of their dealings with Government, improving their awareness of external support and advisory services. Both will help them improve their productivity	Guidance	On target for initial launch mid-November 2003; full launch (supported by marketing) scheduled for April 2004.

## Social

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.80 FSA	Food labelling and standards.	EU Regulation 178/2002, laying down the general principles and requirements of food law, establishing the European Food Safety Authority (EFSA) and streamlining rapid alert and emergency arrangements. The general food law provisions establish basic requirements for the marketing of food and for the assurance of a safe food supply to consumers. The establishment of the EFSA is the cornerstone of a more strategic and harmonised approach towards food safety in Europe.	Businesses will benefit from a more transparent pan-European framework which will facilitate the functioning of the single market. Consumers will benefit from harmonised food safety requirements and the assessment of risk on a Europe-wide basis. This will further protect human health and consumers' interests in relation to food.	EU legislation	EFSA/General Food Law Regulation came into force on 21 February 2002. EFSA became fully operational on 1 July 2003. The Food Standards Agency has recently completed a review of domestic legislation to ensure conformity and will propose the necessary changes in a draft statutory instrument early in 2004. This will be followed by a second statutory instrument in the autumn of 2004, introducing new enforcement powers. These will coincide with new requirements on food and feed businesses to apply from 1 January 2005.
1.204 HO	Government and Voluntary Sector Compact Code of Good Practice – 5th Code.	Code is aimed at improving communications and strengthening further the relationship between Government, local authorities and community groups.	Aimed at promoting a better understanding of the community sector. Positive effect on way Government relates to community groups through its policies and practices.	Voluntary Code of Conduct	Published 15 July 2003. Previous 4 Codes published earlier.
1.09 DH	Corporate dentistry.	Changes to the Dentists Act will remove the restriction on the number of corporate bodies who are able to practise dentistry in section 42 of the Dentists Act 1984, whilst maintaining the accountability of these corporate bodies to the General Dental Council. Raising capital will become easier.	Patients, dentists and the NHS. This reform will result in better resourced and equipped dental practices which will be of major benefit to the public. It will also make NHS dental services more widely available. More cost-efficient dental services will benefit both private patients and the NHS by reducing unit costs. The reform will ensure that all who practise dentistry (ie dentists or lay directors of dental corporate bodies) are accountable to the General Dental Council for the maintenance of standards of care and the protection of patients.	Secondary legislation	An order under section 60 of the Health Act 1999 will be used to deliver reforms. The consultation on policy has been completed and the draft order is nearly completed. Completion now expected in June 2004.
1.49 DH	NHS charity accounting.	To remove an anomaly whereby NHS bodies are required to submit accounts to both the Charity Commission (under the 1993 Charities Act) and DH (under section 98 of the 1977 NHS Act).	NHS charities and users of their services. The main value of the reform will be to remove an anomaly. The NHS in England administers around £1.7 billion of charitable funds, ranging in size from £1,000 to £380 million. This includes funds for many former university and teaching hospitals. Savings will accrue to the NHS charities through reductions in bureaucracy and the simplification of accounting and auditing requirements for smaller funds.	Regulatory Reform Order	Resolving issues raised during consultation. Some slight delays; will be going to LP Committee for clearance very soon.
1.79 FSA	Food hygiene: consolidation and simplification of EU legislation.	EC proposals for 5 new legislative instruments to replace 17 EU directives which are inconsistent, prescriptive and difficult to enforce. The UK Government is negotiating to secure a better and more effective legislative framework.	Businesses will have greater flexibility to manage food safety in a cost-effective way by focusing on proportionate controls critical to food safety. Enforcement bodies will have a clearer framework, leading to easier enforcement. Consumers will benefit from the focus on the application of Hazard Analysis and Critical Control Point principles, bringing greater food safety assurances.	EU legislation	Formal common position was adopted on the first reading of the package of proposals at Environment Council on 27 October 2003. The proposals are likely to return to the European Parliament for second reading in January 2004. There is a strong possibility of agreement being reached and the proposals entering into force in the first half of 2004, if the formula agreed in the Council for the date of application is adopted. The legislation will apply from 1 January 2006 or 18 months after entry into force, whichever is the later.

Social – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.227 FSA	The Processed Cereal-based Foods and Baby Foods for Infants and Young Children Regulations 1997 and its amendments.	Implementation of Directive 2003/14/EC of 10 February 2003, amending Directive 91/321/EC on infant formulae and follow-on formulae.	The aim of the directive is to provide better health protection for infants and young children.	Secondary legislation	Consultation exercise completed. Directive 2003/14/EC must be implemented by 6 March 2004.
1.228 HO	Implementation of non-legislative proposals of Police Bureau/agency Task Force.	Proposals include: changes to criminal justice system (eg co-location with criminal justice units), passing tasks to local authorities (most require legislation); road traffic (eg private escorts for abnormal loads); IT changes (eg making best use of remote access to information); changes relating to crime (ensuring efficient and effective investigative practices adopted); other changes (eg risk model for decisions on single crewing); and Police Forms Editorial Board (eg reducing paperwork).	Private sector and individuals. Reducing administrative burdens on the police and eliminating unnecessary paperwork to ensure more police officers are available for front-line duty.	Administrative changes	Some proposals already taken forward (eg 5,000 forms made obsolete in 17 forces and 67 co-located criminal justice units in 26 police force areas). The majority of proposals will be actioned before end 2004.
1.07 HO	Charities: reducing the burdens.	A package of reforms aimed at easing administrative and other burdens and restrictions on the activities of charities, freeing small charities from the need to register and giving people better access to information on charities.	Charities. The reform will ease a range of administrative burdens and legal restrictions on charities.	Regulatory Reform Order	Government response to 'Private Action, Public Benefit' review published on 15 July 2003. Regulatory Reform Order proposal now superseded by wider reforms to be taken forward via primary legislation. Awaiting decision on possible Charities Bill when parliamentary time allows. If no bill slot granted, will aim to deliver original Regulatory Reform Order proposal by end 2004.
1.243 IR	Giving through the Self Assessment (SA) Return.	New section of SA Return to allow (encourage) SA taxpayers to donate all or part of any repayment to charity.	Charities and, as a result, those for whom they work. Intended to increase level of donations to charities. Charities will not have to claim relief on donations – Inland Revenue will make payments into their bank accounts and simply inform them this has been done. Easy channel for donor. Inland Revenue will maintain and publicise database of participating charities – donor will insert coded reference (without having to obtain details from the charity). For the first time tax relief will be available on anonymous donations. May be possible to extend benefits.	Primary legislation	Deadline for charities to register 30 September 2003. Over 30,000 charities already registered. IT work progressing well. Instructions for legislative drafting prepared. Changes to forms and guidance drafted. SA Returns to be issued in spring 2004 will include this facility.
1.247 DH	Perusal of a 'once only' philosophy on procurement in the NHS, thereby reducing bureaucracy.	DH tries to do things once on behalf of the NHS, as opposed to individual trusts having to repeat the exercise – eg standard terms and conditions of contract, operational procedure manuals, standard forms and processes, questionnaires such as asking suppliers what are their business continuity plans in case of disruption. DH provides speakers for numerous events aimed at explaining to small businesses how the NHS operates. Produces written material such as a booklet entitled <i>Selling to the NHS</i> , which is also available from DH's website: www.pasa.nhs.uk/suppliers/selling. DH also consults with trade representatives, eg on draft terms and conditions of contract.	NHS suppliers (including <b>small businesses</b> ). Business and corporate plans are published on DH's website, so that suppliers are aware of them.	Guidance	Ongoing. DH regularly meets with champions of small and innovative suppliers, eg Medlink. Regional Development Agencies regularly provide advice to procurement staff in the NHS regarding small businesses, eg a recent guide on how to help them through the legislative procurement process.

Social – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.248 DH	NHS ProCure21: a change in the method of procurement of healthcare facilities through the use of a framework with selected and rigorously tested partners.	Encouragement of small businesses to become involved in the supply chain. Also a web-based introduction service for small businesses from NHS Trust recommendation so that Principal Supply Chain Partners can use these firms in a local supply chain. Supporting the use of small businesses by the larger construction companies.	NHS suppliers (including <b>small businesses</b> ). Endeavouring to solve the shortfall and widening the supply chain to ensure national coverage. Benefits include: working in long-term partnerships with substantially fewer suppliers; development of best practice across the procurement process; best value to NHS clients; best value resulting from optimum whole-life costs; facilities coming online quicker from one scheme being applied to others through continuous learning; and identifying best practice and applying it to NHS schemes.	Administrative changes	The web-based introduction service completed: <a href="http://www.nhs-procure21.gov.uk">www.nhs-procure21.gov.uk</a> Supporting the Construction Accredited Partner Scheme being promoted by the National Federation of Builders.

Transport

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.44 DfT	Aviation: relieving burdens on the aviation industry.	To relax controls on the Joint Aviation Authorities' requirements for a Private Pilot's Licence (PPL).	UK recreational pilots. The new, less stringent, licence will restrict holders to flying in UK airspace, under daytime visual flight rules, using simple, single-engine piston types with a maximum weight of 2,000 kg and carrying a maximum of 3 passengers.	Secondary legislation	An Aircraft Owners and Pilots Association proposal for a new national PPL has been worked up between the Authority and the industry. Completed 1 July 2002.
1.152 DfT	Transport: single vehicle approval (SVA).	To create an SVA scheme for motorcycles and other light vehicles. Will help maintain GB retail sector for these vehicles, thereby preserving consumer choice and maintaining competition in the marketplace.	Motorcycle and light vehicle retailers and consumers. The scheme will ease the impact of the arrival of the mandatory European-type approval for motorcycles. Consumers will benefit from maintaining competition in the marketplace. Retailers will benefit as they would otherwise be adversely affected.	Secondary legislation	The EC has agreed our revised Mutual Recognition clause. The motorcycle SVA Regulations were laid on 31 July 2003 and came into force on 8 August 2003.
1.156 DfT	Vehicles: identity checks.	Preventing or deterring stolen vehicles being sold back in the trade with false identities, under the Vehicle (Crime) Act 2001.	Consumers, insurers and motor trade. Greater confidence on the part of the consumer and lower insurance premiums. Police will be free to investigate other crime, since the DTLR is now undertaking investigations rather than the police.	Secondary legislation	Regulations completed 18 September 2002, and came into effect 7 April 2003.
1.45 DfT	Aviation: single European sky.	To facilitate airline operations by generating 4 sets of regulations implementing EC regulations: <ul style="list-style-type: none"> <li>- a framework regulation, followed by regulations on the provision of air navigation services;</li> <li>- the organisation and use of airspace; and</li> <li>- management of air traffic networks.</li> </ul>	Aviation industry and its customers. The reform will bring air traffic management practices and regulations of EC Member States into line with each other to the benefit of UK airlines and their customers. No additional costs or administrative burdens will be imposed, and the new system has the potential to offer significant cost benefits for the aviation industry and its customers and to reduce the adverse environmental impact caused by excessive fuel burn due to inefficient air traffic management.	Secondary legislation	Parliamentary scrutiny cleared in July 2002. Outcome of second consultation document on single European sky issued in August 2002. This will be implemented by European legislation. It is going through the co-decision process. Common position was reached in March 2003. The proposal went to conciliation on 14 October 2003.
1.46 DfT	Aviation: unified directions to simplify existing directions.	Mandatory security requirements currently contained in over 12 different directions to be brought together into one consolidated direction for all airports and one for all airlines.	Aviation industry and DTLR inspectors. Single reference point for industry in relation to all mandatory security requirements.	Secondary legislation	Single Direction to aerodrome managers issued on 1 December 2001. Work on Single Direction to aircraft operators was put on hold post-11 September 2001. Work has been affected by the need to implement heightened aviation security measures following this. The whole range of baseline measures which these directions cover has needed to be looked at again in light of those events. A revised Single Direction to aerodrome managers was issued on 31 July 2002 as SDAM 1/02. The direction to aircraft operators has been out for consultation. This was discussed in the sub-committee of the National Aviation Security Committee on 28 August 2003. The direction is being drafted for issue in early 2004.

## Transport – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.65 DfT	E-business: traffic area network modernisation.	To improve services to, and reduce the burden on, commercial vehicle operators.	Commercial vehicle operators (including <b>small businesses</b> ). The new electronic services will allow operators to carry out transactions over the internet and by telephone which currently require written communication. There will be significant savings to operators in terms of administrative effort.	Secondary legislation	Final draft ready Will be timed for introduction when electronic services are introduced. The order is likely to be made in January 2004.
1.125 DfT	Road Traffic Regulation review.	A review of Road Traffic Regulation law in 1996/97 identified scope for updating, rationalising and consolidating legislation.	Local authorities (LAs). The 'housekeeping' to the legislation will make it easier and possibly cheaper for LAs to deal with traffic regulation matters. The changes will include the repeal or reduction of a number of consents that will help LAs.	Regulatory Reform Order	The scope of this Regulatory Reform Order has been agreed. The aim is to consult in 2004 on the proposed reforms. Completion date is now 2005.
1.147 DfT	Taxi/private hire vehicle (PHV) regulation (England (outside London) and Wales).	1. Remove requirement for Secretary of State approval of local authority resolutions to amalgamate taxi zones. 2. Standardising driver and operator licence duration. 3. Remove local authority powers to restrict taxi licence numbers in their area. 4. Clarify/simplify the position on PHV hirings across the borders of different licensing authorities.	Local authorities; trade and, in some instances, the public. 1. Removal of central government approval for a local matter. 2. Removal of burden for trade. 3. Would-be taxi drivers would benefit from removal of a barrier to entering trade and passengers would benefit from (presumed) greater number of taxis. 4. Simplification of current confusing situation for operators and enforcement bodies and benefit for passengers from (presumed) increased availability of PHVs.	Regulatory Reform Order	Proposal (1) has been transferred to be part of the Local Authority Consent Regime Regulatory Reform Order (see 2.29); proposals (2), (3) and (4) are being considered by Ministers.
1.151 DfT	Transport: dangerous goods.	To simplify the biennial update of the Transport of Dangerous Goods by Road and the Transport of Dangerous Goods by Rail regulations.	Businesses (including <b>small businesses</b> ). One set of regulations will simplify, update and revoke 10 existing sets of regulations. Future amending of European directives can be brought into effect more simply.	Secondary legislation	Consultation completed in September 2003. Due to come into force in March 2004.
1.153 DfT	Vehicles: car checking companies – providing information.	To place the service of selling vehicle-specific information on a proper legal footing, enabling it to continue.	Individual motorists; prospective vehicle purchasers. A motorist-friendly policy that allows prospective purchasers to use data for vehicle checking purposes. DVLA also proposes to provide prospective purchasers of used vehicles with additional information about vehicles categorised as 'seriously damaged'.	Primary legislation	Legal advice to date has suggested that the intention to charge a profit element for providing information to the car checking companies is contentious. Issue has been wrapped up in a wider consideration of the powers of DVLA to release data.
1.154 DfT	Vehicles: cherished number transfers: Third Part Allocation at Retention.	To seek a power which will allow third parties to be granted entitlement to a retained vehicle registration number.	Traders in, and purchasers of, cherished number plates. This measure reduces the administrative burden on businesses and enables the seller of a registration number to conclude the transaction more quickly.	Primary legislation	This is not suitable for a Regulatory Reform Order. It will be taken forward as a Handout Bill.

Transport – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.155 DfT	Vehicles: exemptions from goods vehicle operator licensing.	Extending and clarifying exemptions from goods operator licensing system for certain specialised vehicles to ease regulatory burden for users.	Specialist transport providers. Lifts considers legislative burden from providers of specialist transport services, particularly members of National Playbus Association, and other socially beneficial services such as mobile libraries, clinics and exhibitions.	Secondary legislation	The Statutory Instrument has been prepared and is due to come into force in January 2004, subject to final clearance by DEFRA stakeholders.
1.157 DfT	Vehicles: mandatory mileage recording.	To make it easier to identify vehicles with reduced mileage recording.	Motor trade and consumers. This will benefit legitimate businesses in the motor trade as well as anybody buying a car.	Primary legislation	This will be included in the Road Safety Bill (part of the Fourth Session legislative programme).
1.232 DfT	Rail: streamline elements of rail access provisions in the Disability Discrimination Act and Rail Vehicle Accessibility Regulations (RVAR).	1. Decriminalise contravention of RVAR, replace offences with a lighter-touch enforcement regime including warning notices. 2. Remove requirement for exemptions to be granted via statutory instruments, and allow exemptions to cover whole railways. 3. Introduce formal RVAR compliance certificate to replace informal 'letter of comfort' system.	Train operating companies and heritage railways. 1. Lighter-touch enforcement instead of disproportionate criminal prosecution. 2. Less bureaucratic and faster process for dealing with exemptions; allows for heritage railways to be taken outside scope of RVAR. 3. Increased security for operators from confirmation of RVAR compliance.	Primary legislation	Consultation in November 2003. Completion depends on outcome of consultation, and availability of parliamentary time.
1.254 DfT	Amendments to Transport Act 1985 provisions on various bus issues.	This is a package of measures that includes: – Changing the permitted length of bus subsidy contracts; – removing the requirement for the registration of certain school bus services with the Traffic Commissioners; – simplifying arrangements for councillor directors of public transport companies to speak and vote on certain matters; and – enabling passenger transport executives to purchase buses to let for hire to operators in pursuance of a service subsidy agreement.	Local authorities and bus companies; indirectly bus users. Removes burdens from industry and local authorities and unnecessary duplication of controls.	Regulatory Reform Order	Consultation document in advanced stage of drafting: to be issued by March 2004. Completion subject to further consideration and when parliamentary time allows.
1.255 DfT	Road Haulage: Traffic Area Network reorganisation and operator licensing.	A package of deregulatory measures including: – reducing the number of English traffic areas; – streamlining the vehicle fees system; – abolishing the requirement to display a goods licence disc; and – providing more flexibility in appointing Traffic Commissioners.	Road Freight Industry and all operator licence holders. Overall this package reduces bureaucracy and transaction costs for operator licence holders.	Regulatory Reform Order	Informal consultation took place with Traffic Commissioners in October 2003. The industry is being kept abreast of developments. Preliminary work on Regulatory Reform Order has started. Completion subject to further consideration and when parliamentary time allows.

## Leisure

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.01 DCMS	HM The Queen's alcohol licensing: Golden Jubilee.	To relax permitted licensing hours for 2 hours until 1 am on the evening of 3 June 2002 on the occasion of HM The Queen's Golden Jubilee.	The public and the licensed trade. The Order has saved the hospitality and leisure industry around £8 million. The courts did not have to process potentially 118,000 applications for special orders of exemption. The police did not have to attend court in connection with those applications. The order facilitated an important national celebration for the benefit of the general public.	Regulatory Reform Order	Completed in time for Jubilee.
1.04 DCMS	Bingo club regulation.	To allow clubs to: mix jackpot and amusement-with-prizes gaming machines; increase the number of multiple bingo prizes; and increase charges to players without having to give advance notice to magistrates.	The bingo industry. The proposal will generate up to £7.6 million a year in savings and extra income for the bingo industry.	Secondary legislation	Completed via deregulation order.
1.18 DCMS	Restaurant hours regulation.	To remove the requirement for bona fide restaurants to obtain a supper hours certificate before serving alcohol for one hour after the end of normal permitted hours.	Restaurateurs. The deregulation will benefit the restaurant trade, saving them approximately £200,000 annually, but also remove an irksome and entirely bureaucratic requirement.	Secondary legislation	Completed via deregulation order.
1.164 DCMS	Welsh Sunday opening polls.	To repeal provisions of the Licensing Act 1964 requiring a poll every 7 years of the local electorate in any Welsh District (if 500 electors request it) to decide if licensed premises may open and sell alcohol on Sundays.	Hospitality and entertainment industry, local communities and the public at large. The existing provisions inhibit investment because of the uncertainty the polls create for the hospitality, leisure and tourism industries. Abolition will promote investment in these industries, removing uncertainty and creating employment. Local authorities and the local taxpayer will benefit because local authorities have to meet the costs of these polls when they are requested.	Primary legislation	Commencement Order under Licensing Act 2003 to repeal relevant parts of existing legislation came into force on 16 July 2003.
1.168 DCMS	Future New Years' Eves alcohol licensing hours.	To relax permanently licensing hours for 12 hours in England and Wales at all future New Years' Eves.	The public and the licensed trade. The Order will benefit the hospitality and leisure industry and may lead to a reduction in crime.	Regulatory Reform Order	Regulatory Reform Order made on 21 December 2002.
1.191 HMCE	Pool betting duty: community benefit exemption.	To remove the duty liability from any pool betting competitions that are promoted for a 'community benefit'.	Any organisation established for charitable purposes or for the support of sports or athletics and not conducted for private gain. Money that charities or sports clubs would otherwise have paid as pool betting duty can now be retained for their own benefit. About 20 organisations benefited immediately in the long term, any such organisation can benefit. Customs make a small saving in assurance and administrative effort.	Primary legislation	Implemented in March 2003.

