

Geographic Information Customer Group ToRs - draft

Overview

1. The Geographic Information Customer Group (GICG) is an advisory group to Ministers and the Data Strategy Board. The primary focus of the GICG is to advise on the strategy and direction of the PSMA¹. Whilst the overall responsibility for managing the PSMA rests with BIS, the GICG acts as an intelligent and forward-thinking public sector customer for geographic data and thus has the additional responsibility of assessing whether the PSMA meets the operational needs of the public sector users of the PSMA outputs. It acts as a guardian on behalf of public sector users of the Ordnance Survey's underpinning operational capability and the quality of its output.

2. Ordnance Survey digital data underpins a huge range of public services in areas such as policing and emergency services, security and defence, land registration, local authority functions, health provision, environment, public transportation, education provision and many others. The PSMA is expected to help deliver significant efficiency savings and improvements in public service delivery for the benefit of individuals and businesses in England and Wales. It makes use of data from other organisations to produce the best products possible for the public sector customer. The PSMA aims to increase transparency and efficiency of the public sector through:

- enabling more effective joint working between public sector bodies through the use of Ordnance Survey datasets provided under the same licence;
- ensuring that third parties (including the private sector) can develop products and services that add value to the data supplied through the PSMA;
- widening access to Geographic Information (GI) data in the public sector;
- creating a more intelligent and strategic public sector customer for GI; and
- providing a licensing framework that enables more collaborative working with delivery partners.

Responsibilities

3. The GICG's specific responsibilities include:

- Advising Ministers and the Data Strategy Board
- Supporting the delivery of the Data Strategy Board's aims
- Setting the current and future requirement of the PSMA and specifying outputs, ensuring that these are aligned to public sector strategic objectives;
- Provision of oversight of the PSMA including reviewing, monitoring performance against and specifying changes to the current and future contract and service agreements to ensure that the PSMA:
 1. meets user needs;
 2. drive efficiencies and increased productivity in the agreement;
 3. provide a cost efficient and effective value for money service for the sector;
 4. is affordable.
- Conducting or commissioning consultation and/or research as required to analyse:
 - the needs and use of geographic information across the public sector;
 - how the public sector could use geographic information in different ways and/or

¹ The Public Sector Mapping Agreement provides the public sector in England and Wales with a portfolio of definitive Ordnance Survey digital data, available on consistent licence terms

- more extensively to deliver more efficient and effective public services;
 - the future requirements of the public sector for core geographic data;
- Determining changes as required to the Agreement and where necessary supporting and contributing to the development of an appropriate business case, in response to the Group's analysis of future public sector needs;
- Conducting or commissioning appropriate financial or technical scrutiny to ensure:
 - delivery of value for money in relation to the quality of services required;
 - efficiency;
- Considering and endorsing proposals for in-period changes within the PSMA as required;
- Working with Ordnance Survey to ensure that the Agreement delivers geographic data of appropriate quality and in the required form to enable the public sector to realise its strategic objectives;
- Promoting best practice use of geographic data across the public sector;
- Ensuring adequate PSMA representation and contact with other related initiatives.

4. The Chair has responsibilities in addition to those of the GICG. He/she is the single point within the GICG accountable to the Minister of State for Universities and Science and is responsible for:

- advising on membership;
- ensuring the GICG complies with its Terms of Reference;
- leading the GICG in delivery of its objectives;
- providing advice and recommendations to BIS Ministers on the progress of and proposed changes to the Agreement ;
- linking with other key initiatives
- maintaining a strategic overview of the agreement and advising whether it delivers key principles
- advising whether the agreement is financially affordable and viable.

Membership of the GICG

5. The GICG will be led by an Independent Chair who will provide strategic leadership and be responsible for ensuring that the Group delivers on its objectives. Members of the Group are appointed in personal capacities: they may not therefore send a nominated representative to attend meetings and participate in the decision-making process. They will be well-informed senior level individuals capable of representing the broad interests and activities of the public sector as a whole and will consist of:

- Independent Chair;
- Eight other members representing the PSMA user community;
- Head of GICG Secretariat;
- Director of the Association for Geographic Information

Ordnance Survey and the PSMA User Group Chair are not members but may attend by invitation.

6. The Chair is appointed by BIS for a fixed term of 3 years which may be extended for a further 3 years. Other members will be appointed by the Chair and a senior BIS official and are appointed in personal capacities for a fixed term of 3 years, which may be extended for a further 3 years.

The Secretariat

7. The GICG will be supported by a Secretariat staffed by officials provided by BIS. The Secretariat is a dedicated resource to support the Chair and GICG, in particular:

- Consulting widely with public and professional users of PSMA data;
- Liaising with other government stakeholder interests in the PSMA;
- Drafting output requirement for incorporation in the annual review of the PSMA and formally improving the Service Levels;
- Liaising with OS and monitoring of PSMA performance against agreed targets.

The Head of the GICG Secretariat will ensure appropriate financial provision for the GICG and, as a representative of the funding Department, will provide assurance to the budget holder regarding appropriate use of BIS funds.

Meetings and reports

8. The GICG will usually meet quarterly. Quorum for meetings is five (5): Chair (or delegate), and at least four (4) or two-thirds of the then appointed members (whichever is the greater). To ensure maximum openness and transparency, minutes of all meetings will be published and an annual report will be publicly available.