Leisure – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.192 HMCE	Bingo duty: exemption for non-profit-making bingo.	To remove registration requirement and duty liability for bingo where the promoter makes no charge in addition to the players' stakes and makes no levy on their winnings.	Non-profit-making bingo promoters (eg community clubs) who provide bingo as an 'entertainment' for their customers. Non-profit-making bingo promoters will no longer be required to register with HMCE. Customs will make a small saving in assurance and administrative effort.	Primary legislation	Announced in Budget 2003. Effective from October 2003.
1.02 DCMS	Alcohol, entertainment and late-night refreshment licensing laws.	To reform and modernise about a dozen laws governing the licensing of alcohol sales, public entertainment and the provision of late-night refreshment in accordance with the White Paper <i>Time for Reform</i> .	The hospitality and leisure industry, consumers and the community at large. Savings for the hospitality and leisure industry estimated at £1.9 billion in the first 10 years of operating the new regime. Significant benefits in reducing and preventing crime and disorder will be achieved. Local residents will achieve greater influence over licensing decisions affecting their lives. The changes will also offer the tourism industry a very significant boost, giving it greater freedom to meet its customers' demands. The consumer will also benefit from greater choice.	Primary legislation	The Licensing Act 2003 received Royal Assent in July 2003. Implementation underway, with reforms to be in place by early 2005.
1.12 DCMS	Gaming machines regulation.	To allow people to use banknotes and smart cards to play gaming machines.	The entertainment/leisure industry (including <b>small businesses</b> ) and players. Players will benefit in the form of more choice and convenience. The industry will benefit through reduced maintenance and other costs, totalling about £8 million a year.	Regulatory Reform Order	Proposal has been approved by both scrutiny committees. Aiming for Order to be made by end of 2003.
1.176 DCMS	Museum of London.	The boundaries in which the Museum of London can collect and exhibit its collections are being expanded from the City of London to Greater London. This will allow it to merge with the Museum in Docklands.	Both museums and businesses local to the Museum in Docklands. Reform will ensure the Museum in Docklands is sustainable in the long term and allow for a permanent exhibition space for the Port and Docklands collections.	Regulatory Reform Order	Consultation exercise finished on 15 October 2003. Aiming to complete early/mid-2004.

Environment

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.23 ODPM	Aggregates: revision of current 1994 minerals planning guidance on supply of aggregates.	Simplification to reflect changes in demand and in wider government policies.	Businesses (including small businesses), planning authorities and the conservation sector. Clarification and simplification of existing guidance to help better preparation of local/mineral development frameworks and planning decisions by Minerals Planning Authorities. Greater transparency for the industry and for opponents to quarrying. More realistic supply guidelines that will not force local authorities to make provision unduly far above existing demand, while allowing flexibility to respond to possible future demand increases stimulated by general economic growth and the Communities Plan.	Guidance	Completed 2003. Revised guidance was issued in June 2003. It updated the previous aggregates guideline figures in MP66 (1994).
1.71 DEFRA	Environment: EU Action Programme.	The 6th Environment Action Programme (EAP) sets a strategic framework for the next 10 years of EU environment policy.	Those subject to environmental regulation. Once adopted, the 6th EAP will set a strategic framework for the next 10 years of EU environment policy. Provisions on stakeholder consultation, the importance of cost/benefit analysis and the consideration of alternative approaches to achieve environmental objectives have the potential to bring about significant improvements in the way environment policy is developed and implemented.	Guidance	Adopted in June 2002. Conciliation committee reached agreement on joint text in March 2002. Seven thematic strategies to be presented to the European Parliament and Council by mid-2005. Communications published to progress 5 of the strategies.
1.72 DEFRA	Environment: operation of the Special Waste Regulations.	Streamline the operation of the Special Waste Regulations.	The waste and waste management industry. The changes will be beneficial to those producing special waste and the waste management industry, increasing flexibility and reducing costs.	Secondary legislation	Amendment regulations came into force on 1 November 2001.
1.94 ODPM	Housing: private sector housing renewal.	Repeal of highly specific grant- and loan-giving powers contained in the Housing Grants, Construction and Regeneration Act 1996 and Housing Act will remove most of the restrictions on local authorities' powers to give assistance for home repair and will allow them the alternative of offering loans.	Local authorities and individuals. Benefits to local authorities include better use of resources, more discretion to meet local needs, better tools to tackle obsolete and surplus housing, more consistent service delivery. Benefits to individuals include more choice for homeowners, including people with disabilities, and the capacity for more people to be helped due to more effective use of resources.	Regulatory Reform Order	Came into force on 18 July 2003.
1.121 ODPM	Planning: improvements to enforcement appeal procedures.	To improve the efficiency and effectiveness of processing enforcement appeals in England.	Businesses and local authorities. To improve the efficiency and effectiveness of processing enforcement appeals, reduce costs and speed up the process.	Secondary legislation	Statutory instruments were laid and legislation came into force on 23 December 2002.

## Environment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.131 ODPM	Sport and recreation: guidance.	To update planning policy by revising Planning Policy Guidance note 17 (PPG17) on sport and recreation.	Local communities. The revised guidance is intended to improve the provision of open space and sport and recreational facilities for local communities.	Guidance	Revised guidance published on 24 July 2002.
1.134 ODPM	Subsidence: planning policy guidance.	To modernise and strengthen planning guidance in order to ensure risks are fully taken into account and to release previously developed land that is liable to subsidence.	Private sector, individuals and planning authorities. Ensure that risks of subsidence are taken into account at the planning and development stage of building works. Makes the guidance more accessible (as new Annex 2 to PPG14 'Development on Unstable Land').	Guidance	Published February 2002.
1.169 DEFRA	Amendments to British Waterways' (BW) statutory powers.	To extend BW's existing powers to sell untreated water to enable it to treat water and engage in other water services; clarifying the limitations on BW's borrowing by establishing a joint venture company in which it has a minority interest and is not a subsidiary.	British Waterways. Regulatory Reform Order will ensure that BW and its partners in the Water Grid Public Private Partnership will have the necessary range of powers to enable the project to proceed.	Regulatory Reform Order	Order made on 11 June 2003.
1.250 DEFRA	Waste: controls under the EC Waste Electrical and Electronic Equipment (WEEE) Directive.	Raising awareness of the WEEE Directive as it affects small retailers.	Small businesses. Better compliance with the provisions of the Directive.	Guidance	Attempted unsuccessfully during negotiations to exempt small retailers from provisions of the WEEE Directive. In response to this in 2002 DEFRA/Small Business Service ran a series of 20 regional seminars to raise awareness amongst stakeholders. In addition, when the first consultation paper was issued in March 2003, Brian Wilson, lead Minister on implementation of the Directive at DTI, wrote to 15,000 small businesses.
1.06 ODPM	Business tenancies legislation: procedural reforms.	To modernise and streamline procedures for renewing or terminating business tenancies.	Business tenants (including <b>small businesses</b> ), charities, voluntary and public sectors. Parties wanting to agree to exclude security of tenure will be able to do so without going to court, subject to additional safeguards for tenants. This will reduce legal costs/litigation and remove legal traps for tenants. Will have similar benefits for charities, and for voluntary and public sector organisations renewing leases.	Regulatory Reform Order	The Regulatory Reform Order has been formally approved by both parliamentary scrutiny committees. Subject to Welsh Assembly approval, the order is hoped to be made by the end of 2003 (provisional), with implementation in April 2004 (provisional).
1.10 ODPM	Fire safety legislation reform.	To simplify, rationalise and consolidate existing legislation spread over 120 Acts. This will create one simple risk-based fire safety regime applying to all buildings which the public might use (not private dwellings).	Charities, voluntary sector and the public. The value of the reform will be in the removal of the confusion caused by overlapping regimes, and in the resulting clarity and consistency. The new regime will be based on a modern, risk assessment approach that will be more in line with health and safety legislation and will provide for greater emphasis on fire prevention. It will also allow for more efficient and effective enforcement by the fire service.	Regulatory Reform Order	Further redrafting of the order has been necessary, and so the proposal will not be laid for scrutiny until early in 2004.

Environment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.17 ODPM	Planning reform.	A range of measures to simplify and streamline the land use planning system, delivering a simpler, faster, more accessible and open system to benefit businesses and communities.	All sectors (including <b>small businesses</b> ) Simplification and streamlining of procedures, greater transparency and improved public participation will bring benefits to all sectors.	Primary legislation	A progress report on progress made across the wider planning reform agenda was published on 5 June 2003. Work on the review and reissuing of national Planning Policy Guidance underway. Second Commons Committee stage ended in October 2003. Will carry over to next session and back to Commons Spring 2004.
1.22 ODPM	Advertisement regulations review.	To update and clarify the present system of control, balancing the needs of advertisers and consumers with local amenity and public safety.	Businesses (including <b>small businesses</b> ). A clearer, more consistent, modern system of control for advertisements in the built environment (shop signage, billboards, etc).	Secondary legislation	Work underway on revised regulations and the accompanying circular. Now looking at the end of 2003 for the regulations to emerge.
1.47 ODPM	Building regulations: self-certification by competent enterprises.	Under this proposal, 'qualified' firms could self-certify their work as complying with Building Regulations (similar system to Corgi gas certification).	Building industry (including <b>small businesses</b> ). This measure will streamline procedures for competent enterprises because they, or their customers, will no longer need to pay third party building inspectors.	Secondary legislation	This has been pursued under existing legislation and new regulations which came into force in April 2002. A decision on whether further regulatory changes are required will be made following the pilot. In any case, this will not be taken forward as a Regulatory Reform Order – officials are now considering the possibility of a 'generic' amendment so that each case would not need new legislation.
1.48 ODPM	Building regulations: approved documents.	Proposal to amend the status of Approved Documents under the Building Act 1984. If court proceedings arise, liability is directly related to the extent to which the ODPM's Approved Documents on ways to comply with the Building Regulations have been followed. This could frighten off some designers and developers from adopting innovative solutions because of fear of liability if they are accused of a breach of the Building Regulations. Approved Documents were never meant for this purpose; they are, and have always been, only a guide.	Industry and consumers. This change would potentially help stimulate innovation in the building, design and construction industry. Considering possibility of attempting to achieve some changes by other means, such as a complete review of the Approved Documents process. The proposal would maintain the safe haven of the Approved Documents for developers where they can avoid liability through using them, but make departure from them neutral in terms of liability.	Regulatory Reform Order	Policy clearance has been obtained to amend the Building Act 1984. Being put forward as a possible Private Members Bill. Not yet taken forward.
1.53 ODPM	Contamination: planning policy guidance.	To modernise and strengthen guidance to ensure that risks are fully taken into account and to release previously developed land.	Businesses and planning authorities. It will enable release of previously developed land for use, enabling businesses to redevelop land they will have to treat under the contaminated land regime.	Guidance	Consultation documents on 'Development on land affected by contamination' published February 2002. Now to be re-branded with the remaining elements of PPG 23, for which a separate consultation document was published in July 2002, as a PPS with 2 annexes. Revision in light of consultation responses ongoing with a view to publication by end 2003.
1.57 ODPM	Crime prevention: using town and country planning system.	Developing planning's contribution to crime prevention and community safety.	Local communities. New advice to local authorities, the police and all those involved in the development process will help tackle the opportunities for crime at the planning and development stage.	Guidance	In line with Communities Plan, updated policy advice will be included in an update of PPG1. Consultation paper expected by end 2003; good practice guidance early 2004.

Environment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.68 DEFRA	Environment Agency: risk-based regulation.	Developing systems and criteria to make the resources the Agency devotes to any regulated business proportionate to the environmental risk it represents. New charging regimes for PPC and waste management licensing were introduced in April 2003 to extend the risk-based approach to charging.	Businesses subject to environmental regulation. Better targeting of resources proportionate to environmental risk, while better reflecting the costs of regulation of individual sites. Greater reliance on self-monitoring and lighter regulation as performance improves will benefit industry.	Administrative changes	The PPC scheme now incorporates a comprehensive risk-based approach to regulation including charging. Waste Management Licensing (WML) subsistence charges also reflect a risk-based approach. The Agency has developed a programme for extending a standard risk-based approach to regulation across all licensing regimes by April 2007.
1.69 DEFRA	Environment Agency: legislative review.	The review's terms of reference focus on rationalising regulatory mechanisms and similar existing regimes.	Those subject to environmental regulation. Improvement in the effectiveness of regulation to achieve a better outcome for the environment and reduce burdens on businesses, eg easier compliance.	Regulatory Reform Order	Final report published on 23 June 2003 with model for risk-based, simplified, sectoral approach to environmental protection licensing. Follow-up action could include Regulatory Reform Order.
1.70 DEFRA	Environment Agency: internet guidance on environmental regulation.	To provide via the NetRegs internet site practical, sector-specific guidance on the environmental responsibilities of small and medium-sized businesses. In conjunction with Environment Agency/Scottish Environment Protection Agency/Environment Heritage Service Northern Ireland and Small Business Service.	All businesses, especially small and medium-sized businesses, subject to environmental regulation. Improved access to information on environmental regulations via clear, comprehensive guidelines. This is a wide-ranging project, which may be of value to a large number of <b>small businesses</b> .	Administrative changes	The NetRegs website is operational and guidance for 54 sectors has been completed, including electronics, agriculture and food and drink. An integrated project team is fully operational and spans 3 UK regulators in Scotland, Northern Ireland and England and Wales. Sector launches and marketing events are on schedule and current usage of the site continues to grow, approaching 6,000 unique visitors a month (50,000 hits). £3.5 million Capital Modernisation Fund award (May 2001); benchmarking survey (March 2002). Completion date: 1 March 2004.
1.73 DEFRA	Environment: replacement of the Special Waste Regulations.	Re-implementation of the Hazardous Waste Directive and the EC's Hazardous Waste List to resolve infringement proceedings.	Hazardous waste producers, the waste management industry and the Environment Agency. Reduce the administrative burden placed on industry and the Environment Agency.	Secondary legislation	Completion date now spring/summer 2004. This project has been further delayed due to legal complexities. Intention to issue second paper January 2004. A more lengthy coming into force period is now planned to allow hazardous waste producers, the waste management industry and the Environment Agency time to adapt to the changes.
1.74 DEFRA	Environment: Waste Management Licensing Regulations 1994.	To amend a small number of exemptions to waste management licensing and to introduce some new exemptions. Also, to introduce some new requirements for mobile plant licences.	Residents near registered activities, community composters, waste reclaimers and small-scale contaminated land remediators. Better and more proportionate regulation. Better protection of the environment and human health from the risks associated with the exempt activities. More recovery of waste.	Secondary legislation	Completion date now end 2003. Consultation with industry went out 27 June 2003 with close date of 29 September. Following analysis of responses, it is hoped to lay the final regulations before the end of 2003.
1.93 ODPM	Heritage notifications review.	To streamline present arrangements. Currently, local planning authorities have to notify their government office in the regions about applications for listed building consent even where English Heritage has already indicated that it is content for works to proceed.	Planning authorities, conservation sector and businesses (including <b>small businesses</b> ). Streamlining the present arrangements so that decisions can be issued more quickly.	Primary legislation	Considering with lawyers the scope for introducing changes via a Regulatory Reform Order.

## Environment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.102 ODPM	Local authority business leaseholds.	Review of provision enabling local authorities and other public service providers letting property to apply for government certificate effectively overriding security of tenure.	Public and business sectors. Will give greater certainty to business tenants of local authorities and other public service providers. Transitional provisions could protect interests of bodies eligible to apply for certificates for existing leases.	Regulatory Reform Order	The first consultation was in March 2001, and it is hoped to begin a second consultation on amended proposals in December 2003.
1.109 ODPM	Minerals planning guidance.	To revise general advice on minerals planning and incorporate guidance on aggregates, silica sand and cement materials, to reduce and simplify series of minerals guidance.	Planning authorities, business and conservation sector. Clarification and simplification of existing guidance, to enable better preparation of planning documents and planning decisions by Minerals Planning Authorities and greater certainty for the industry and the conservation sector.	Guidance	Drafts of Minerals Planning Statement 1 (general policies), a good practice guide and an annex on aggregates are in preparation for consultation in late 2003/early 2004.
1.110 ODPM	Nature conservation: revision of Planning Policy Guidance note 9 (PPG9).	To modernise and simplify guidance. Revision of PPG9 will separate out non-planning guidance material on nature conservation contained in current version and concentrate purely on planning guidance.	Planning authorities, business (including <b>small businesses</b> ) and conservation sector. The revised guidance will update and be more straightforward than the current version.	Guidance	Progress slightly delayed by other commitments. Consultation draft document will be published by early 2004 with final document late 2004.
1.120 ODPM	Planning inquiries into major national projects.	To improve speed and efficiency of decision-making on major projects.	Private and public sectors, individuals. To speed up the time taken to hold public inquiries into proposals for major projects. Financial savings will result from swifter decision-making.	Primary legislation	Consultation exercise on Planning Green Paper ends on 18 March 2002. Provisions included in the Planning and Compulsory Purchase Bill which is currently before Parliament. Revised Major Infrastructure Project rules to follow after Royal Assent.
1.126 DEFRA	Rural development: England Rural Development Programme (ERDP).	New ERDP scheme literature.	ERDP applicants (including <b>small businesses</b> ). Improved accessibility of programme literature, individual scheme applicant advice literature, application forms and other descriptive material.	Administrative changes	All revised literature will be released by early 2004. Across-the-board comparative review completed and standardised, common content drafted and 'generic' guidance published. Comment being sought from ERDP Regional Consultation Groups and new literature being released on a scheme-by-scheme basis.
1.160 DEFRA	Water abstractors: transfer of water abstraction licences.	To simplify the arrangements for transfer.	Holders of abstraction licences. To reduce costs to abstractors and to facilitate trading of licences.	Primary legislation	Royal Assent received in November 2003. Completion date now 2004. Environment Agency will progressively take up its powers to effect this change.
1.161 DEFRA	Water abstractors: need for abstraction licences.	Review licensing threshold requirements of abstractors.	Holders of abstraction licences, particularly farmers. To exempt approximately 20,000 abstractors of small quantities (mainly farmers) from licensing requirements and costs by raising threshold over which an abstraction licence is required to 20m <sup>3</sup> a day.	Primary legislation	Completion date end 2003 for legislation and end 2005 for implementation. Royal Assent received in November 2003. Environment Agency will progressively take up its powers to effect this change.
1.162 DEFRA	Water industry: improve way in which functions of the economic regulator are carried out.	Review the functions of economic regulator to achieve a fairer balance between the interests of consumers and shareholders. Replace individual regulator with a regulatory board.	Water companies and consumers. Greater regulatory transparency and reduced risk for companies.	Primary legislation	Royal Assent received November 2003. Implementation of OWFAT functions mid-2004, OWFAT board 1 April 2005. Completion due for 1 April 2005.

Environment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.172 DEFRA	Environment: Waste Management Licensing Regulations 1994.	To review exemptions to waste management licensing for hazardous waste. Exemptions for hazardous waste must be approved by the EC before being implemented in domestic legislation. This can be a lengthy process so the timetable for this work is uncertain. DEFRA expects to engage consultants shortly to consider limit values (for emissions, etc) to meet the EC's criteria.	Businesses which recover certain types of hazardous waste. Better protection of the environment and human health from the risks associated with the exempt activities. More recovery of hazardous waste.	Secondary legislation	Completion date now mid-2004. Work was delayed due to limited resources in Branch. Commissioned a report to consider limit values (for emissions, etc) to meet EC criteria. Work is now progressing on drafting revised exemptions based on the findings of the consultants' report.
1.177 DEFRA	Review of waste permitting: introduction of new waste permitting system to replace Waste Management Licensing and which will also deliver the requirements in the Waste Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC).	A team has been established to consider the current waste management licensing system and to make recommendations, accompanied by draft regulations, for a new system. It is intended that the new permitting system would allow transposition of the permitting requirements in the WEEE Directive.	Industry (including <b>small businesses</b> ) and the Environment Agency. A more proportionate risk-based system of regulatory control for waste disposal and recovery activities which will implement the waste permitting requirements of EU legislation and be adaptable to further EU requirements.	Secondary legislation	Informal consultation process underway. Interim report made in July 2003. Final report with draft regulations to be made in January 2004.
1.181 DEFRA	Environment: environmental agreements at community level.	Commission communication on developing environmental agreements with economic, social and NG organisations as an alternative to legislation and to simplify and improve the regulatory environment.	Businesses (including <b>small businesses</b> ) subject to environmental legislation. Modernisation of the regulatory process through the use of alternatives to legislation and a proactive approach by industry, tailor-made solutions and the least burdensome option for achievement of environmental objectives.	Secondary legislation	Adopted June 2002. Now awaiting EP report and council consideration.
1.183 DEFRA	Rural development: England Rural Development Programme (ERDP) and successor programme(s).	New ERDP IT system (GENESIS) to support current and projected ERDP schemes.	Applicants for current and projected ERDP schemes. Improved services for customers, including enabling them to: <ul style="list-style-type: none"> <li>- apply online;</li> <li>- track progress of application;</li> <li>- view own agreement data;</li> <li>- identify DEFRA contact points;</li> <li>- improved processing through automation of routine stages;</li> <li>- DEFRA resources deployed more effectively; and</li> <li>- more accurate, consistent and easily accessible data to manage ERDP and monitor performance.</li> </ul>	Guidance	Phase 1 (Process Definition) complete; Phase 2 (Functional Prototyping) underway; GENESIS operational early 2004; web access for customers due 2005. Completion date: mid-2005.
1.230 DEFRA	Environment: consent protocol for maintenance dredging operations.	To facilitate a mechanism that allows the consideration of maintenance dredging proposals, in compliance with the Habitats Directive, through the production of a single baseline document for each dredge and/or disposal area.	Ports industry, harbour authorities and marina operators. To help harbour authorities meet their statutory obligations and to minimise delays and associated costs to port and marina operators in gaining consent for maintenance dredging.	Guidance	Draft protocol developed by working group of DEFRA, DfT, English Nature, Countryside Council for Wales and industry during summer 2003. Pilot studies to estimate cost of compiling baseline data expected to commence Q1 2004. Completion date: 2004.

Environment – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1,244 DEFRA	Rural development: England Rural Development Programme, Rural Enterprise Scheme and Vocational Training Scheme (VTS).	Streamlined, fast-track application appraisal process for small-scale Rural Enterprise Scheme projects. Also streamlining application/appraisal process for trainee applications under the VTS.	Applicants to Rural Enterprise Scheme (including <b>small businesses</b> ), and applicants to the VTS. Applicants for small projects will be informed of the outcome of their applications more rapidly than before. VTS applicants will benefit from simpler application procedures and rapid assessment of their applications.	Administrative changes	Successful pilots in 2 English regions.

## Finance, Legal

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.05 HMT	Building societies: statutory communication requirements.	Facilitation of electronic communication between building societies and their members.	Building society members, as any resources saved through the use of more cost-effective means of communication count towards members' funds.	Secondary legislation	Completed.
1.55 IR	Corporate Debt, Financial Instruments and Forex.	Reform of Corporate Debt and Financial Instruments regime, repeal of stand-alone Forex (foreign exchange gains and losses) regime to produce shorter and simpler legislation.	All, but mainly large, companies and groups of companies. The reforms will modernise and simplify the existing regimes by repealing 100+ pages of Forex legislation, extending and simplifying the regime relating to Financial Instruments, and aligning the Corporate Debt regime more closely with company accounts. They will reduce the compliance burden for companies, allowing them to simplify their existing tax and accounting systems, and enable innovative Financial Instruments to be developed.	Primary legislation	Completed. Legislation included in the Finance Act 2002. The reforms, in the main, took effect on 1 October 2002, apart from a few which were introduced earlier to deter avoidance. A new online guidance manual was introduced on 30 September 2002 to aid customers applying the new legislation.
1.19 HMCE	Proposed flat rate VAT scheme for small businesses.	Businesses with an annual turnover of up to £150,000 no longer have to prepare detailed VAT accounting records of their purchases and sales. The net amount of VAT due is instead calculated as a percentage of their total VAT-inclusive turnover.	660,000 <i>small businesses</i> , charities and voluntary organisations. To reduce the tax and regulatory burdens faced by <i>small businesses</i> both when they start up and as they grow.	Primary and secondary legislation	Completed. Scheme introduced in April 2002 and modified in April 2003.
1.56 HMT	Credit unions: removal/reduction of certain operational restrictions.	Government is currently consulting on a suite of seven deregulatory proposals, aimed at helping credit unions to compete for deposits, and to develop as complementary providers of financial services.	Credit unions and individuals. Reduces some of the restrictions on credit unions' operational powers, enabling them to develop their role as complementary providers of financial services with a strong community focus. More individuals are likely to be able to enjoy the benefits of saving with credit unions, which are also a valuable source of affordable credit, particularly among some of the more deprived neighbourhoods.	Regulatory Reform Order	Order was made on 6 February 2003 and came into force on 13 February 2003.
1.136 IR	Capital Gains Tax.	Simplification of Capital Gains Tax regime.	Businesses (unincorporated and companies, including <i>small businesses</i> ) and individuals. Main benefit will be lower compliance costs but details depend on decisions made, informed by consultation responses.	Primary legislation	Formal project ended in July 2002. A number of measures arising from the project were included in Finance Acts 2002 and 2003. The Inland Revenue is continuing to work with the CGT Review Group and others to identify further areas for simplification.
1.137 HMCE	Climate change levy (CCL) annual accounting.	Facility for smaller registered traders to account for CCL to HM Customs & Excise annually, rather than quarterly as at present.	<i>Small businesses</i> . To reduce regulatory burdens faced by <i>small businesses</i> .	Secondary legislation	Facility introduced from 1 June 2003.

## Finance, Legal – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.140 HMCE	Tax: debt management processing.	The concentration and modernisation of debt management processing, including electronic notification systems and a helpline.	Businesses (including small businesses) and insolvency practitioners. Will speed up processing and reduce costs of recovering debt. Will also support those businesses which have short-term difficulties by offering help and support. Will reduce costs for insolvency practitioners.	Administrative changes	Concentration of work in 10 HMCE offices under way. A joint Voluntary Arrangements service was set up between HMCE and Inland Revenue in April 2001 to support the rescue culture. Now includes 1,139 on debt management modernisation. All factors now introduced.
1.141 IR	Exemption from Corporation Tax (CT) for gains on substantial shareholdings.	To facilitate the process of corporate restructurings and reinvestment by removing CT liabilities on disposals of substantial shareholdings and avoiding the need for companies to set up complex offshore holding structures.	All companies, but mainly large ones. Will enable UK-based groups of companies to restructure more easily to respond to emerging global opportunities. It will also enhance the attractions of the UK as a location for international headquarters operations. Reduced administrative burdens.	Primary legislation	Completed. Legislation in place (Schedule 7ac of the Finance Act 2002). Applies to sales and other disposals of qualifying shareholdings from 1 April 2002. Application of legislation is being monitored. Consultative group still meets at members' request.
1.142 IR	Intellectual property, goodwill and other intangibles.	Proposal to rationalise the tax structure by introducing a comprehensive new regime for the taxation of intangibles.	All companies, but mainly large. Will provide a more rational tax structure, with relief available for the full range of intangible assets. Sales of intangibles will be taxed as income under the new rules, but a reinvestment relief will be available. UK companies will no longer be at a competitive disadvantage.	Primary legislation	Legislation enacted in Schedule 29, Finance Act 2002.
1.143 IR	Life assurance companies and limited partnerships – capital gains.	Removal of compliance burdens from life assurance companies investing in private equity through limited partnerships.	Life assurance companies, venture capital funds and the companies they invest in. To make it easier for life assurance companies to calculate the figures needed in their Corporation Tax returns in respect of their investments in venture capital limited partnerships. The aim is to remove a possible disincentive to life companies to invest in venture capital limited partnerships.	Primary legislation	Primary legislation is in force, part of Finance Act 2002. Guidance included in IR's Life Assurance Manual.
1.146 HMCE	VAT registration improvements.	Centralisation of VAT registration, and improvements to procedures and workflow.	VAT-registered businesses. Improved efficiency will reduce costs for businesses registering for VAT.	Administrative changes	Completed.
1.196 HMCE	VAT: Simplification of Business Gifts Relief.	This measure removes the anomaly whereby multiple gifts of low value made to the same person are taxed, while a single gift of higher value is relieved from VAT.	All VAT-registered businesses that give away business gifts should benefit. Extended scope for the application of Business Gifts Relief. From October 2003 any number of business gifts can be made to the same person in any 12-month period as long as the total value does not exceed £50.	Primary legislation	Measure now enacted as part of Finance Act 2003.

Finance, Legal – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.199 HMCE	VAT Compliance Strategy.	It is an integrated and comprehensive approach to compliance that aims to encourage voluntary compliance by making it simpler and less costly for business to comply with the requirements of the VAT system and to crack down hard on those who continue to abuse the system.	VAT-registered businesses (including <i>small businesses</i> ) and Government. The strategy aims to promote and support enterprise and growth; and provide first-class tax administration and collection services which represent value for money to the taxpayer. Businesses will find it easier to understand and comply with their obligations, with consequential reductions in compliance costs.	Secondary legislation	Implemented from April 2003. The strategy will drive the VAT business for a 3-year period (April 2003 to March 2006).
1.209 IR	Corporation Tax relief and employee share schemes.	Provides a statutory Corporation Tax (CT) deduction for companies when their employees acquire shares through a company share option or share award scheme.	All companies (including <i>small businesses</i> ) able to set up employee share schemes. Simplifies and reduces the administrative costs previously associated with having to enter into various arrangements in order to claim the CT relief. Will help to encourage companies of all sizes to set up employee share schemes, which research has shown leads to increased productivity by aligning employees' interests with those of the company and its shareholders.	Primary legislation	Legislation in place following passing of Finance Act 2003.
1.210 IR	Simplification of approved employee share schemes.	To encourage and enable companies to set up or expand approved (tax and NICs advantaged) employee share schemes by making it easier for them to use shares and share options as part of their remuneration packages. Simplifies and deregulates the employee share schemes approvals process to make them less complex and burdensome to administer.	All companies, (including <i>small businesses</i> ) that have, or intend to, set up approved employee share schemes. The measures will simplify the operation of three approved employee share schemes (SIP, CSOP and SAYE) and so reduce compliance costs for companies offering these schemes to their employees. We fully expect the changes to have a positive effect on the use and take-up of share schemes being offered to employees.	Primary legislation	Legislation in place following passing of Finance Act 2003.
1.231 HMCE	Drawback: modernisation of system.	The removal of the requirement for HMCE to be satisfied that duty had been paid on goods subject to a drawback claim prior to repayment being made.	Drawback claimants. HMCE regional risk managers better able to resource effectively to risk areas. Fewer claims sent out for pre-payment verification, so that traders are repaid more quickly. HMCE is better able to meet Charter Standards and liability to pay Statutory Interest on late repayments should be reduced. Removes the uncertainty as to whether the Commissioners of HMCE could assess for incorrectly-claimed duty drawback.	Primary legislation	Budget 2002 measure. Royal Assent given to Finance Act 2002 and reforms implemented.
1.61 HMCE	E-business: provision of Customs & Excise advice.	An enhanced HMCE website including reformatted guidance and new search capability.	Businesses (including <i>small businesses</i> ) which are, or need to become, VAT registered. Significant improvement in the accessibility of information and advice to customers as well as the consistency of the quality of that advice. Customers will have a wider choice of communication channels with HMCE.	Administrative changes	Systems procured and guidance being standardised. Customs introduced a national helpline for general tax and duty enquiries in April 2001. Initial implementation now November 2003 with full service implemented by September–December 2004.

## Finance, Legal – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.62 HMICE	E-business: tax – online VAT registration procedures.	Enhancing online facilities for registration/deregistration and viewing registration details.	Businesses (including <b>small businesses</b> ) which are, or need to become, VAT registered. Providing a quicker and easier way of exchanging registration details and thereby reducing compliance costs.	Administrative changes	Pilot system under development, for implementation by November 2003–March 2004. Full implementation now expected September–December 2004.
1.63 IR	E-business: Stamp Duty Land Tax.	Extending stamp duty to electronic documents to prepare for e-conveyancing.	<b>Small businesses</b> , individuals and businesses (unincorporated and companies) who wish to transfer land and buildings using electronic processes. Once stamp duty has been extended to e-documents then it will no longer be a consideration for the land registries in their moves to promote e-business, thereby saving individuals and businesses time and expense.	Primary and secondary legislation	The measure is now being taken forward as part of the modernising stamp duty project. The Chancellor announced the consultation in April 2002. The Government has introduced legislation to deliver the new stamp duty land tax regime in Finance Act 2003. Supporting regulations took effect from 1 December 2003 for all transactions completed on or after that date. Details are available on the Inland Revenue website.
1.64 IR	E-business: e-services for companies.	How customers (both companies and their agents) can benefit from e-services according to different customer groups (small, medium and large companies).	Companies (including <b>small businesses</b> ) We will enable our customers to work with the Inland Revenue electronically in line with Government targets to have 100% of transactions made electronically by 2005. There will be reductions in error processing. It may help to reduce the burden of compliance on our customers.	Secondary legislation	This is an ongoing measure in its final stages. We have introduced the liabilities and payments service for companies and agents.
1.99 DCA	Land: perpetuities and accumulations.	To introduce a single fixed perpetuity period of 125 years to replace the variable periods under current law. It will also abolish the rule against excessive accumulations, except in relation to charitable trusts.	Businesses (including <b>small businesses</b> ) and the voluntary sector. The measure will facilitate dealing with land, permitting its more effective use, and allow greater flexibility in dealings with property and in drafting trusts. Simplifying the law will also reduce legal costs.	Primary legislation	Our current intention is to take work on perpetuities and accumulations forward by Private Peer's Bill if possible in the 2003/04 session of Parliament.
1.100 DCA	Legal instruments (formalities).	To clarify the law relating to execution of deeds and documents by and on behalf of companies and corporations.	Businesses (including <b>small businesses</b> ) and the voluntary sector. The measure will remove a number of technical difficulties and inconsistencies, which exist in present law. The reforms will benefit businesses and the voluntary sector by removing doubt and reducing the cost of legal advice.	Regulatory Reform Order	Law Commission recommendations accepted by Government. An Order has been drafted by lawyers, and is currently with Parliamentary Counsel awaiting clearance. The Parliamentary Scrutiny process is expected to begin towards the end of 2003, which would lead to the Order becoming law in 2004.
1.101 DCA	Limitation regime for legal claims.	Proposes a core limitation regime for the majority of claims for a remedy for a wrong, or for the enforcement of a right and claims for restitution.	Businesses. Seeks to modernise a complex area of law by reducing the number of limitation regimes in force. Greater certainty as to potential liability for businesses and others.	Primary legislation	Government announced its acceptance of the Law Commission's recommendations in July 2002, subject to further consideration of certain aspects (which are still being considered), and that legislation would be introduced when an opportunity arose (not in the immediate future).

Finance, Legal – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.115 IR	Modernising PAYE processes for customers.	Proposals to ease the administration of payroll services, principally by encouraging greater use of IT.	<ul style="list-style-type: none"> <li>Employers (unincorporated and companies) and Inland Revenue. Employers will be able to deal with payroll administration more easily and speedily. Inland Revenue will have reduced processing requirements for paper and magnetic media.</li> <li><b>Small businesses</b>.</li> </ul>	Primary and secondary legislation	Finance Act 2002 completed the primary legislation necessary. Regulations laid in autumn 2003. Consultation continuing with payroll and employer representatives on their design requirements. Cash incentives for e-filing small employers start for their 2004/05 returns. Same start date for mandatory e-filing by large employers and for Quality Standard for e-filing.
1.127 IR	Small businesses: improving Inland Revenue's Business Support Teams.	Providing better support to new and small businesses in disadvantaged areas in partnership with other agencies. Developing relationships with the 39 New Deals for Communities (NDCs) in England, and with their equivalents in Scotland, Wales and Northern Ireland.	<p><b>Small businesses</b> (unincorporated and companies).</p> <p>Better support for new and <b>small businesses</b> in disadvantaged areas. Improved customer service.</p>	Administrative changes	This is an ongoing measure. Active and positive engagement has been established in many NDCs. In the others, work continues to establish similar meaningful contact.
1.130 DCA	Solicitors' professional regulation (Solicitor's Act 1974).	The Law Society wants to remove unnecessary burdens to businesses contained in primary legislation regulating the solicitors' profession.	Law Society, solicitors, and their clients. Removal of burdensome requirements for solicitors' firms, the requirement for which has been questioned.	Regulatory Reform Order	The Law Society's original proposal for reform via a Regulatory Reform Order fell outside the wires of the Regulatory Reform Order. Consideration is now being given to alternative routes.
1.135 IR	Better Quality Services (BQS): debt management and modernisation.	Creation of a single operation for recovery of Inland Revenue and Customs & Excise debts.	Businesses (unincorporated and companies, including <b>small businesses</b> ) and individual taxpayers. Give businesses that do fall into debt greater support and certainty. Improve the management and operation of debt recovery work. Minimise the likelihood of businesses becoming debtors in the first place.	Administrative changes	Joint IR and HMCE ongoing measure. A joint action plan has been developed and the recommendations are being progressed jointly and independently as appropriate. A high-level feasibility study has been completed into the creation of a joint debt recovery service. Whilst such an operation has been agreed to in principle, there are a number of issues that will require approval before moving on to the next stage. An indicative business case has been drafted for this measure and is currently under consideration.
1.138 IR	Tax: closer alignment of Corporation Tax (CT) with accounts.	Exploring the scope to reduce the regulatory burden on small companies through closer alignment of tax and accounts.	Companies, mainly small. Potentially easing the compliance burden of preparing CT computations. Any changes will be in the light of responses to the initial consultation. Respondents were keen to retain the effects of tax reliefs and incentives, rather than move towards alignment.	Primary legislation	This measure was considered further in the August 2002 consultation document on domestic CT reform. It has now been subsumed into the wider CT reform programme. A further consultation document, published in August 2003, considers the reform of CT in its broader international and European context.
1.139 HMCE	Tax: debt management modernisation.	Supporting businesses affected by the Foot and Mouth crisis, but if proposals accepted, extending to all businesses as part of the Business Rescue review. Promoting special accounting schemes, linking to time-to-pay approvals.	Businesses (including <b>small businesses</b> ). To assist businesses in temporary financial difficulties to recover where viable. Difficulties may be short term, but businesses may be rescueable if help and education available.	Administrative changes	Now amalgamated with 1.140.

## Finance, Legal – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.144 IR	National Insurance Contributions (NICs) Bill.	A package of deregulatory and technical changes to further align NICs with tax. Includes issues already consulted on in simplification of NICs technical paper, such as alignment of employer compliance officers' powers.	<b>Small businesses.</b> Companies, Inland Revenue. Bringing the rules and procedures for tax and NICs closer together – making it easier for businesses to comply and Inland Revenue to administer. The alignment of enforcement procedures will mainly impact on Inland Revenue by reducing administration costs – but it is also cheaper for the customer to defend one action not two, as he has to do if tax and NICs are enforced separately.	Primary legislation	This is an ongoing measure. Waiting for a space in the legislative programme.
1.145 IR	Review of links with businesses.	The review report makes 40 recommendations to improve the administration of tax for large businesses and to increase links between Inland Revenue and businesses on operational policy and policy implementation.	Large companies. Streamlining of tax administration for large businesses, improved guidance and greater opportunity for businesses to feed into operational policy.	Administrative changes	Report published 27 November 2001. Several recommendations fully implemented. The Business Tax Forum and the one-stop shop for clearances are up and running. The action plan was published (now available on website) and is being updated regularly.
1.148 DCA	Third parties: rights against insurers.	Updating the Third Parties (Rights against Insurers) Act 1930, in line with Law Commission recommendations. Seeks to modernise a law that is working poorly. The 1930 Act gives a person who is owed money a direct claim against an insurer of the debt in certain circumstances.	Creditors. The reforms should reduce delay and expense by simplifying the process required to exercise rights under the 1930 Act.	Regulatory Reform Order	Following legal advice, part of the proposals cannot be taken forward via Regulatory Reform Order. Still pursuing remainder of proposals, and a first draft of the Order has been produced; allowing perhaps a month for changes, should be sent on to Parliamentary Counsel by the end of 2003.
1.197 HMCE	SIVA – Simplified Import VAT Accounting.	Removing the need for approved traders to provide a bank guarantee when deferring the payment of import VAT.	All traders, including <b>small businesses</b> , who pay import VAT using the duty deferment scheme. Compliance costs reduced by the reduction of, in many cases, the elimination of the cost of bank guarantees.	Secondary legislation	The scheme will go live on 1 December 2003. Application forms have been sent to all duty deferment account holders and published on the internet.
1.198 HMCE	VAT making input tax recovery fairer.	To reform the automatic permission conditions for opting to tax, so as to allow a much greater take-up by the trade. To reform the Capital Goods Scheme, so as to equalise the treatment for recovery of VAT on purchases of land and property. To reform the input tax recovery rules for pre-registration purchases, so as to equalise the treatment of goods and services. To remove the need for businesses to apply to Customs for recovery of input tax recovery where there is a change of intended use.	Newly registered businesses (including <b>small businesses</b> ). Businesses in the land and property sector. Simplified automatic permission conditions will be attractive to the trade and their greater use will lead to reduced enquiry work by local offices and minimise errors. Change of intended use reform will reduce compliance costs for businesses and Customs. Pre-registration purchases reform will advantage some traders who incur VAT on services prior to registration for VAT.	Secondary legislation	Consultation closed on 31 August 2003. Completion date: by summer 2004.

Finance, Legal – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.208 IR	Reform of the Construction Industry Scheme (CIS).	The CIS is to be replaced by a new scheme that will be deregulatory for the construction industry and also help IR to better target the non-compliant within the industry. The new scheme has been designed following complaints received from the industry that the scheme's current paper-based processes are too cumbersome. A consultation document outlining new proposals was published in November 2002 with a partial Regulatory Impact Assessment. Feedback received was broadly positive.	<ul style="list-style-type: none"> <li>– <b>Small businesses.</b></li> <li>– Contractors and subcontractors through cost savings.</li> <li>– Exchequer through increased revenues.</li> <li>– Contractors (unincorporated and companies, including SMEs) and subcontractors through cost savings.</li> <li>– Exchequer through increased revenues.</li> <li>– IR through realignment of resources away from administration and towards compliance.</li> <li>– Replacement of cards and certificates with a verification service – subcontractors no longer have to travel to present documentation to contractor.</li> <li>– Replacement of paper vouchers and EOY returns with monthly returns – contractors need only complete a monthly return.</li> <li>– Introduction of e-business options to give wider choice of contact with IR.</li> <li>– A reduction in costs of complying with current scheme of between 50% and 70% with both contractors and subcontractors seeing net savings.</li> <li>– New scheme should see modest increases in Exchequer revenues if successfully implemented.</li> </ul>	Primary and secondary legislation	3 Advisory Panels and a rolling programme of nation-wide meetings set up to work out the finer detail of the new scheme with the construction industry. Completion date: April 2005.
1.211 IR	Manufactured Overseas Dividends (MODs).	Simpler procedure to pay MODs to non-UK recipients without accounting for tax. Strong welcome and support from businesses.	Mostly financial companies (mainly large) which have substantial amounts of MOD businesses. Reduced cost of administration for businesses. Ability to trade with a wider range of business partners. Reduced tax collection and repayment for IR.	Secondary legislation	Consultation document issued 1 May 2003. Draft regulations issued early September 2003. Final regulations laid early October 2003. Completed.
1.212 IR	Electronic dividend voucher and tax deduction certificates.	Provision to allow dividend tax vouchers and interest tax deduction certificates to be sent by electronic means if both sender and recipient agree to do so. Response during initial consultations has been very positive.	Companies (including <b>small businesses</b> ), share registrars, banks, building societies, trusts, local authorities, discretionary trustees and individuals. Where dividends are paid, the dividend voucher will no longer have to be issued in paper form, so reducing administration costs in the long term. Similarly, where tax is withheld, the tax deduction certificates will no longer have to be issued in paper form.	Secondary legislation	Consultations on draft regulations and partial Regulatory Impact Assessment closed on 30 September 2003; new regulations due to be laid by 31 October 2003 and in place by 31 December 2003.
1.241 IR	IT Self Assessment Review.	Simplification of ITSA return for certain small businesses and simplified statement of account. Simpler statement of account will depend on outcome of current review of project capacity.	<b>Small businesses</b> (unincorporated). People with simple affairs running small businesses (turn-over <£15k) will receive the short return; all unincorporated businesses could benefit from a simpler statement of account. Short tax return will simplify completion and produce time savings. Simpler statement of account will provide clearer information.	Some primary legislation may be needed for the short return	On schedule for a draft Bill early 2004. Enactment by April 2005.

Finance, Legal – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
1.242 IR	Better Guidance Programme.	Improved guidance for IR staff in IR Contact and Enquiry Centres, and for customers.	<ul style="list-style-type: none"> <li>Individuals, businesses (unincorporated and companies, including SMEs). The programme will equip staff with the skills and means to deliver correct and consistent advice quickly to all IR customers.</li> <li><b>Small businesses.</b></li> </ul>	Guidance	New guidance currently being developed. New range of leaflets from July 2004. New Customer Adviser Guide – internal website content for November 2004. IR website content from April 2005. Contribution to business. Government website and printed guidance.

## Public Bodies

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.36 CO	Local partnerships: funding.	To ease the burden of area-based initiatives on local partnerships.	Primarily local authorities and public sector bodies, but also businesses, charities and voluntary sector. The benefits to local authorities, businesses and community groups will be reduced management overheads and bureaucracy as a result of having to bid for, and report on, fewer separate funding streams and initiatives.	Administrative changes	Completed.
2.18 DCMS	English Heritage (EH): overseas trading functions and underwater archaeology.	To remove the statutory restrictions which currently prevent EH from exporting goods and services overseas and participating in underwater archaeology.	EH and UK-based private sector heritage firms. Overseas trading: There is a demand for EH's expertise, goods and services outside England. Reform will allow EH to realise valuable export opportunities, thus generating additional income, and will also provide potential export opportunities to other suppliers and contractors in the heritage field. Underwater archaeology: This will enable EH to exercise for underwater archaeology the same functions and duties conferred to them by the 1983 Act for land-based archaeology, including providing public information and advice and contributing towards the costs of research.	Primary legislation	Completed. Regulatory Reform Order no longer required as measures enacted by the National Heritage Bill which has received Royal Assent.
2.05 HO	Police legislation reform.	To introduce reforms to current police legislation, including: – extension of specific police powers to police civilian support staff; – scheme for the accreditation of members of the 'extended police family' for conferring powers on such members; – allowing recruitment of foreign nationals.	Police and society. Improved efficiency and effectiveness of the police service benefits society as a whole. Reduced fear of crime and increased public reassurance by: – co-ordinating activities of the police with 'near police'; – freeing up officers for frontline operational duties by using support staff more effectively; – improving efficiency and effectiveness by greater use of specialist support staff.	Primary legislation	Royal Assent to Bill on 24 July 2002.
2.37 DCMS	Museums and galleries: a series of reforms to remove regulatory burdens.	We propose to: – create a power for the British Library to set up trading companies; – remove the British Museum's power to nominate a British Library Board member; – create a power to enable the Imperial War Museum to dispose of damaged and unwanted items from its collection; – remove the need for HM Treasury to approve the pay, terms and conditions of certain DCMS-sponsored bodies.	A variety of DCMS-sponsored bodies, and the public. These reforms will remove a variety of unnecessary, out-of-date burdens and restrictions on various DCMS-sponsored bodies, thus enabling the bodies concerned to provide a better service to the public.	Regulatory Reform Order	On track for completion in 2004.

## Public Bodies – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.08 DCMS	Public statues.	To remove the requirement under the Public Statues (Metropolis) Act 1854 for sponsors of statues to obtain the written consent of the Secretary of State for Culture, Media and Sport to erect a statue in the London Metropolitan Police District.	Those sponsoring statues. It will relieve the Secretary of State of the bureaucratic burden of processing applications for approval under the Act. Its removal will save the time and money of sponsors and DCMS officials and speed up the approval process.	Regulatory Reform Order	Consultation exercise due to end December 2003. On track for completion in 2004.
2.75 DEFRA	Section 42 of the Wildlife and Countryside Act 1981.	Removing the power of the Secretary of State to make an order under section 42 of the Wildlife and Countryside Act 1981 preventing agricultural operations on moor and heath in National Parks without prior notification of the National Park Authorities, and investing this power in the National Park Authorities. This power has been used very rarely and has always involved an approach from the parks in the first place.	National Parks Authorities. Cuts out the involvement of the Secretary of State (DEFRA) and speeds up the process by enabling the National Park Authorities to exercise the power directly.	Primary legislation	Obtained Ministerial agreement. Awaiting a legislative slot, probably at the same time as other legislative changes resulting from the Review of English National Parks.
2.76 ForestCom	Forestry Act 1967.	To allow the Forestry Commissioners to pursue modern forestry policy objectives.	Forestry Commission (FC), those wishing to participate in joint ventures with the FC, those benefiting from the pursuit of modern forestry policy objectives. Increased powers to the FC to form companies, joint ventures, and to modernise administration of the FC estate.	Regulatory Reform Order	Seeking Ministerial agreements to proposed way forward.
2.85 DEFRA	The Joint Nature Conservation Committee (JNCC).	To free the JNCC of various constraints presently upon it, to enable it to operate more effectively, including the ability to employ its own staff, receive monies direct from Government and enter into contracts in its own name.	JNCC and its staff; statutory nature conservation bodies (English Nature, Scottish Natural Heritage, Countryside Council for Wales), Government. Supports efficient delivery of JNCC business. Enables JNCC staff to be employed on a single set of terms and conditions. Removes substantial pay anomaly, leading to improved staff satisfaction. Allows existing expertise to be retained and staff turnover to be reduced. Reduces risk of equal treatment claims. Reduces risk that country bodies need to re-order their funding priorities to reflect work for JNCC driven at GB level.	Regulatory Reform Order	Draft list of legislative changes and Cabinet Office proforma completed in draft and circulated to JNCC FMPR steering group (comprising country bodies and devolved administrations) and Cabinet Office. Expected completion date of end 2004.
2.19 DEFRA	Flood and coastal defence: review of funding mechanisms.	To establish an appropriate balance between costs and benefits and the appropriate investment level. To check whether current institutional arrangements are fit for the purpose and advise on action if required.	Those at risk from flooding. Flood and coastal defence operating authorities, including local authorities. Review to identify whether sources of funds should and could be redistributed so that an element of responsibility for funding would fall directly on those benefiting from flood defence expenditure and on whether the identification of priorities was sufficiently coherent. As funding and institutional arrangements are inextricably linked, the review also set out to identify whether current institutional arrangements were fit for purpose, with a view to proposing short- or long-term changes to ensure an effective and sustainable future set of arrangements.	Primary and secondary legislation	Extended consultation ended 31 March 2002. Ministers advised of consultation results in September 2002. Summary of conclusions produced and placed on DEFRA website in October 2002. Aim to provide Ministers with emerging conclusions in autumn. Announcement of conclusions through written statement to Parliament in March 2003; work on implementation plan ongoing – currently seeking agreement of other Government Departments on content. Water Act received Royal Assent on 20 November 2003.

Public Bodies – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.14 DEFRA	Consumers' Committee for Great Britain and the Committee of Investigation for Great Britain.	Established under section 19 of the Agricultural Marketing Act 1958. Duty to report to the Minister the effect on consumers of any current statutory agricultural marketing schemes – only remaining scheme is wool. Proposed to remove Minister's duty to appoint committees.	Committee members. Removal of the Minister's duty to appoint the two committees and thus of the burden on committee members to report to the Minister and to be subject to the requirements and procedures governing their meetings.	Primary legislation	Completion date to be decided. The Law Officers have advised that we are unable to use a Regulatory Reform Order to abolish these committees. We are currently investigating how this can be accomplished through the use of primary legislation.
2.41 DEFRA	Royal Botanic Gardens (RBG), Kew.	The quinquennial review of RBG, Kew, currently in hand, has recommended that the National Heritage Act 1983 should be amended to remove the need for the Board to obtain prior Ministerial approval to changes in admission charges or opening hours.	RBG, Kew. Greater freedom for RBG, Kew, to carry out certain functions.	Regulatory Reform Order	Completion date now possibly 2004/05. Ministers have responded to the quinquennial review of Kew, and officials consider that there would be benefits to Kew in a Regulatory Reform Order. However, severe resource constraints in Science Directorate mean that this cannot proceed before 2004/05.
2.70 DfES	Children: placement of those under 13 in secure accommodation.	Removal of the consent regime which currently requires local authorities to seek the consent of the Secretary of State for DfES to approve the placement of children under 13 years in secure accommodation.	Local authorities will no longer have to seek the consent of DfES.	Secondary legislation	The aim is to achieve this change by the end of 2005.
2.77 HO	Firearms legislation.	Present: firearms legislation is labyrinthine and the Home Secretary has agreed that it should be reviewed with a view to making it more effective and easily understood.	Police and shooters. Legislation in one Act, which is understood by all concerned. Procedures simplified where possible without prejudicing public safety.	Primary legislation	Completion date is dependent on the outcome of review, which is expected to start in late 2003, and successful bid for legislation.
2.78 HO	Burial law.	Following the report on cemeteries by a Commons Select Committee in 2001, a review of law, much of which dates from the mid-1850s (the 1972 Local Government Act modernised the law relating to local authority maintained sites), is being carried out. Consultation on review will ask about: making burial law more consistent; providing burial grounds as a matter of discretion; the regulation of burial processes and standards; the exhumation of remains and old grounds being reused for new burials.	Anticipated to be public and private sectors, and individuals. Modernising and rationalising the law.	Primary legislation	May be taken forward via Regulatory Reform Order as opposed to primary legislation. Consultation paper issued in September 2003, with a consultation period of 6 months.
2.79 HO	Setting up of data warehouses for datasets across the criminal justice system.	Developing common data standards for use by the 7 criminal justice organisations.	Police, Crown Prosecution Service and Magistrates' Courts can access a shared casefile. Faster processing will benefit individuals and businesses. Will enable secure information transfer across the 7 users. System will remove burden of front line producing national statistics.	Guidance	Expected completion date of 2008. Pilot linking new software into criminal justice system started June 2003. First phase expected to be in place in 2005 with full implementation by 2007/08.
2.80 HO	Police legislation reform.	Consider extension to police legislation enabling specific police powers to be conferred upon designated police staff (non-sworn civilians); to consider whether the current provisions under Police Reform Act (PRA) 2002 should be extended under Police Powers Bill.	Police service and public. Improved efficiency and effectiveness of the police service; reduced fear of crime and increased public reassurance; release of police officers for re-deployment to frontline priority duties. Links to work of implementation of the Police Bureau Task Force recommendations for more innovative use of police staff and extended police family, and reduction in paperwork and red-tape requirements.	Primary legislation	New Police Powers Bill to be introduced when parliamentary time allows. A review and evaluation of existing powers has commenced. A consultation document was issued on 4 November 2003.

## Public Bodies – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.30 ODPM	Local authorities (LAs); streamlining Best Value and inspections.	To refine Best Value process to make it more effective and less bureaucratic, moving to a position where integrated and proportionate inspection regimes across all of an LA's functions form part of a cohesive performance management system for local government. The end product is a reduction in the number of LA inspectors.	LAs, public, private and voluntary sectors, local people. To deliver improved levels of performance in service provision. Proportionate inspection will deliver more focused use of inspection resources, hence better value for money and overall reduction in the amount of inspection activity. There will obviously be a reduction in administrative burden and costs on LAs. Improved working relationships between LAs and the bodies that work in partnership with them in the public, private and voluntary sectors. Local people will benefit from more user-oriented services.	Guidance	Comprehensive Performance Assessment announced December 2002, and CPAs on 'upper tier' (ie best performing LAs) completed end 2002. Completion date of CPAs on district councils ongoing. On back of first CPA results, the plan remains to reduce number of LA inspections for upper tier authorities. Work is in hand through the Best Value Inspectorate forum to promote lighter touch inspections that are better planned, proportionate to risk and include more collaborative corporate inspection.
2.35 ODPM	Local authority plans.	To reduce the number of plans required of councils by at least 50% from current levels. For example, DH will start with those work to reduce the number of plans for cross-cutting services for social care which will continue in 2002.	Central and local government. Reduction in administrative burden and costs on local authorities (unquantified), freeing up time of professionals for service delivery. Local residents/taxpayers benefit because fewer plans reduce local authority costs, which can then be passed on to local residents. For personal social services, for example, outcomes will be monitored by DH's performance assessment framework in-year review/various inspection reports and performance indicators; this is an annual process. From 2002 councils with social services responsibilities will be star rated.	Administrative changes	Consultation on the order-making process for the removal of up to 7 statutory plans will be issued at the beginning of December 2003.
2.87 HO	Disapplication of section 127 of the Criminal Justice and Public Order Act 1994.	Removing the regulations prohibiting prison staff from taking industrial action. A contractually binding agreement not to take industrial action already exists between HM Prison Services and the Prison Officer Association, making this legislation unnecessary.	Prison officers. Removing this legislation which only serves to duplicate what is included in the agreement, will provide prison officers with fairer employment terms and rights.	Regulatory Reform Order	A consultation document is expected to be issued early in 2004.
2.23 DEFRA	Home Grown Cereals Authority (HGCA).	Remove various burdensome operational and bureaucratic requirements of the Cereals Marketing Act 1965. Amendment of section 9 (4) of the Corn Returns Act 1882, and Regulations.	Home Grown Cereals Authority. Remove the burden of the HGCA seeking Ministerial approval of its staff pension schemes. Remove the requirement from the HGCA to seek approval from Agriculture Ministers and the Treasury for the payment of allowances for committee members. Removal of the requirement for the HGCA to publish the average price of corn in the London Gazette.	Regulatory Reform Order	Progress originally dependent on outcome of quinquennial review. This was replaced by independent economic assessment which was recently published for comment. As review did not take place, there are only minor points to change – insufficient benefit to industry to justify use of Regulatory Reform Order or parliamentary time.

Education

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.10 DfES	Schools; power to innovate.	To allow the Secretary of State to suspend, for a time-limited period, any area of education legislation, to enable schools to come forward with innovative proposals that will contribute to higher educational standards.	Schools and LEAs will benefit by being able to put forward innovative proposals to raise educational standards where such proposals require education legislation to be disapplied for a time-limited period. If successful, they may lead to a wider change in the law, possibly through a Regulatory Reform Order.	Primary legislation	Completed. Relevant sections of the Education Act 2002 commenced October 2002. The application form and accompanying guidance is now available for implementation.
2.15 DfES	Curriculum: enabling a more flexible curriculum at Key Stage 4.	A package of measures to: 1. simplify and clarify the disapplication procedure at Key Stage 4 for pupils aged 14-16; 2. extend the scope for disapplying 2 specified subjects.	Teachers and school pupils. Schools will have more flexibility to meet the learning needs of individual pupils.	Secondary legislation	1. Completed, September 2002. 2. The regulations came into force in September 2003.
2.16 DfES	Curriculum: simplifying the curriculum complaints procedure.	To remove the Secretary of State's requirement to approve a local education authority's curriculum complaints procedure.	Local education authorities will benefit from the removal of an unnecessarily bureaucratic procedure.	Primary legislation	Completed. Relevant sections of the Education Act 2002 commenced September 2002.
2.20 DfES	Further education: simplification of Learning and Skills Standards Fund.	To introduce a simplified, unified fund to raise standards in the post-16 learning funded by the Learning and Skills Council.	Further education colleges. It will: - support arrangements for different types of provider, creating a more level playing field; - address issues of unnecessary bureaucracy for FE colleges; - provide earlier notification of funding to aid providers' business planning; - move most decision-making to the local level.	Guidance	Completed. Consultation held with stakeholders to agree new funding arrangements. Guidance now published, and the new Local Intervention and Development Fund was launched on 1 April 2003. Evaluation of its impact and effectiveness is under way, and the findings will be reported in April 2004.
2.31 DfES	Local authorities: extending out contracting out by local education authorities (LEAs)	To allow LEAs voluntarily to contract a wide range of non-strategic functions to another body.	LEAs and private contractors will both benefit. It will enable LEAs to find more innovative Best Value solutions. There will be improved efficiency.	Secondary legislation	Completed. In force April 2002. Guidance issued to all LEAs August 2002. Further order in October 2003 added three new functions given to LEAs in the Education Act 2002.
2.32 DfES	Local authorities (LAS): local public service agreements (local PSAs) plan rationalisation project.	5 authorities were granted a freedom in their local PSA to rationalise several education plans (Education Development Plan, Behaviour Support Plan, Literacy, Numeracy, Key Stage 3 and ICT Action Plans) into a single, shorter education plan – the Local Education Strategy. This will provide key information and represent strong strategic planning, but be tailored to suit local circumstances.	LAs/LEAs. The objective is to free time that would have been spent on constructing plans to focus on raising standards. The project has been customer-led insofar as the plans to be rationalised were identified by the LEAs as those with the greatest potential time-saving. The project has been warmly welcomed by those LEAs participating – Stockton on Tees, Birmingham, Warwickshire, Derbyshire and Blackburn with Darwen.	Secondary legislation	Five Local Education Strategies were approved March 2002 following the necessary change in secondary legislation. They will all have a Single Education Plan in place by April 2004.

## Education – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.44 DfES	School funding: consolidating and simplifying grant arrangements.	To replace the present system of paying grants to schools and LEAs through a number of different funding arrangements with a simplified and streamlined system.	LEAs and schools will benefit because the simplified system will minimise the administrative burdens associated with payment and receipt of funding.	Primary legislation	Completed. Relevant sections of the Education Act 2002 have commenced. From 2004/05, all major DfES grants for schools are being paid through a single channel.
2.45 DfES	School funding: private finance initiative (PFI) process.	To allow governing bodies and the Secretary of State for Education & Skills to set up or join companies.	This will enable joint venture companies to be developed to provide advice, and procure and manage PFI contracts on behalf of schools. Schools, LEAs and private contractors will benefit through the reduced time and cost of procurement. In particular, it will enable voluntary aided schools to benefit from PFI.	Primary and secondary legislation	Completed. Relevant sections of the Education Act 2002 have commenced. The first company – Partnerships for Church of England Schools – has been established.
2.46 DfES	School funding: simplifying arrangements for premises work at voluntary aided (VA) schools.	To simplify the existing arrangements for deciding liability between VA schools and LEAs; increasing the standard rate of grant to VA school governing bodies from 85% to 90% (with flexibility to pay more in some cases).	VA schools will benefit from the revised arrangements, removing current confusion over liabilities and responsibilities for premises work, which will: <ul style="list-style-type: none"> <li>– be simple to administer;</li> <li>– empower schools to take decisions at a local level;</li> <li>– place more of the funding in delegated school budgets;</li> <li>– be more consistent with other categories of maintained school, whilst protecting the essential characteristics of the VA sector.</li> </ul>	Regulatory Reform Order	Completed. Regulatory Reform Order made in March 2002, effective from April 2002.
2.47 DfES	School governance: allowing governing bodies to provide facilities and services for families and communities.	To allow school governing bodies to develop facilities and services, in addition to educational services, that will benefit pupils, families and the wider community, such as childcare, healthcare, after-school clubs and community learning facilities.	Schools and the wider community. Benefits will include greater accessibility for pupils, families, teachers and the wider community to a range of services to support learning and community regeneration. It should also reduce burdens on teachers and improve pupil attendance, behaviour and achievement; adult employment; and pupil and adult health.	Primary and secondary legislation	Completed. Relevant sections of the Education Act 2002 commenced September 2002. Guidance was published in October 2002.
2.48 DfES	School governance: easing the burden.	A package of measures to: <ol style="list-style-type: none"> <li>1. allow streamlining of information and amalgamation of reports and prospectuses;</li> <li>2. ease the burden of meetings on governing bodies' discipline committees by only requiring them to review fixed-period exclusions of more than 15 school days in total in any one term, instead of more than 5 as now.</li> </ol>	School governing bodies and headteachers will benefit. These measures will reduce bureaucratic burdens, saving time for governors and headteachers, with fewer meetings and less paperwork.	Primary and secondary legislation	1. Completed. Relevant sections of the Education Act 2002 commenced September 2002. Revised guidance on governors' annual reports and school prospectuses was published in April 2002. 2. Completed. Relevant sections of the Education Act 2002 commenced in January 2003 together with associated regulations.

Education – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.49 DfES	School governance: membership and strategic role.	A package of measures to allow governing bodies the freedom to determine their own membership and to reduce their involvement in staff appointments and dismissals.	School governing bodies will have greater freedom to: <ul style="list-style-type: none"> <li>control their own membership, hold joint meetings or federate several schools under a single governing body,</li> <li>increasing opportunities to share good practice and exploit economies of scale, and to determine their working practices.</li> </ul> Freeing them from unnecessary restrictions will save time, and allow them to concentrate on key roles; <ul style="list-style-type: none"> <li>concentrate on their strategic role by reducing their involvement in staff appointments – in normal circumstances – to the leadership group, and in dismissals to appeals.</li> </ul>	Primary and secondary legislation	Completed. Relevant sections of the Education Act 2002 have commenced. New Governance Constitution, Governing Body Procedures (and Staffing) Regulations and related guidance operative from 1 September 2003.
2.51 DfES	Secondary school: new partners.	To bring increased variety and expertise into the maintained schools sector by removing barriers which prevent new partners and sponsors coming into the system.	Schools and pupils will benefit. It will increase the opportunity for private businesses to be involved in establishing and supporting schools.	Primary and secondary legislation	Completed. Relevant sections of the Education Act 2002 have commenced.
2.53 DfES	Teachers: enabling schools to share benefits and expertise with other providers.	To give schools, further education and 6th form colleges the freedom to share benefits and expertise, including staff. Also, to provide more ICT-delivered courses, and to allow schools to offer other innovative ways of delivering education.	Headteachers and governing bodies will have more flexibility in how they obtain and deploy staff, and pupils should benefit from the wider range of options available by simplifying teacher employment legislation.	Primary and secondary legislation	Completed. Relevant sections of the Education Act 2002 have commenced. Consultation on draft regulations and guidance commenced in May 2003, and the regulations and guidance came into force in September 2003.
2.54 DfES	Teachers: reducing the burden of Initial Teacher Training inspections.	To reduce the frequency of inspection on good Initial Teacher Training providers.	Teachers and training providers. Good Initial Teacher Training providers will benefit as a result of a reduction in the overall burden of inspection.	Guidance	Completed. The revised framework and handbook for the inspection of Initial Teacher Training was published in June 2002 and came into effect in September 2002.
2.55 DfES	Teachers: relaxing the validation regime for the threshold procedure.	To make the process of threshold assessment cheaper and less bureaucratic. Teachers successful at threshold assessment move to the upper pay scale and gain a salary increase of £2,000.	Headteachers and teachers. Headteachers, particularly, will benefit, because the threshold assessment process will be simpler. In-depth external validation will become more selective.	Secondary legislation	Completed. Provision set out in the 2002 School Teachers' Pay and Conditions Document. Guidance issued in July 2002 sets out the new, paper-based validation procedure and means that only 1 in 5 schools with applicants will receive a visit from the external assessor.
2.56 DfES	Teachers: simplifying the Graduate Teacher Programme.	Teacher Training Agency to simplify and devolve responsibility within the Graduate Teacher Programme.	Schools and prospective teachers will benefit because most places will be allocated in advance to accredited schools and training providers, rather than the Teacher Training Agency having to approve each candidate individually.	Administrative changes	Completed. Around 2,800 Graduate Teacher Programme places allocated to 80 designated recommending bodies for the year commencing September 2002.

## Education – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.58 DfES	Teachers: streamlining Initial Teacher Training standards and requirements.	To make the current requirements less unwieldy.	Training providers and trainee teachers. Initial Teacher Training providers will be given more flexibility and scope for creativity. The framework will be clearer for schools and trainees.	Guidance	Completed. The revised standards, Qualifying to Teach – Professional Standards for QTS and Requirements for ITT, were published in January 2002 and came into effect in September 2002. The accompanying guidance handbook was updated Summer 2003. The accompanying guidance handbook was updated in summer 2003.
2.17 DfES	Early years regulation: simplification.	To promote an integrated education and childcare regulation service for those organisations in the public, voluntary and private sectors which provide both education and care. This will include some maintained schools if the provisions currently in the Education Bill, which allow schools to operate childcare facilities, are implemented.	Early years education and care providers. Providers in private, public and voluntary sectors will benefit as inspections of childcare (normally once a year) and nursery education (once every 2–4 years) will be combined where these inspections are due in the same year. Consideration will also be given to ways that school inspections can be co-ordinated with childcare inspections where schools provide childcare, so there may be savings for providers and LEAs in reduced administrative costs, and more effective use of time.	Administrative changes	Ongoing. Programme of combined childcare and nursery education inspections started in 2002. Co-ordination of schools and childcare inspections piloted through Early Excellence Centre inspection programme in 2002/03. Green Paper, <i>Every Child Matters</i> , published in September 2003, proposed further integration of inspection activity, and Ofsted is leading follow-up work, which may include legislation proposals.
2.21 DfES	Higher education student support: allowing payments to be made electronically via a single body.	To make arrangements whereby all types of statutory higher education student support, including the supplementary grants currently paid by LEAs, should be paid electronically by the Student Loans Company (SLC).	LEAs and students. Paying all support via a single body is logical and administratively simpler. Paying support electronically is more efficient and cheaper than payment by cheque. This would make the student support system simpler for students, and would remove from the SLC the need to pay by cheque. LEAs would benefit because the labour-intensive process by which they are reimbursed for paying supplementary grants by the Department for Education & Skills (DfES) would no longer be needed.	Administrative changes	The academic year 2004/05 is the current target by which to complete implementation, which will be phased. The SLC paid over half of their students their first instalment of support in the academic year 2003/04. The aim is to increase this to 100% over the next few years as more institutions take up this payment option. The SLC has also taken responsibility for the payment of supplementary grants for students in six pilot LEA areas in 2003/04. On-track for all such payments to be paid via SLC for the 2004/05 academic year.
2.22 DfES	Higher education student support: installing a single IT system for LEAs.	To replace the 30+ existing LEA IT systems for administering higher education student support with a single IT system.	LEAs and students. This will benefit students by: – facilitating the delivery of a higher, more consistent standard of service across all LEAs; – speeding up processing of applications; and – facilitating the introduction of new application channels, eg the internet. It would benefit LEAs by: – reducing their IT costs; and – reducing the burden on them to provide management information to DfES.	Administrative changes	The Student Loans Company (SLC) has been working with its private sector partner, PA Consulting, to design and build the single system, and has successfully implemented it in six pilot LEAs. The system went live on 28 April 2003. Roll-out activity to the remaining LEAs commenced in November, with completion due in March 2004. The SLC hopes to pilot the new online services during the next few months, with a view to rolling them out nationally in March 2004.

Education – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.33 DfES	Local authorities: rationalising planning for children.	To streamline the planning arrangements that primarily or solely affect children and young people, or services for children and young people, by radically reducing the number of plans required (currently 17) and removing the need for central Government approval.	LA/LEAs will benefit, as will individual children from the increased focus on outcomes. The real value will be in reduced bureaucracy at local and central levels and shifting accountability towards achieving outcomes for children and young people rather than simply improving plans.	Secondary legislation	Specific work relating to plan rationalisation in this area is being taken forward within Departments in the context of 2.35. The Green Paper <i>Every Child Matters</i> was published in September 2003, with consultation lasting until December. It proposed new structures for local government, which would impact on planning need. DfES will consider the details of future work in the light of comments received in consultation.
2.42 DfES	School admissions.	A package of changes that will: – abolish standard numbers and relate admission numbers to the new net capacity assessment formula; – reduce the requirement for schools responsible for their own admissions to consult annually, if they are proposing the same admission arrangements, and the arrangements haven't been the subject of an objection.	This will reduce administrative burdens for admission authorities (LEAs and schools) and school organisation committees, given the introduction of the new admissions framework. School organisation committees will be freed from the burden of having to consider standard number variations and will have more time to consider proposals for changes to school organisation, such as proposals for new schools or closures.	Primary and secondary legislation	Relevant provisions in the Education Act 2002 have commenced. The regulations were made in late autumn 2002, and took effect in January 2003. The provisions apply to admission arrangements relating to entry to schools from September 2004.
2.43 DfES	School autonomy.	This initiative will give high-achieving schools additional freedoms and flexibilities to innovate further.	Schools and pupils. Giving schools greater autonomy over certain aspects of pay and the curriculum will benefit schools and pupils. The intention is to learn from the way these flexibilities are used by schools, and what further deregulation might benefit the school system as a whole.	Primary and secondary legislation	Relevant sections of the Education Act 2002 have commenced.
2.50 DfES	School inspections: reform.	A package of OFSTED reforms to: 1. ensure that LEAs are not normally inspected more than once in any year; 2. allow schools to check forms that are 'prepopulated' with data already provided by them; 3. make more use of short inspections to reduce the burden on schools and teachers.	LEAs: 1. Reduced burden by limiting LEAs to no more than one inspection visit each year. 2. Reduced administrative burden on headteachers and others during the pre-inspection period. Schools will also be given more detailed guidance. 3. Many schools can expect to benefit from proposals by OFSTED to increase the number of schools to have short inspections, in which fewer inspectors spend fewer days in schools. There may be some extra costs if OFSTED needs to gather evidence about aspects of provision in more detail than is available from short inspections.	Administrative changes	1. Completed. New arrangements for inspecting LEAs were introduced in January 2002. 2. Forms are pre-populated with all available data. There is a dependency on other bodies, including DfES, providing accurate data. 3. Following consultation, Ofsted announced in January 2002 that standard and enhanced inspections would replace short and full inspections in September 2003, and that an increased proportion of schools will have the shorter style of inspection. There will be a further review of school inspection arrangements in 2004.
2.52 DfES	Specialist schools: streamlining procedures for schools to take on specialist, beacon or training status.	To establish a single process in order to make it simpler and less bureaucratic to take on different beacon, specialist and training roles.	Potential specialist, beacon and training schools will benefit from new procedures that are less burdensome.	Administrative changes	A single 'diversity website' has been established. Beacon status is being phased out. Paperwork and application processes have been reduced for the academic year 2003/04. Application dates and designation periods are being aligned and guidance will be issued in due course.

## Education – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.57 DfES	Teachers: simplifying the legislation on teachers' pay conditions.	To reduce bureaucracy for headteachers and governing bodies and to give scope for more flexibility in teachers' pay and conditions.	LEAs, headteachers and governing bodies. More strategic role for pay review body, new category of Statutory guidance on pay and conditions.	Primary and secondary legislation	Relevant sections of the Education Act being commenced from 1 August 2003. Some simplification of the pay document was brought in from 1 September 2003 together with accompanying guidance. Further changes expected to be implemented in September 2004.
2.09 DfES	Schools: free school meals.	To examine alternative methods of administering the free school meals service which will reduce the burden on schools and headteachers.	Schools, headteachers and people entitled to free school meals. Parents and guardians entitled to receive free school meals will be able to deal directly with DWP for initial application. DWP will confirm entitlement to relevant benefits directly to LEA, thereby removing the need for parents to approach schools and headteachers. LEAs will have direct access to DWP information via ICT equipment to be installed in LEA offices for the purpose of confirming ongoing free school meal entitlement. Removes the need for parents to complete review forms or school to take review action.	Primary and secondary legislation	Cabinet Office has issued report of results of pilot to all LEAs. Cabinet Office currently in discussion with DfES and DWP on next steps to implement. It is proposed that the changes will be made through the Data Sharing Bill.
2.86 DfES	The removal of statutory planning requirements on LEAs and the introduction of the Single Education Plan.	To increase LEA effectiveness and reduce bureaucracy by reducing the number of plans currently required and approved by central government.	LEAs will continue to plan but will benefit from reduced bureaucracy and increased flexibility to reflect and focus on core responsibilities and local circumstances.	Regulatory Reform Order	Consultation document and draft Order have been prepared. Regulatory Reform Order expected to be in place 2004.

## Housing

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.24 DWP	Housing Benefit and Council Tax Benefit: verification framework (VF) registered social landlord (RSL) pilot.	The aim of the pilot is to determine whether limited RSL involvement in Housing Benefit (HB)/Council Tax Benefit (CTB) administration will improve service delivery and to consider whether the changes can be applied nationally.	Local authorities and claimants. The aim of the initiative is to enable local authorities to redeploy some resources to tackle backlogs of work and specific problem areas. It is anticipated that RSLs will also gain through improved cash flow. This should ultimately result in improved customer service and more focused VF activity leading to reduced fraud and error.	Administrative changes	Stage 1 completed on time. Evaluation of pilot was started immediately. Scheme rolled out nationally (on a voluntary basis) to other local authorities from beginning of financial year 2003.
2.25 DWP	Housing Benefit (HB) and Council Tax Benefit (CTB) claims.	To remove the current restriction which means that only staff directly employed by a local authority can make decisions on HB and CTB claims.	Local authorities and claimants. This will help the administration of HB and CTB, to help provide a quicker and better-value service to the public. Would remove current double handling of cases resulting from the need for local authority staff to check all cases assessed by contractors or agency staff.	Secondary legislation	Completed. The Contracting Out (Functions of Local Authorities: Income Related Benefits) Order 2002 has completed its parliamentary passage and was made on 18 July 2002, coming into force on 25 July 2002.
2.26 ODPM	Housing management: delegation.	To review the powers to give consent under section 27 of the Housing Act 1985 to the delegation of housing management.	Local authorities and local authority tenants. The review of this Consent Regime concluded that the power should be retained, although the accompanying general approval should be revised to provide greater flexibility. This will give local authorities greater freedom to delegate housing arrangement functions without having to obtain the consent of the Secretary of State. There is a strong possibility that colleagues taking forward the Private Finance Initiative (PFI) may use a Regulatory Reform Order to amend s27.	Regulatory Reform Order	Completed. Order made on 27 March 2003.
2.67 ODPM	Housing: cash incentive schemes.	To amend s129 of Housing Act 1988 to remove requirement for local authorities to seek annual Secretary of State approval for cash incentive schemes.	Local authorities, tenants. To free up existing council housing for another household in housing need.	Regulatory Reform Order	Completed. Order made on 31 March 2003.
2.73 ODPM	Housing: timing of rent increases for assured periodic tenancies.	To resolve the problem of 'annuity' in Registered Social Landlords' (RSL) rent increases.	RSLs, tenants. Will allow RSLs to legally apply a standard date for annually increasing rents (eg the first Monday in April).	Regulatory Reform Order	Completed. Came into force on 11 February 2003.
2.28 ODPM	Local Acts.	Provisions in 6 local Acts relating to separate foul and surface water drainage arrangements.	Construction professionals and builders. Simplified building legislation by removing absolute provisions in various local Acts.	Secondary legislation	Further consultation carried out in July 2002. Regulations in draft, should be made by the end of 2003.

## Housing – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.29 ODPM	Local authorities (LAs): consent regimes.	To reduce areas where local councils cannot act without a Minister's approval. For instance, removing 7 consent powers on LA housing grants through Regulatory Reform Order as part of a reform of housing renewal legislation. Overall reforms will give LAs more freedom and a wider range of tools to tackle poor quality private housing and, in particular, to address local needs.	Local authorities. The removal of these consents will reduce the level of unnecessary bureaucracy restricting LAs.	Regulatory Reform Order	ODPM is amending or abolishing 47 consent regime powers. Decisions on a further 9 Review's recommendations are still to be taken. The majority of these are subject to consultation. Officials have identified consent regimes for this Regulatory Reform Order from the Local Government White Paper and which have not otherwise been dealt with (primary legislation or other routes). The Order will contain regimes that are the responsibility of a number of departments. The aim for removal of these regimes is April 2004.
2.34 ODPM	Local authorities: annual reports to tenants.	To repeal section 167 of the Local Government and Housing Act 1989.	Local authorities. Reform will remove the need for local housing authorities to produce an annual report to their tenants.	Primary legislation	Legal view is that a Regulatory Reform Order would be a disproportionate way to remove this effectively defunct section. It currently imposes no real burden and the revision will have no legal effect. A single mention in the schedule to the next Housing Bill is considered the best option.
2.66 ODPM	Local Government finance: forms of return.	To abolish criminal sanction for non-return of valuation forms.	Owners and occupiers of business premises. Business-friendly – converts a criminal sanction into a civil penalty and gives more time for compliance with rating valuation notices.	Primary legislation	Provision to implement these changes included in the Local Government Bill.
2.74 DEFRA	Local authority recycling plans.	Abolish requirement for local authorities to produce recycling plans. Place requirement on waste disposal authorities (with some exemptions) in two-tier areas to produce joint municipal waste management strategies.	Waste disposal and waste collection authorities (with some exemptions) in two-tier areas. Remove ineffective requirement. Introduce requirement which will improve joint working between waste authorities which is vital to more sustainable waste management. No new burden on business or individuals.	Primary legislation	Agreement to inclusion in Waste and Emissions Trading (WET) Bill. WET Act received Royal Assent in November 2003. Regulations to implement these measures under the Act will come forward in due course.
2.59 DEFRA	Waste: changes to powers for waste disposal authorities (WDAs).	To give WDAs the power to direct waste collection authorities (WCAs) as to form (separation) of the waste which is delivered for disposal.	Waste disposal authorities. WCAs to take different types of waste to different facilities. This will not place additional burdens on businesses and individuals but will assist both WDAs and WCAs to achieve higher levels of recycling.	Primary legislation	WET Bill received Royal Assent in November 2003. Regulations to implement these measures under the WET Act will come forward in due course.
2.60 DEFRA	Waste: meeting targets under the Landfill Directive.	Set up a scheme of permit trading between local authorities for permits to landfill biodegradable municipal waste to meet landfill directive targets.	Local authorities. Ensure that the burden of meeting targets is shared in the most efficient economic manner, which should reduce costs for local authorities.	Primary legislation	Waste and Emissions Trading Act received Royal Assent in November 2003. Landfill Allowances Trading Scheme regulations to come into force in March 2004.
2.61 DEFRA	Waste: recycling and composting of household waste.	Allow local authorities to charge for the deposit of unsegregated waste at civic amenity.	Local authorities. Increased recycling and composting rates of household waste. The proposal is important to achieve higher recycling levels. There will be no additional burden on businesses because waste collection authorities already charge them for the collection of their commercial waste.	Primary legislation	No progress to date owing to lack of legislative slot. Will complete following finalisation of the revision of principal Regulation (EEC) No.259/93. Draft outline revised principal Regulations issued by the Commission in July 2002.

Housing – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.62 DEFRA	Waste; trans-frontier shipment of waste.	Revision of S.I. No. 1137 the 'Transfrontier Shipment of Waste Regulations 1994' to improve ability to tackle international and deliberate evasion of waste control regimes, and improve access to environmental information.	Enforcement authorities and Government. Improved ability to tackle international waste crime. Improved access to environmental information.	Secondary legislation	This is a Statutory Instrument for the procedures needed to implement the primary legislation, which is a directly applicable EC Regulation. Will complete following finalisation of the revision of principal Regulation (EEC) No.259/93. Draft outline revised principal regulations issued by the Commission July 2002.
2.63 DEFRA	Waste; waste disposal.	Replacing the Compulsory Competitive Tendering regime by the Best Value system which provides greater flexibility for local authorities in carrying out their waste disposal functions.	Local authorities. Removing prescriptive requirements for the letting of waste disposal contracts. Facilitating partnership working. Simplifying procurement process for Private Finance Initiative (PFI) schemes in waste sector.	Secondary legislation	Draft Order has been prepared by DEFRA lawyers. Seeking the approval of Parliamentary Counsel. No further progress has been made because DEFRA lawyers have had to concentrate resources on other, more urgent work.

## Health

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.02 DH	General practitioners: reducing paperwork.	To reduce and simplify bureaucratic burdens placed on GPs, resulting in both time savings and freeing up appointment time, building on the joint DH/CO report <i>Making a difference: reducing general practitioner (GP) paperwork</i> issued in March 2001.	Patients and GPs. The outcome of the implementation of all the recommendations contained in Phase I of the GP study will produce a saving of 750,000 hours of GP time and of 7.2 million appointments per year. The estimated savings delivered to date from the GP1 project are 540,000 appointments, plus 146,000 hours, as set out in <i>Making a difference, Progress Report 1999–2001</i> .	Administrative changes	Completed. Report published in June 2002.
2.03 DH	Healthcare professions: self-regulation.	Radical reform of self-regulation in the healthcare professions so as to make them more open, responsive and accountable.	The health service and the public. The reforms would realise the Government's secondary streamlined and effective regulation in the healthcare professions, working alongside the NHS's assurance arrangements to offer better protection for patients. They would also remove unnecessary obstacles to the development of the NHS workforce, breaking down outdated barriers and obstacles to professional development.	Primary and secondary legislation	Completed. Nursing & Midwifery Council and Health Professions Council (HPC) set up in 2002. Council for the Regulation of Healthcare Professionals and modernised General Medical Council established in 2003. Further orders to reform the regulation of dentists, opticians and pharmacists, and to extend statutory regulation via HPC to Operating Department Practitioners, are being prepared.
2.04 DH	Reducing Burdens in Hospitals.	Joint DH and CO review of bureaucratic burdens affecting a range of hospital professionals. Contains 40 bureaucracy-busting priorities, covering 3 key themes: – The Patient Journey; – Information Flows; – Quality.	A range of hospital professionals including nurses, doctors, consultants, allied health professionals and pharmacists; GPs; patients and their carers. This project engenders a range of benefits: streamlining of processes, reducing duplication, improving communication, reduced wastages, and better and more appropriate use of skills.	Administrative changes	Progress report published as part of Healthcare Inspection project in winter 2002. Communications strategy agreed between DH and CO to monitor ongoing implementation of outcomes and to evaluate impact on frontline staff.
2.07 DH	Public health: a new health protection agency for infection control and health protection.	It is not always clear when a problem arises whether its cause is infectious disease or a chemical hazard. This can make it difficult, under current arrangements, to know whether to involve the Public Health Laboratory Service, the Centre for Applied Microbiology and Research, the National Radiological Protection Board, or the National Focus for Chemical Incidents.	The general public and practitioners (health professionals, etc). Getting Ahead of the Curve, the new strategy for infectious disease, proposes a new agency to take over the functions of these four bodies. A single source of national expertise will strengthen arrangements for dealing with threats to public health. The new agency will also deliver key health protection services, at national and local level, alongside the NHS and local authorities. When the new body is in place, we shall also undertake a review of public health law, to see if there are ways of making arrangements for controlling and preventing infectious disease more effective but also less burdensome to operate.	Primary and secondary legislation	Because of difficulties identified with the Regulatory Reform Order route, reforms were taken forward via other routes. The Health Protection Agency (HPA) was set up as a Special Health Authority on 1 April 2003. Approval has been obtained to introduce a Bill in the 2003/04 session, to give the HPA further powers.

Health – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.11 DH	Care homes: ban on placements in care homes prosecuted for trivial offences.	Under the National Assistance Act 1948, a local authority cannot contract with care home proprietors who have been found guilty of any offence in relation to the running of the home, no matter how trivial. The revision allows for a case-by-case assessment.	Local authorities, and proprietors and residents of care homes. Would enable local authorities to contract with care homes where the homeowner has been convicted of a trivial offence in relation to the running of the home (for instance, failure to affix the certificate of registration in a conspicuous place), but where they are happy with the level of care being offered in the home. The current provision, requiring the removal of all local authority funded residents, can severely affect the viability of the convicted proprietor's business and have a detrimental effect on some residents who have to be re-housed as a consequence, and can cause the local authority undue problems in finding new homes in which to place residents.	Secondary legislation	Completed. Came into force on 1 April 2002.
2.13 DH	Community Care Plans: abolition.	Streamline local council planning processes by removing the requirement to produce Community Care Plans and focusing on Health Improvement Programmes and Joint Investment Plans for Health and Social Services.	Local authorities and general public. More streamlined and efficient local authorities planning processes.	Secondary legislation	Consultation completed in October 2001. Directions issued on 5 April 2002 to disapply regulations specifying annual Community Care Plan. Section 46 of NHS and Community Care Act 1990 to be disapplied for England through legislative amendment. Full details available on DH website: <a href="http://www.doh.gov.uk/jointunit/communitycareplans/index.htm">http://www.doh.gov.uk/jointunit/communitycareplans/index.htm</a>
2.68 DH	Local Pharmaceutical Services (LPSs).	To establish an alternative legal framework which will, for the first time, allow NHS community pharmacy services to be provided under locally tailored arrangements free from the restrictions of the rigid national remuneration system and terms of service.	Community pharmacies, patients. Pharmacy services refocused on local needs and priorities – not just dispensing prescriptions. Dispensing more closely linked to other complementary services such as health promotion, specialist clinics, etc. Greater range of services and potential service providers. Greater emphasis on outcomes to be achieved and quality of services provided.	Secondary legislation	Completed. First bids currently being assessed. The first LPS pilots on course to start later this year.
2.71 DH	NHS inspections: Joint CO/DH project to review internal and external health-related inspection.	This project will examine how we could reduce internal and external regulatory and inspection burdens in the NHS.	Reduce unnecessary burdens on frontline staff.	Administrative changes	Report <i>Making a Difference – Reducing Burdens in Healthcare Inspection and Monitoring</i> was published on 23 July 2003.
2.82 DH	Electronic recruitment service for the NHS (procurements).	To create an integrated electronic recruitment service, linking with the existing NHS Careers Service. It will involve setting up website advertising posts, providing information about working in the NHS, and an electronic application process. The service will ultimately link into the electronic staff record.	Public, NHS. Commercial publications carrying NHS recruitment advertising, NHS and local authority employers, 1.2 million NHS and local authority potential and actual employees.	Administrative changes	Expected completion date: end 2003/early 2004.

## Health – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.83 DH	Consolidation of all primary legislation relating to the NHS made over the past 25 years.	The Law Commission will lead a 2-year project to 'consolidate' the NHS Act 1977 and all subsequent Acts relating to the NHS into a single new Bill.	NHS organisations, the public and legislators. Less time will be wasted by lawyers poring over dozens of different Acts of Parliament. Instead, NHS organisations and individuals will be able to see at a glance what NHS legislation means for them.	Primary legislation	Solicitors' branch are in touch with the Law Commission to kick off the project. Completion date: possibly 2005, but depends on the extent to which further legislation is enacted once the project is under way.
2.06 DH	Prescriptions: electronic transmission of prescriptions.	To reduce substantially the volume of paper prescriptions by permitting electronic transmission of prescriptions.	Patients, GPs and pharmacists. Potential to reduce fraud. Greater patient safety and convenience. Reduces bureaucracy. Reduces errors caused by illegible prescriptions. Enables more information to be collected, for example, about prescriptions, which are written and not dispensed. Will require investment in technology to reduce paper handling and postage costs.	Secondary legislation	The 3 pilots were given the opportunity to extend until June 2003. The Department has received the evaluation report. The development of Electronic Transmission of Prescriptions (ETP) is now part of the National Programme for IT in the NHS and the results of this evaluation are currently being reviewed to inform the future development of ETP. Expected completion in 2004.
2.38 DH	Prescriptions: introduction of supplementary prescribing for nurses and pharmacists.	Improved management of repeat prescribing for chronic conditions. This will enable some nurses and pharmacists to prescribe medicines for named patients under a clinical management plan, following diagnosis by a doctor.	Patients and the NHS. Will enhance patient care by providing quicker and more efficient access to medicines, and make better use of the skills of nurses and pharmacists.	Secondary legislation	Regulations came into force on 4 April 2003 to allow supplementary prescribing by pharmacists and nurses, following diagnosis by a doctor. Training for nurses began in January 2003 and the first nurses are now acting as supplementary prescribers. Training for pharmacists now in place with pharmacists prescribing before the end of 2003. DH placed a guide for implementation of supplementary prescribing within the NHS in England on the following website: <a href="http://www.doh.gov.uk/supplementaryprescribing">www.doh.gov.uk/supplementaryprescribing</a>
2.39 DH	Prescriptions: extension of independent nurse prescribing.	To extend the range of medicines that may be prescribed by independent nurse prescribers by revising the Prescription Only Medicines (Human Use) Order 1997 made under the Medicines Act 1968.	Potential benefits to patients and the NHS, including GPs, doctors and nurses in primary and secondary care. Will enhance patient care by providing quicker and more efficient access to healthcare, make better use of skills and allow doctors more time to deal with more serious cases. Nurses will be able to manage conditions in 4 treatment areas: minor ailments, minor injuries, health promotion and palliative care.	Primary and secondary legislation	Nearly 1,000 nurses trained to prescribe from extended formulary by end of March 2003. Hundreds more in training. Further information on independent nurse prescribing available on DH website: <a href="http://www.doh.gov.uk/nurseprescribing">www.doh.gov.uk/nurseprescribing</a>
2.40 DH	Prescriptions: repeat dispensing.	Enables patients with stable long-term conditions to obtain prescriptions which can be dispensed in several episodes rather than going back to their GP each time they need a new prescription.	Patients, GPs, practice staff and pharmacists. Reduces NHS waste from unused medicines – mainly through patients not collecting or no longer needing subsequent episodes. Frees up GP and practice staff time. Patients find it more convenient. Better use of pharmacists' skills.	Administrative changes	Regulations came into force on 7 May 2003 to allow the set-up of 30 pathfinder schemes. Details of the scheme available at <a href="http://www.doh.gov.uk/nhsrepeatdispensing">www.doh.gov.uk/nhsrepeatdispensing</a> . Expected completion date 2004.

Health – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.64 DH	Community pharmacy.	To negotiate and agree new contractual framework for national community pharmacy services.	Community pharmacies (including <b>small businesses</b> ), patients, NHS. To ensure national contractual framework delivers value for money by focusing on the quality of community pharmacy services and complements development of local contractual arrangements (see 2.68 Local Pharmaceutical Services above).	Secondary legislation	Discussions with Pharmaceutical Services Negotiating Committee (PSNC) began in 2002 and now involve NHS Confederation. Framework published 17 July 2003 and available on DH website. PSNC consulted members in summer and held preliminary ballot in October 2003. Contractors voted 95% in favour (a 68% turnout). Discussions on detail of framework, and funding to support it, continue with aim of all parties to agree final framework by March 2004 and to aim for implementation as soon as possible.
2.65 DH	Infectious disease law: review.	The review will look at the responsibilities of the NHS and local authorities in relation to infectious disease.	The general public, practitioners (health professionals, etc). The review will consider whether changes in legislation or practice are needed to enable the NHS, the Health Protection Agency (HPA) and local authorities to work more effectively together and whether any existing legislative provisions need repeal or replacement.	Administrative changes	We have always envisaged that the review of infectious disease law will follow the establishment of a new integrated HPA. The HPA came into being as a Special Health Authority on 1 April 2003 (see 2.07), and we intend to introduce primary legislation to establish it as a non-departmental public body as soon as parliamentary time allows. Method of delivery to be decided in light of review. No timetable has been fixed for the review but it will take account of the emergency powers, which it is proposed to provide through the Civil Contingencies Bill.
2.01 DH	Cancer cures: advertisements.	Remove the requirement for a local authority to obtain the Attorney General's consent to institute a prosecution under the Cancer Act 1939 for publishing certain advertisements concerning cancer treatment.	Local authorities and law officers concerned. Local authorities will no longer have to apply to the law officers before bringing a prosecution under the Cancer Act.	Regulatory Reform Order	Attorney General's agreement to change re-confirmed on 2 September 2002. Now to be included within umbrella Regulatory Reform Order organised by ODPM (see 2.29).
2.12 DH	Care: long-term care.	There are a range of measures which individually and collectively will: – make the system of funding long-term care fairer; – remove existing restrictions on the geographical location of residential care homes and nursing homes with which local authorities may contract.	Local authorities, health providers, care home proprietors and providers of domiciliary care. Fewer people forced to sell their homes on entering care, care will be more closely tailored to individual needs, and the NHS and local councils will work together more closely. Local authorities will be able to place and support people in countries outside of England and Wales under new cross-border placement arrangements in order to keep them closer to family/relatives. The extension of direct payments will offer people more choice in their care arrangements.	Secondary legislation	a) Proposed new cross-border placements arrangements: due to be completed in April 2004. Status has slipped from original 2003 deadline; b) Changing councils' power to offer direct payments to duty to make them. The status on this is on time.

Health – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
2.69 DH	Dentistry	To enable Primary Care Trusts to contract with the corporate bodies in a more effective and cost-effective way than is currently possible.	Dentists, patients. Existing NHS dentistry contracts are with individual businesses and are mostly very small, having one or two practitioners only, which means that overheads are relatively high. The reform would enable the NHS to contract with groups whose overheads would be expected to reduce, introducing more competition, as contracts would move towards cost and volume and away from the existing piecemeal arrangements which are the sole way of remunerating practitioners currently.	Primary legislation	Now being taken forward as part of 1.9.

## The individual

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
3.19 DCA	Electoral registers: sale of details.	Electors being given the opportunity to opt out of having their details included in registers which are sold to commercial companies. This was provided for in legislation but a recent High Court case has highlighted the need to have regulations in force for the next annual canvass of electors. The new regulations are required so as to specify who may have access to the full registers and for what purpose, while allowing for commercial use if this is legitimately in the public interest.  The aim is to legally permit simultaneous first registration and assignment of a purchased registration number. Currently no legal powers exist.	All electors. Compliance with the EU Data Directive. Benefits to all electors through increased privacy. Some administrative savings to local authorities.	Secondary legislation	Completed. Regulations came into force on 18 July 2002.
3.40 DfT	Vehicle registration numbers: first registration.		Motorists, motor trade. If no legal powers were obtained, motorists would have to first register a vehicle and license this vehicle under a normal registration number. Then the motorist would have to assign the purchased registration number to the car and re-license. This would add up to 4 weeks and immeasurable 'hassle' for the motorist and the motor trade.	Administrative changes	Completed. Achieved by administrative changes.
3.09 DH	Adoption and Children Bill.	The Adoption and Children Bill will create a single consolidated legal framework for adoption. It will replace the outdated Adoption Act 1976 and will incorporate the majority of the Adoption (Intercountry Aspects) Act 1999 as respects England and Wales.	Adults, children who are to be adopted, adoptive parents, prospective adopters, birth parents and former guardians of adopted people. The Bill will bring adoption law into line with the Children Act 1989 by ensuring that the child's interests are paramount in all decisions to do with adoption. Some provisions, such as the Adoption and Children Act Register and the obligation for courts to fix timetables, will help speed up the adoption process. Others, such as the independent review mechanism and the right to an assessment for adoption support services, will help improve the quality of service provided.	Primary legislation	Received Royal Assent in November 2002. Now known as the Adoption and Child Act 2002.
3.54 DTI	Additional (new) method of modifying gas and electricity standard licence conditions.		Customers, licensees, regulator. Where there is a broad agreement among licensees that a change to a licence condition is desirable, this method provides a fast track for achieving change, avoiding delays in the development of the regulatory system.	Secondary legislation	Completed 16 July 2003.
3.06 DWP	People with disabilities: vaccine damage.	To ease restrictions on current eligibility criteria and time limits for claiming a Vaccine Damage Payment (VDP) under the Vaccine Damage Payment Act 1979: – reduce disability threshold from 80% to 60%; – amend time limits for claiming a VDP to whichever is the later of age 21 or 6 years from the date of the vaccination; and – consider new claims from those previously rejected on time limits or disability threshold.	People damaged by vaccine. Improved arrangements for entitlement to payment for those suffering from vaccine damage. Estimate that additional expenditure could be £2.5 million per annum.	Regulatory Reform Order	Completed. The Regulatory Reform (Vaccine Damage Payments Act 1979) Order 2002 came into force on 16 June 2002.

## The individual – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
3.10 DWP	Child Benefit and Guardian's Allowance: transfer to the Inland Revenue.	Responsibility for Child Benefit and Guardian's Allowance was transferred to Inland Revenue in April 2003, with the introduction of New Tax Credits (NTCs).	Those entitled to Child Benefit and Guardian's Allowance. Child Benefit has become the cornerstone of the NTC system. Some 7 million customers with 12.7 million children will benefit from simpler arrangements.	Primary legislation	Stage 1 delivered on time. This measure is in the Tax Credits Bill which received Royal Assent on 8 July 2002. Transfer took place in April 2003.
3.16 DWP	E-business: electronic claims for Child Benefit and changes of circumstance.	To enable customers to claim Child Benefit and to notify changes of circumstances electronically.	People entitled to Child Benefit. Those customers with email access, up to 7 million families, will be able to deal with Inland Revenue electronically.	Secondary legislation	Stage 1 completed on time. The Social Security (Electronic Communications) (Child Benefit) Order 2002 has completed its parliamentary passage and was made on 10 July 2002, came into force on 28 October 2002.
3.25 DWP	Incapacity benefits: new permitted work rules for people on incapacity benefits.	New rules will allow any person claiming incapacity benefits to: work for less than 16 hours a week; and earn no more than £66 for up to 26 weeks (with an extension for a further 26 weeks in special circumstances).	GPs and people on incapacity benefit. To provide a stepping-stone back to work, the reform will remove the need for the work to be therapeutic. Eases burden on GPs who will no longer have to provide written support for the proposed work.	Secondary legislation	Completed. Brought forward in the Social Security (Incapacity) (Miscellaneous Amendments) Regulations 2002, made on 5 March 2002, came into force on 8 April 2002.
3.33 DWP	People with disabilities: Independent Living Funds (ILFs) – review.	The review has considered whether there is a need for the work undertaken by the ILFs, and, if so, whether they are the most appropriate way of delivering that work. Proposals: – capital rule to be more closely aligned with the limit for residential care; and – all earnings to be disregarded.	Likely to have impact on small number of severely disabled people, but impact for the individual will be significant. Will support Government's work agenda, and possibly the learning disability strategy. Exchequer cost of reforms likely to be £3.6 million per annum.	Administrative changes	Completed April 2002.
3.34 DWP	People with disabilities: Invalid Care Allowance (ICA).	Invalid care allowance: i. to remove the current age restriction to allow new claims from certain carers over 65 years old; and ii. to continue for up to 8 weeks after the death of the person being cared for.	Carers. Changes underpin commitment to carers. i. Will ensure support available to carers aged under and over age 65 years on an equal basis. Principal effect will be to provide access to the carer premium in the income-related benefits. ii. Will provide support to carers during the 8 weeks following the death of the person for whom they were caring.	Regulatory Reform Order	Completed. The Regulatory Reform (Carer's Allowance) Order 2002 was made on 29 May 2002 and came into force on 1 April 2003.
3.37 DWP	Statutory maternity pay/benefit improvements.	To introduce improvements to maternity pay and benefits from April 2003 to: – increase the standard rate payment of Statutory Maternity Pay (SMP) and Maternity Allowance (MA) to the lesser of £100 or 90% of the woman's average weekly earnings; and – extend the payment period for SMP (paid by employers) and MA (paid by the Benefits Agency) from 18 weeks to 26 weeks.	Pregnant women (almost 360,000 women will benefit per annum). From 2003/04, an extra £355 million for SMP and MA. These improvements will: – give women the opportunity to remain at home for a longer period during the crucial months surrounding the birth of a child, without losing touch with the labour market; and – enhance support for parents generally, helping parents achieve a better balance between paid employment and family life, as well as helping low paid parents to work.	Primary legislation	Regulations made on 30 October 2002, came into force on 24 November 2002. Impact on confinements on 6 April 2003.

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RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
3.46 HMCE	Revised Occasional Importers Scheme for excise goods.	Introduction of a revised Occasional Importers Scheme to implement the findings of the Occasional Importers Review (undertaken in response to recommendation 18 of the Roques' report into 'The collection of excise duties in HM Customs & Excise', July 2001).	Provides centralised service and helpline for occasional importers – a single point to go to for help and advice. Simplified system for infrequent users. Reduction in number of fraudulent traders using the scheme. Processing of Occasional Importers form (C&E 1165) centralised at the National Occasional Importers Centre (NOIC) – appropriately-trained staff vet forms, and database of applications is maintained.	Administrative changes	All Implemented from June 2003.
3.52 IR	Exemption for employer-reimbursed homeworking expenses.	Employers can now reimburse the additional household costs incurred by employees who carry out part or all of their duties of employment at home.	Employees. This measure allows the employee to receive the reimbursement of their additional household costs free of tax. Employers can now reimburse, free of tax and NICs, the additional household costs incurred by employees who work at home under agreed flexible working arrangements. An advisory rate of £2 per week/£104 per year has been set to allow employers to make the payment without the employee keeping documentary evidence of the additional household costs incurred. Employers may choose to pay more than this, but will need to keep evidence of the actual costs incurred. Employees will benefit by receiving this expense free of tax.	Primary legislation	Implemented from 6 April 2003.
3.20 ONS	Error correction in registration of births and deaths.	Simplifies the formalities for correcting an entry relating to a child's parents in the official records of births, stillbirths, or deaths.	The public. The change will benefit those who find it difficult to correct an entry in a register because, for example, they cannot supply the statutory declarations required following a relationship breakdown or the death of family members.	Secondary legislation	Completed via deregulation order early 2002.
3.29 DWP	Pension Credit: abolishing the weekly means test for pensioners aged 65 years and over.	To replace the current weekly means test for people aged 65 and over with a more straightforward income assessment based on key indicators of income only.	Senior citizens claiming Pension Credit, financial institutions and the public sector. Reducing bureaucracy and the level of intrusion into pensioners' affairs. There will be fewer details to verify in the claims process and during the award.	Primary and secondary legislation	Stages I & II completed on time. The State Pension Credit regulations 2002 were made on 11 July 2002, and came into force on 6 October 2003.
3.30 DWP	Pension Credit: reducing reporting requirements.	Removing the need for pensioners to report insignificant changes in their circumstances, and replacing it with a system based on reviews at 5-year intervals or significant life events.	Senior citizens claiming Pension Credit, financial institutions and the public sector. Pensioners will only need to report significant changes in their circumstances during a set period (for example, bereavement, marriage or emigration). It will also ensure that their income will not fall below a guaranteed level if they request a re-calculation. This will also have a positive impact on the public sector and financial institutions, as there will be fewer changes to verify during the award period.	Secondary legislation	Stages I & II completed on time. The State Pension Credit regulations 2002 were made on 11 July 2002, and came into force on 6 October 2003.

## The individual – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
3.31 DWP	Pension Credit: treatment of capital in assessment of income.	Halving the unrealistic assumed rate of return of £1 for every £250 of capital held and abolishing the upper capital limit to end the presumption that pensioners should draw down on their capital to ensure an adequate weekly income.	Senior citizens claiming Pension Credit. The current system penalises pensioners who have prudently built up capital for their retirement. The new treatment of capital will ensure people aged 60 years and over are treated more fairly.	Secondary legislation	Stages I & II completed on time. The State Pension Credit regulations 2002 were made on 11 July 2002, and came into force on 6 October 2003.
3.01 DCA	Civil justice reforms.	To deliver a radical reform of the enforcement system and complete the existing strategy for reforming the civil justice system.	Debtors, creditors, enforcement agents. Will lead to: – quicker, more effective enforcement of civil judgements; – more protection for most vulnerable individuals; and – increased standards of customer service.	Primary legislation	White Paper published early 2003. Still pursuing a suitable legislative slot.
3.08 DCA	Administration orders for personal insolvency.	Amendment of s112 of the County Courts Act 1984 to merge the two existing state sector options for personal insolvency into a single delivery scheme providing debtors and creditors with effective solutions for people with multiple debts.	Debtors, creditors, courts. Will benefit the economy by providing effective and manageable repayment solutions to debtors (individuals and sole traders) and creditors, by encouraging enterprise through the quick rehabilitation of genuine pays', and practices by encouraging responsible lending and borrowing.	Primary legislation	Under review, following introduction of Enterprise Bill. Scoping study being implemented. Advised by Counsel not suitable for Regulatory Reform Order route – being taken forward via primary legislation. Currently working on the report with a view to completing to send to Ministers by end of 2003, for a steer on the future direction of the project.
3.03 DCA	Damages: periodical payments.	To empower courts to order damages for future losses to be paid by regular instalment rather than lump sum.	Claimants. NHS and public sector defendants. A better system for awarding damages in serious accident cases. Lump sums can be inadequate if the claimant lives longer than expected, or provide an unconvicted gain for his or her relatives in the opposite event. Potential benefits for NHS and other public sector defendants because it would be easier to manage budgets.	Primary legislation	Being taken forward via the Courts Act which received Royal Assent in November 2003.
3.42 DEFRA	Environment: agreement to improve energy performance of household consumer electronic products at Community level.	To develop industry self-commitments covering televisions (cathode ray tube and non-cathode ray tube), DVD players and personal video recorders.	Suppliers and users of household consumer electronic products. Modernisation of the regulatory process through use of alternatives to legislation and a proactive approach by industry, tailor-made solutions and least burdensome option for achievement of environmental objectives.	Secondary legislation	Adopted 1 July 2003 for televisions and DVD players. Personal video recorders to follow.
3.44 DEFRA	Labelling of pesticides for the amateur market.	Exercise to gauge understanding of pesticide labels by amateur users and issue revised guidance to manufacturers.	All those who use amateur pesticide products in the home garden. Make amateur pesticide labels easier to understand so that they can be used safely and effectively.	Guidance	Exercise yet to start.
3.12 DEFRA	Common land and village greens: improving regulation.	Improved accuracy and currency of the commons registers and associated registration process. These are the official registers of all common land, town and village greens and rights of common in England and Wales. All land registered as common is to be access land under the Countryside and Rights of Way Act 2000.	Members of the public, landowners, developers, anyone seeking accurate information about designation. Improved protection of registered land, release of wrongly registered land from any legislative burdens (existing or proposed), creating a more accurate information base on which to improve management arrangements. Greater clarity to controls on use of common land.	Primary and secondary legislation	Now looking to complete 2004/05. Bid submitted for legislation during 2004/05 session. Regulatory Reform Order unlikely to be sought unless parliamentary time for legislation is not available, as some objectives require primary legislation. Publication of Common Land Policy statement in July 2002.

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RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
3.22 DfES	Higher education student support: introducing self-certification.	To implement arrangements whereby all students would have to provide evidence in support of their application in their first year, against which local education authorities (LEAs) could baseline later years' applications.	Students. It will benefit students by removing from them the burden of providing original documentation in each year of their course. It will also free LEAs from processing and returning large amounts of paper evidence at the same time as they are conducting assessments.	Administrative changes	An evaluation of the self-certification pilot run in 5 LEAs in the 2002/03 processing cycle has confirmed the suitability of this process to be rolled out to all LEAs from 2004/05. The process is currently being operated by the 6 LEAs piloting the single IT system (see item 2.22).
3.23 DfES	Higher education student support: exempting low-income students from annual reassessments.	To implement arrangements for all students to undergo a detailed income assessment in year one of their course. In subsequent years, a full income assessment would not usually be required for those students whose family income is below a certain level.	Students and LEAs. This will benefit low-income students who would usually no longer be required to complete detailed financial forms each year after Year 1 if they are able to confirm their family's income is below the required threshold. This would also impact on LEAs, who would see a reduction in their workload.	Administrative changes	An evaluation of the pilot of this process operated in 5 LEAs in the 2002/03 processing cycle has confirmed the suitability of this process to be rolled out to all LEAs from 2004/05. The process is currently being operated by the 6 LEAs piloting the single IT system (see item 2.22).
3.24 DfES	Higher education student support: rationalising application forms for higher education student support.	To simplify the current system, under which most students have to complete at least two forms to apply for statutory support.	Students. The reform will benefit students by removing the duplication between the current forms and shortening and simplifying the application process.	Secondary legislation	An evaluation of the single form in 5 pilot LEAs in the 2002/03 academic year has confirmed the suitability for national implementation of a single form from the 2004/05 academic year. The single form is currently being used by the 6 LEAs piloting the single IT system (see item 2.22).
3.62 DfT	Review by the Vehicle and Operator Services Agency (VOSA) of headlight aim standards for all vehicles at MOT test.	VOSA will investigate why headlight aim faults are the primary cause of test failures, exploring testing methods, training, vehicle design and the appropriateness of current aim standards.	The motoring public, including HGV and PSV operators. Changes to existing practices that minimise the cost of compliance without compromising road safety.	Guidance	Expected completion date 2004. Phase 1 (6-month research project) commenced autumn 2003.
3.18 DfT	E-business: electronic links to United Kingdom Passport Service (UKPS).	To enable Driver and Vehicle Licensing Agency (DVLA) to check a person's identity electronically with UKPS.	Individual motorists. A link to UKPS would benefit driving licence applicants by enabling DVLA to check a person's identity electronically. It would remove the burden of applicants having to produce original passports and documentation as proof of identity. The link could also be used by UKPS to check a passport applicant's identity in the same way.	Primary legislation	After legal advice, a Regulatory Reform Order is not suitable for this matter. DVLA is looking at possibly including this in identity card legislation. They have agreement from the Office of Information Commission to go ahead with the scheme (as individual consent is required for data sharing) and so the infrastructure is being developed and will be implemented before the end of 2003.
3.05 DfT	Driving: removing the need for a paper counterpart to a photo-card driving licence.	To enable smart-card technology to be used to store all relevant information on the photo-card.	Individual motorists and police. The paper counterpart currently forms part of the licence. It is used as: – a means of recording endorsements; – an entitlement document for provisional licence holders; and – a form for drivers to notify the Agency of changes in name and address. In the future, it is envisaged that smart-card technology would be used to store all data on the photo-card. In addition, the police are soon to have roadside access to the driver record via the Police National Computer.	Regulatory Reform Order	Legal advice received that required changes could be achieved under the European Communities Act 1972. This avenue is being explored.

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RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
3.13 DfT	Driving: acceptance of EC/EEA driving licences originating in a designated country and acceptance of non-designated licences originating in a designated country.	To allow the exchange of licences that originate in a designated country and have since been exchanged for a Community (EC/EEA) licence.	Motorists with EC/EEA licences. Removes a burden on the individual. Currently, if a driver from a designated country has exchanged a driving licence for an equivalent Community (EC/EEA) licence, that driver is required to pass a driving test in the UK. Removing this requirement constitutes a benefit: if the driver had not exchanged the original licence, there would be no requirement to pass a driving test.	Regulatory Reform Order	This entry will be taken forward with 3.14 as one Regulatory Reform Order. Lawyers have prepared a near-final draft of the Order.
3.14 DfT	Driving: acceptance of non-designated driving licences originating in a designated country.	To remove the requirement for drivers with licences exchanged in non-designated countries to pass a test before being issued with a GB licence.	Drivers with licences from non-EC/EEA designated countries. Removes a burden on the individual. Currently, if a driver from a designated country has exchanged a driving licence for an equivalent licence in a non-designated country, then that driver is required to pass a driving test in the UK. Removing this requirement constitutes a benefit – if the driver had not exchanged the original licence, there would be no requirement to pass a driving test.	Regulatory Reform Order	This entry will be taken forward with 3.13 as one Regulatory Reform Order. Lawyers have prepared a near-final draft of the Order.
3.15 HO	Driving disqualifications and penalties: mutual recognition between Great Britain and Northern Ireland.	To remove loopholes in the law between Great Britain and Northern Ireland that enable motorists to escape in one territory the consequences of driving disqualifications and driving licence penalty points incurred in the other.	Enhanced safety for individuals. The reform will enhance safety, remove an illogical loophole and simplify the licensing regime throughout the UK. It also assists Home Office Ministers to ratify the 1998 International Convention on Driving Disqualifications.	Primary legislation	No longer being pursued via Regulatory Reform Order and being pursued by primary legislation. It has been included in the Home Office Crime (International Co-operation) Bill. Bill received Royal Assent on 30 October 2003.
3.26 DfT	Maritime employment disputes.	To address criticisms that s59 of the Merchant Shipping Act 1995 infringes a seafarer's right to withdraw their labour.	Seafarers. Removal of a burden of sanction. Seafarers will no longer face criminal penalties for what are effectively disciplinary matters, or for withdrawing their labour, except where such actions could or do cause damage, injury or death. This would bring seafarers in line with land-based workers. However, this is not a great burden as these powers have not been used for many years.	Regulatory Reform Order	Maritime and Coastguard Agency has challenged International Labour Organisation's (ILO) interpretation of the provisions of section 59 on the grounds that the penalties provided for are not automatic and the severity of the penalty will depend on the seriousness of the consequences of the seafarer's actions and will be subject to the decision of a UK court, ie section 59 is likely only to be used in cases where a seafarer's actions cause, or could have caused, damage, injury or death. Subject to ILO's response this may not be taken forward.
3.39 DfT	Introducing the EUCARIS System Treaty into UK legislation.	The Treaty is designed to facilitate the exchange of driver and vehicle registration details between domestic registrars of the Treaty Member States. The Treaty must be made part of domestic legislation before it can be ratified by Parliament.	Motorists, enforcement authorities, motor trade, insurance trade. It is hoped that, by using the information received from EUCARIS members, 'criminal' car importers will be dissuaded from importing vehicles from the EUCARIS Treaty area reducing this type of criminal activity. The possibility of purchasing a stolen or imported vehicle is reduced.	Primary and secondary legislation	This is not suitable for a Regulatory Reform Order. It is intended to seek powers to release vehicle data by means of regulations whilst it is hoped to obtain powers to release driver data via the forthcoming Road Safety Bill.

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RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
3.61 DH	Clinical negligence.	The Government is committed to reform the way clinical negligence cases are handled in the health service – the Chief Medical Officer's report <i>Making Amends</i> sets out reform plans including proposals for the establishment of an NHS Redress Scheme.	Patients, public, clinicians, NHS. Pending the outcome of the consultation, recommendations aim to speed up the process of clinical negligence cases and offer care and compensation under certain circumstances without the necessity to go to court.	Primary legislation	This report follows a period of consultation on proposals set out in August 2001 – <i>Calls for Ideas</i> . Further detailed consultation is necessary due to the legal complexities involved. This consultation began on 30 June 2003 and was completed on 17 October 2003.
3.27 DH	Mental health law: improvements.	To establish a new statutory framework, repealing the Mental Health Act 1983, to ensure that those with severe mental disorder get care and treatment to meet their needs and, secondly, that the public is protected from those who may, occasionally, pose a threat to their safety.	People with mental disorders and their carers, the general public, health and social care professionals. The legal and criminal justice systems. This reform will ensure that: – principles and practice in this field are consistent, fair and transparent; – new patient safeguards, such as regular review of the use of compulsory powers by an independent Mental Health Tribunal; – more emphasis on individual care planning which takes account of patient views; – clear authority for the use of compulsory powers for those who have a mental disorder who pose a substantial risk of serious harm to others; and – new patterns of multidisciplinary working to be undertaken by a wider range of clinical and social work professionals.	Primary legislation	Introduction of new legislation as soon as parliamentary time allows. Up to a 2-year implementation period is envisaged after Royal Assent given and evaluation will be in the period after that. A draft Mental Health Bill was published in summer 2003.
3.55 DTI	Single national wholesale market established for electricity in Great Britain – at present there is only a single set of market rules in England and Wales.	'BETTA' – will create a single set of market rules and a single GB System Operator (GB-SO) with whom users of the transmission system will connect. The GB-SO will be independent of generation and supply interests.	Customers (more competitive market, more choice), some users of the transmission system, depending on the charges they will face pre- and post-BETTA. At present there are 3 different sets of rules for connecting and using the transmission system in addition to special arrangements for the interconnector between England and Scotland. Having one single market will be less complicated (although there will be a period of adjustment).	Primary legislation	About halfway through the extensive consultation process on the project. Pre-legislative scrutiny on the Bill completed. Expected completion date April 2005.
3.56 DTI	Single EU energy market agreed.	EU energy liberalisation adopted 15 July 2003. All EU customers free to choose their supplier by July 2007.	EU energy customers and competing suppliers. Establishment of competitive single EU energy market: industrial and commercial market open by 1 July 2004; domestic market by 1 July 2007.	Secondary legislation	Instructions for the Energy Bill (for interconnector licensing) have been sent to Parliamentary Counsel. Consultation on the implementation of other elements in autumn 2003. To be implemented in all EU Member States by 1 July 2004.
3.57 DTI	Financial limit for agreements regulated by the Consumer Credit Act, and reduction in business lending falling within its scope.	The current financial limit for agreements regulated by the Act is £25,000. The intent is to remove the limit for consumer borrowing, but cap business lending (sole traders, partnerships and other unincorporated bodies) at the current level of £25,000.	Consumers from increased protections, and businesses from a flexibility in the Act's application to business lending: – will extend protections of the Act for consumers to cover all borrowings, whatever the value; – will enable the flexibility of business lending practices to be maintained without the constraints the Act can impose; but – retains protections for lower value borrowings by <b>small businesses</b> , and sole traders.	Regulatory Reform Order	Consultation undertaken in 2002 on whether to raise or remove the financial limit, and on scope of business lending. Preparatory work now under way on the Regulatory Reform Order consultation paper. Expected completion date October 2005.

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RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
3.58 DTI	Clearer and simpler legal requirements for food and drink price display in bars, restaurants and other outlets where food/drink served.	Revision by SI of the Price Marking (Food and Drink on Premises) Order, 1979.	Consumers and retailers/licensed trade. Clearer and simpler legal requirements on price display, some deregulatory aspects: – price marking for food in pubs no longer treated as food in restaurants – ie no requirement for display of prices at entrance; – take-away food covered by this Order, which allows selective pricing, rather than by Price Marking Order which requires comprehensive pricing, and – requirement where wine served to show prices of six types – 2 red, 2 white and 2 rosé – changed to 5 of any colour.	Secondary legislation	2 sets of consultation on proposals completed in 2001 and 2002. Best Practice guidance published and launched December 2001. Gerry Sutcliffe has approved final proposals and written to Secretaries of State in DCMS and DEFRA, July 2003, following full Cabinet consultation on draft proposals in October 2001.
3.11 DWP	Child Benefit: reduction of reviews of full-time education for 16–18-year-olds.	In order to reduce unnecessary correspondence, particular attention is being paid to communications sent to parents to confirm that children are continuing in full-time education.	Customers entitled to Child Benefit. Child Benefit Centre currently issues some 2,631,000 items of correspondence to customers every year, asking for details concerning the continuing education intentions of children. It is hoped to remove the need for much of this by shifting the onus on to parents/guardians to notify changes in circumstances.	Administrative changes	On schedule with the first forms under the new arrangements expected to be issued in January 2004.
3.28 DWP	Pensions: combined pension forecast service.	To provide, in partnership with the pensions industry and employers, individuals with combined annual pension forecasts.	Pensioners, pension industry and employers. Improved information for up to 15 million citizens by 2005/06, on current and future pension entitlement, enabling them to make better-informed decisions about their likely incomes in retirement.	Primary and secondary legislation	Legislation in place. Formal recruitment and registration of pensions providers to the service began in October 2001. The final phase will take the form of a rolling programme aiming to provide 15 million combined statements by 2005/06.
3.21 DWP	Health: compensation for work-related dust-based illnesses.	To remove inconsistencies/anomalies from the Pneumoconiosis etc. (Workers' Compensation) Act 1979.	People suffering from work-based dust-related illnesses. Will remove/reduce burdens on members of the public who claim compensation for dust-related illnesses sustained in the course of their employment.	Regulatory Reform Order	A fresh review of this issue is under way as departmental responsibility has switched from DTLR to DWP. Will be reporting to Minister some time after summer recess, when a revised timetable will be considered.
3.59 FSA	EU legislation on official feed and food controls.	European Commission has issued a proposal for a new regulation that consolidates and builds on existing EU horizontal and sector-specific legislation to create a more comprehensive, consistent and integrated 'farm to table' approach for control systems (i.e. arrangements for checking compliance with and enforcing of feed and food legislation).	Consumers and businesses. More consistent enforcement of EU feed and food legislation across the European Community. Higher and more consistent level of consumer protection and better functioning of the internal market.	EU legislation	Discussions on proposal are in early stages in Council Working Group but Italian Presidency wishes to give it priority and achieve political agreement at first reading by end of 2003. The agreed regulation will be directly applicable in all Member States. Amendment/revocation of domestic legislation will be needed to give regulation full effect.
3.35 HMCE	People with disabilities: VAT relief.	Simplifying the system of VAT reliefs for people with disabilities.	People with disabilities. Aim to find better ways of delivering VAT reliefs intended for people with disabilities.	Administrative changes	HMCE is implementing a number of recommendations agreed by the working group. Advice for disabled people about access to VAT reliefs will be simplified and made more accessible. Systems for applying the reliefs will be modernised. A new signposting leaflet was introduced in March 2003.

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RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
3.48 HO	Amendment to Misuse of Drugs Regulations 2001.	1. Extending DH initiative on 'patient group directions' (PGDs) to controlled drugs. Allows the supply of certain controlled drugs under PGDs by nurses, pharmacists and other health professionals. 2. Extending DH initiative on Nurse Prescribing to controlled drugs. Allows the prescribing of certain controlled drugs by nurses.	Patients – quicker access to medicines and controlled drugs. Would relieve burden on doctors having to authorise all supplies of medicines and controlled drugs. Make better use of skills of nurses, pharmacists, etc.	Secondary legislation	Policy approved by Advisory Council on the Misuse of Drugs in November 2001. Consultation completed April 2003.
3.50 HO	Coroners legislation.	The proposals in the <i>Fundamental Review of Death Certification and Coroners Services</i> included: – moving the coroner system to DCA (then LCD) and death certification to DH; – more consistent and transparent approach to inquests: fewer of them, and those not raising issues of public interest to be conducted in private; and – new statutory Family Charter and more flexible death investigation system, with more informative outcomes.	Public sector and individuals. Rights for the bereaved to request a review of certain decisions made by the coroner. Fewer post mortems, conducted in specific circumstances with far more consultation and involvement of the families.	Primary legislation	Fundamental review published on 4 June 2003. Government response after the proposals are considered alongside Third Shipman Report published 14 July 2003.
3.36 HO	Sexual offences: access to victim material.	To amend a defect in the law that makes individuals in a case criminally liable if they pass material to other members of the team.	Victims of serious sexual crime. Will enable the protections for the victim in the Sexual Offences (Access to Victim Material) Act to be brought into force. Will enable a legal team to pass within the team material that previously the individual could have been held criminally liable for passing on.	Regulatory Reform Order	Ongoing discussion to identify the preferred option. The consultation document will now only be issued if it is agreed that a Regulatory Reform Order is appropriate. Completion now expected late 2004.
3.53 IR	Employer-supported childcare.	Improving the tax and National Insurance exemptions on employer-supported childcare. Analysis of consultation responses is currently taking place.	Employees will benefit from more affordable and accessible childcare. Employers will benefit from better recruitment and retention, less absenteeism and better productivity. Formal childcare provision would benefit from employer involvement in helping providers set up and become more sustainable. Improved tax and NI exemptions would provide a better financial incentive to more employers to support their employees with their childcare responsibilities.	Primary legislation	Consultation completed. Completion date: provisionally 6 April 2005.
3.07 IR	Tax law rewrite project.	Rewrite of direct tax legislation in plainer language.	Individuals, businesses (unincorporated and companies, including SMEs) who use the legislation. Will make tax legislation clearer and easier, helping users to better understand their liabilities and entitlements.	Primary legislation	Ongoing. 2 substantial Acts have been delivered, rewriting major parts of the tax code: Capital Allowances Act 2001 and Income Tax (Earnings and Pensions) Act 2003. The PAYE regulations will be rewritten by November 2003. 2 more Acts are in preparation. On target to deliver PAYE regulations by November 2003 and to issue a draft of the next bill for consultation early 2004.

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RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
3.32 IR	Pensions: defined benefit pension schemes.	Modernising and simplifying the rules for the tax treatment of defined benefit pensions.	Pensions industry, employers (unincorporated and companies, including SMEs), public and pension scheme members. Significant deregulation to ease the pension industry's administrative and compliance burden and cut its and employers' costs. The package will abolish or ease some of the most burdensome checks and record-keeping. Much of the current lengthy and complex guidance will be replaced by clearer, standardised legislation. Will make pensions easier to explain and understand for the public and pension scheme members and so encourage further pension uptake.	Primary and secondary legislation	Completion date now planned for 2005 with legislation in 2004. Second paper to be issued in autumn 2003.
3.38 ODPM	Tree preservation order system.	Reform of the tree preservation order system, implementing review completed in 1994. Will lead to reduced bureaucracy and new flexibility to the way the system is run by local authorities.	Individuals and local authorities. Reduced bureaucracy through reduction in paperwork, and clearer and more flexible system of regulation, producing savings to local authorities and individuals.	Regulatory Reform Order	Officials are considering the method of delivering and scope of the reforms, as not all of the proposals will be removing/reducing burdens, which is a major factor of a Regulatory Reform Order.
3.02 ONS	Civil registration service: modernisation.	To modernise the civil registration service in England and Wales. The current arrangements are based on 19th century legislation that is overly prescriptive and does not lend itself to taking advantage of new technology or benefiting from modern management practice.	People wanting to get married, or to register a birth or a death. People will have the freedom to go to any local authority (currently, you are generally restricted to the authority for the area in which you live). The proposals include a national civil registration database for births, marriages and deaths based on electronic service web technology. Some registration services will be delivered by both central and local government. Electronic Service Delivery strategy suggests that, over time, there should be a shift towards take-up of remote services.	Regulatory Reform Order	Consultation document published in July 2003. Completion date now revised to 2005.
3.63 WO	Enabling the Welsh Administration Ombudsman (WAO) to undertake investigations as a Local Commissioner.	Removing a restriction in the Local Government Act 1974 which prevents the WAO from undertaking such investigations.	Users of public services. Will allow one person to hold all three offices of WAO, Local Commissioner and Health Commissioner for Wales, as an interim step towards unifying the services in Wales.	Regulatory Reform Order	Consultation completed, hoping to lay for parliamentary scrutiny by end 2003.
3.04 DfT	Driving: removal of the requirement to surrender a driving licence when changing personal details.	To simplify the process by which the Department is notified of changes in personal details.	Individual motorists. The proposal would remove the burden of depriving a driver of their licence and would enable a quicker and less inconvenient delivery of customer service by allowing telephone and internet transactions.	Regulatory Reform Order	Further research has revealed that this proposal is liable to abuse. Ministerial approval has been withdrawn and the item dropped.

The individual – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
3.17 DfT	E-business: electronic links to Benefits Agency.	To remove the burden of motorists with disabilities having to produce paper certificates when re-licensing their vehicles as evidence of entitlement.	Disabled motorists. A link with the Benefits Agency would benefit motorists with disabilities by enabling them to re-license their vehicle electronically from home. Those in receipt of a qualifying allowance from DSS may benefit from an exemption from vehicle excise duty (VED). This link would also be able to confirm whether young drivers continue to receive higher-level disability allowance in order to qualify to drive Category B vehicles at age 16.	Primary legislation	Further investigation has led to the conclusion that there are insufficient benefits to justify any further action. This will not be taken forward.

## PST and BRTF Summaries

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
10.00 DH	<i>Making a Difference: Reducing Burdens on General Practitioners (GP) – Second Report.</i>	This is one of 4 joint DH and Cabinet Office reports to reduce burdens on NHS staff. This continues work set out in the first GP report. It delivers further practical measures to reduce levels of paperwork which GPs have to deal with. The estimated savings are 3.2 million GP appointments and a further 2.7 million hours of GPs' time. Examples: Extension of prescribing responsibilities – supplementary prescribing by nurses already in place and the training for pharmacists taking place with a view to pharmacist prescribing by the end of 2003 to reduce GP burdens. Repeat prescribing and dispensing – to reduce GP prescribing burdens, 30 pathfinder schemes have been established and the repeat dispensing schemes to be in place nationwide by December 2004.	GPs and their patients. Removing or reducing unnecessary burdens and bureaucracy will lead to a faster, better service from GPs and greater job satisfaction for family doctors.	Various	11 of the measures have now been completed. For further details on all of the measures, the report can be found at <a href="http://www.cabinet-office.gov.uk/regulation/PublicSector/ReducingGPPaperwork2.pdf">http://www.cabinet-office.gov.uk/regulation/PublicSector/ReducingGPPaperwork2.pdf</a>
8.00 ODPM/DWP/ DfT	<i>Making a Difference: Reducing Red Tape and Bureaucracy in Local Government.</i>	This report identifies 37 measures to reduce the time spent by local government staff on unnecessary bureaucratic procedures. 3 of these measures have been included elsewhere in this report (see 1.125, 2.30 and 2.35). Of the remainder, examples include: Reducing the burden imposed by external monitoring, inspection and reporting requirements. Speeding up the removal of abandoned vehicles. Simplifying the introduction of new traffic signs. Review of procedures for approving new transport procedures. Streamlining of planning requirements for children's services. Improving measures to deal with school exclusions.	Less bureaucracy for local government staff and people using the public services.	Various	21 of the measures have now been completed. For further details on all of the measures, the full report can be found at <a href="http://www.cabinet-office.gov.uk/regulation/PublicSector/LocalGovernment.pdf">http://www.cabinet-office.gov.uk/regulation/PublicSector/LocalGovernment.pdf</a>
7.00 HO	<i>Making a Difference: Reducing Bureaucracy and Red Tape in the Criminal Justice System.</i>	The report follows on from work undertaken as part of the first police project and details 85 burden-reducing measures for police, courts and Crown Prosecution staff. The measures will affect a number of processes, eg those related to an incident or encounter involving the police, and post-verdict processes such as those relating to prisoners with outstanding fines and Crown Court Orders. Examples: Fixed Penalty System – this will be extended for use in dealing with minor street crime to provide a simple and swift process requiring minimal administrative input. Pilots are currently under way. Magistrates' Court Committees have more freedom and flexibility to manage their own projects – they are able to move funds between approved projects in order to manage their delivery without the need to keep returning to the Court Service for approval (April 2002).	Less bureaucracy and paperwork for police, courts and Crown Prosecution staff.	Various	29 of the measures have now been completed. For further details on all of the measures, the full report can be found at <a href="http://www.cabinet-office.gov.uk/regulation/PublicSector/CJSreport.pdf">http://www.cabinet-office.gov.uk/regulation/PublicSector/CJSreport.pdf</a>

PST and BRTF Summaries – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
6.00 DfES	<i>Making a Difference: Reducing Red Tape and Bureaucracy in Schools</i> – Second Report.	This report sets out 125 practical measures to reduce red tape and paperwork burdens on teachers and other school staff. This is in addition to the measures agreed as part of the first report on schools published in December 2000. Examples: Paperwork from examination awarding bodies – the use of potted summaries will be adopted for all specifications (syllabi) and specification guides (September 2003). Annual school reports – electronic exemplar forms on teacher assessment levels, school results and national results have been developed in Word format allowing schools to transfer data from their management systems more easily (March 2003). Electronic communications – schools and local education authorities will be able to find information quickly and easily through improvements made on the DfES-sponsored websites, including the adoption of common editorial standards and quality assurance arrangements (March 2003).	Reducing paperwork and red tape for teachers and other school staff, so they can concentrate on their core work.	Various	52 of the measures have now been completed. For further details on all of the measures, the full report can be found at <a href="http://www.cabinet-office.gov.uk/regulation/PublicSector/Index.htm">http://www.cabinet-office.gov.uk/regulation/PublicSector/Index.htm</a>
4.00 DTI	BRTF report: <i>Economic Regulators</i> .	A report looking at the effectiveness of the economic regulators, set up to monitor the formerly nationalised industries of energy, telecommunications and civil aviation. This report contained 4 recommendations which were suitable for inclusion in this Action Plan: – regulators' boards should include non-executive directors; – the role of chair and chief executive should be split; – DTI to establish a dedicated team for economic regulatory issues; – regulators to publish cost/benefit analyses on proposals which will have an impact on business activities.	Members of the relevant industries and their customers. Better governance of regulators and more transparency in the regulatory process.	Administrative changes	All recommendations have been accepted and the necessary changes implemented. Copies of the BRTF reports can be found at <a href="http://www.brtf.gov.uk/taskforce/pastreports.htm">http://www.brtf.gov.uk/taskforce/pastreports.htm</a>
4.00	BRTF report: <i>Employment Regulation – Striking a Balance</i> .	A report that looks at how employment regulation impacts on business and makes recommendations on how the policy making process could be improved. 5 of the recommendations have been included in this Action Plan: – DTI to bring in secondees from industry to focus on key areas of policy development; – a common commencement date for all new employment regulations; – shared HR resources for SMEs; – SMEs to use ACAS service to resolve employment disputes; – better interface between ACAS and SMEs.	Employers and employees. Will result in better informed employers, less employment tribunals and better consideration of alternatives for implementing employment policies, which will be implemented in a more co-ordinated fashion.	Guidance and administrative changes	Pilots have been launched on shared HR resources and DTI has accepted and is implementing the common commencement dates recommendation. Work continues on the other recommendations. Copies of the BRTF reports can be found at <a href="http://www.brtf.gov.uk/taskforce/pastreports.htm">http://www.brtf.gov.uk/taskforce/pastreports.htm</a>
4.00 DfES/DfID/DFERA	BRTF report: <i>Local Delivery of Central Policy</i> .	This report looks at improving productivity at a local level. The 5 recommendations included here are: – better joined-up delivery of initiatives at local level; – Business Links becoming the responsibility of Regional Development Agencies; – industries without Sector Skills Councils do not miss out on training; – aligning Government initiative funding arrangements; – reducing bureaucracy in FE colleges.	Businesses and workers. Better training and funding, and delivery of initiatives.	Administrative changes	Pilots and reviews ongoing and on target for delivery. Task Force report and Government's response: <a href="http://www.brtf.gov.uk/taskforce/pastreports.htm">http://www.brtf.gov.uk/taskforce/pastreports.htm</a>

## PST and BRTF Summaries – continued

RRAP Number and Department	Changing	Details	Who Benefits and How	Method	Progress to Date
4.00 DfES	BRTF report: <i>Higher Education – Easing the Burden.</i>	A report which addresses the burdens on higher education establishments and how to reduce and avoid them. This Action Plan contains 3 of the recommendations: – aligning HE funding initiatives; – getting rid of the Higher Education Statistics Agency (HESA) 'December return'; – review group set up to reduce bureaucracy in Higher Education Institutions.	Colleges. Reducing the bureaucracy and burdens they face.	Administrative changes	In November 2003, the independent review group reported significant progress on all recommendations: ( <a href="http://www.hero.ac.uk">http://www.hero.ac.uk</a> ) except on funding streams where action to mainstream £60 million of special funding streams has since been welcomed: <a href="http://www.dfes.gov.uk/pns/DisplayPN.cgi?pn_id=2003_0231">http://www.dfes.gov.uk/pns/DisplayPN.cgi?pn_id=2003_0231</a> Specifically: – new independent review group established; – impact assessment adopted by DfES; – key new policies on research and quality compliant with good regulation; – more targeted audit; – pilots for joint inspection; and – cancellation of December return. Task Force report and Government's response: <a href="http://www.brtf.gov.uk/taskforce/pastreports.htm">http://www.brtf.gov.uk/taskforce/pastreports.htm</a>
4.00 DH	BRTF report: <i>Scientific Research – Innovations with Controls.</i>	This report looks at reducing the excessive regulation which undermines scientific research. One recommendation has been included in this Action Plan – a requirement for all Human Fertilisation and Embryology Association (HFEA) consultations to include a regulatory impact assessment.	IVF clinics, embryonic stem cell research establishments, consumers. More transparency in HFEA's policy making process.	Administrative changes	Now instigated. Copies of the BRTF reports can be found at <a href="http://www.brtf.gov.uk/taskforce/pastreports.htm">http://www.brtf.gov.uk/taskforce/pastreports.htm</a>
4.00 ODPM	BRTF report: <i>Government – Supporter and Customer.</i>	A report to look at the barriers small and medium-sized businesses face in doing business with the public sector. 3 recommendations are included here: – Small Business Service to provide training for SMEs on how to do business with central and local government; – encouraging local authorities to develop 'selling to the council' websites; – the public sector to develop a common information document for low-value contracts.	<b>Small businesses</b> , local authorities. To make it easier for SMEs to engage in business with the public sector.	Guidance and administrative changes	All measures have been accepted and are on target for completion. Copies of the BRTF reports can be found at <a href="http://www.brtf.gov.uk/taskforce/pastreports.htm">http://www.brtf.gov.uk/taskforce/pastreports.htm</a>

## Annex A: Contacts List

Please note that the people whose names are given as contact points work in co-ordinating units, and, depending on your query, may need to call you back or to pass you on to other officials.

CC – Charity Commission, Harmsworth House, 13–15 Bouverie Street, London EC4Y 8DP  
 Contact: David Hale Tel: 020 7674 2470 Fax: 020 7674 2310  
 Email: dhale@charity-commission.gov.uk

CO – Cabinet Office, Regulatory Impact Unit, Kirkland House, 22 Whitehall, London SW1A 2WH  
 Contact: Jo Purvis Tel: 020 7276 2198 Fax: 020 7276 2138  
 Email: joanne.purvis@cabinet-office.x.gsi.gov.uk

DCA – Department for Constitutional Affairs, Policy Group Secretariat, Selborne House, 54–60 Victoria Street, London SW1E 6QB  
 Contact: Laurence Fiddler Tel: 020 7210 2622 Fax: 020 7210 0695  
 Email: laurence.fiddler@dca.gsi.gov.uk

DCMS – Department for Culture, Media and Sport, 2–4 Cockspur Street, London SW1Y 5DH  
 Contact: Paul Walker Tel: 020 7211 6056 Fax: 020 7211 6405  
 Email: paul.walker@culture.gsi.gov.uk

DEFRA – Department for Environment, Food and Rural Affairs, Better Regulation Unit, 2nd Floor, Ergon House, Horseferry Road, London SW1P 2AL  
 Contact: Bob Youngs Tel: 020 7238 6013 Fax: 020 7238 6553  
 Email: bob.c.youngs@defra.gsi.gov.uk

DfES – Department for Education and Skills, Modernising Government and Service First Team, Sanctuary Buildings, Great Smith Street, London SW1P 3BT  
 Contact: Jim Constantinou Tel: 020 7925 6498 Fax: 020 7925 6624  
 Email: jim.constantinou@dfes.gsi.gov.uk

DfT – Department for Transport, Better Policy Making, Corporate Secretariat Division, 4/11 Great Minster House, 76 Marsham Street, London SW1P 4DR  
 Contact: Andrew Price Tel: 020 7944 3709 Fax: 020 7944 5811  
 Email: AndrewD.Price@dft.gsi.gov.uk

DH – Department of Health, Richmond House, 79 Whitehall, London SW1A 2NS  
 Contact: Santosh Dass Tel: 020 7210 5217 Fax: 020 7210 4995  
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DTI – Department of Trade and Industry, 1 Victoria Street, London SW1H 0ET  
 Contact: Philip Martin Tel: 020 7215 6206 Fax: 020 7215 2816  
 Email: philip.martin@dti.gsi.gov.uk

DWP – Department for Work and Pensions, Regulatory Impact Unit, Level 3, Adelphi, 1–11 John Adam Street, London WC2N 6HT

Contact: Trevor Lowe Tel: 020 7962 8465 Fax: 020 7712 2442

Email: trevor.lowe@dwp.gsi.gov.uk

FCO – Foreign and Commonwealth Office, Room W4, Parliamentary Relations and Devolution Department, King Charles Street, London SW1A 2AH

Contact: Sue Breeze Tel: 020 7008 2239 Fax: 020 7008 2746

Email: sue.breeze@fco.gsi.gov.uk

ForestCom – Forestry Commission, Country Services, Silvan House, 231 Corstorphine Road, Edinburgh EH12 7AT

Contact: Cameron Maxwell Tel: 0131 314 6499 Fax: 0131 314 6148

Email: cameron.maxwell@forestry.gsi.gov.uk

FSA – Food Standards Agency, Aviation House, 125 Kingsway, London WC2B 6NH

Contact: Judith Taylor Tel: 020 7276 8633 Fax: 020 7276 8004

Email: judith.taylor@foodstandards.gsi.gov.uk

HMCE – HM Customs & Excise, Standards and Service Quality Division, Floor C, New King's Beam House, 22 Upper Ground, London SE1 9PJ

Contact: Mark Palmer Tel: 020 8929 0622 Fax: 020 7865 5366

Email: mark.palmer@hmce.gsi.gov.uk

HMT – HM Treasury, CRE Team, 4th Floor, 1 Horse Guards Road, London SW1A 3HQ

Contact: Ashley Bennett Tel: 020 7270 4786 Fax: 020 7270 5231

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HO – Home Office, RCU, Room 950, Queen Anne's Gate, London SW1H 9AT

Contact: Bruce Bebbington Tel: 020 7273 8172 Fax: 020 7273 4434

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HSE – Health and Safety Executive, Rose Court, 2 Southwark Bridge, London SE1 9HS

Contact: Julian Cooper Tel: 020 7717 6577 Fax: 020 7717 6891

Email: julian.cooper@hse.gsi.gov.uk

IR – Inland Revenue, Regulatory Impact Unit, New Wing, Somerset House, London WC2R 1LB

Contact: Cathy Sprowl Tel: 020 7438 6871 Fax: 020 7438 6431

Email: cathy.sprowl@ir.gsi.gov.uk

MOD – Ministry of Defence, Safety and Fire Policy, St Giles Court, 1–13 St Giles High Street, London WC2H 8LD

Contact: Sandra Rose Tel: 020 7807 0704 Fax: 020 7218 3943

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NAW – National Assembly for Wales, Better Regulation Unit, Crown Buildings, Cathays Park, Cardiff CF1 3NQ  
Contact: Julie Hanley Tel: 029 2082 3272 Fax: 029 2082 3847  
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ODPM – Office of the Deputy Prime Minister, Better Regulation Unit, R3.17, 26 Whitehall, London SW1A 2WH  
Contact: David Moir Tel: 020 7944 8922 Fax: 020 7944 2177  
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ONS – Office for National Statistics, Methodology and Quality, Room D.160, Government Buildings, Cardiff Road, Newport, Gwent NP10 8XG  
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RPA – Rural Payments Agency, Room 407, Northgate House, PO Box 69, Reading RG1 3YD  
Contact: John Kennedy Tel: 0118 968 7710 Fax: 0118 968 7131  
Email: john.kennedy@rpa.gsi.gov.uk

SBS – Small Business Service, Business Environment and Regulation Directorate, 6th Floor, Kingsland House, 66–74 Victoria Street, London SW1E 6SW  
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