



Cabinet Office **Open Data Strategy**

Knowledge and Information Management Unit
June 2012

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Cabinet Office Open Data Strategy

June 2012

Introduction

1. Greater transparency across government is at the heart of our commitment to enable the public to hold politicians and public bodies to account, to reduce the deficit and deliver better value for money in public spending, to drive growth built on the raw material of data, and to inform choice over the public services on which we all rely. Transparency is a key part of the Efficiency and Reform Agenda and also the Open Public Services White Paper published on 11 July 2011.

1.2 The Minister for the Cabinet Office leads the government's transparency agenda and chairs the Transparency Board. The Cabinet Office aims to drive and catalyse a radical culture change across Whitehall when it comes to transparency and to being a model of an open and transparent department.

1.3 The Cabinet Office will make transparency and accountability to the public a fundamental principle of how we do business. We will work to ensure we embed transparency throughout our delivery chain and will review our performance to assess whether we are meeting our commitments. Such transparency will also provide a sharper focus internally on ensuring that efficiency and effectiveness is integral to our delivery and, where relevant, that of our partner bodies.

1.4 As a department, we will publish the data that people need to understand who we are, what we spend and what we achieve. We believe that data transparency can open up the way government works. We will publish our data in an open and accessible format as a routine part of our business, wherever it is reasonable and practical to do so.

The Department has adopted indicators to help the public to judge whether our policies and reforms are having the effect they want. The Department publishes a Quarterly Data Summary (QDS) on www.data.gov.uk to provide regular updates on the trend of these indicators and other key data.

Governance and accountability

2. The Cabinet Office Open Data Strategy and Implementation Plan is governed by the Cabinet Office Executive Management Committee (EMC). The Senior

Responsible Officer is Roger Smethurst, Head of Knowledge and Information Management. We will report progress against our data commitments each month to the Minister for the Cabinet Office

2.2 Development of the Open Data Strategy and annual Implementation Plans will be approved by the EMC. Progress will be assessed quarterly by the EMC against success measures in the Implementation Plan.

Alignment to Public Sector Information Principles

3. The Open Data Strategy is an integral part of the Cabinet Office Information Management Strategy and, as such, is clearly aligned with the Information Principles for the UK Public Sector¹.

Our Commitment to Transparency

4. We publish our data in line with the Public Data Principles² set out by the Transparency Board, including registering it on www.data.gov.uk. We will also include administrative oversight data for all major Cabinet Office led projects, whether they are specific to this department or across the public sector. We will work across business areas to ensure transparency is recognised as a key operating principle and use our internal communication channels to change behaviours. We are also setting specific requirements for the arm's length bodies and partners in our wider delivery chain.

Aims

5. The Strategy sets out the context and background to our approach; outlines the types of data we hold and how we intend to treat it in line with our drive to greater transparency. It includes:

- i. Capture and release of **Big Data**: large routine public service data sets;
- ii. How **Satisfaction and Experience Data** will be gathered and used: customer insight and user feedback on services;
- iii. The **creation of dynamic Information Markets**: engagement with data users to drive social and economic growth; and
- iv. **Continuously improving the quality** of data published.

¹ Annex 2: Public Sector Information Principles

² www.data.gov.uk/wiki/Public_Data_Principles

5.2 The Strategy is supported by an Implementation Plan setting out in more detail what, how and when data will be published. As part of our ongoing work on transparency we will consider what other information and data we might release and publish an updated Implementation Plan at regular intervals. In summary:

As a department, our key commitments are:

- To make transparency a key part of how we operate;
- To move to publishing data by default wherever possible;
- To publish data in line with the Public Data Principles;
- To make datasets available for re-use, and in a re-usable format where reasonable and practical;³
- To keep our data under review, so as to examine and improve the amount and frequency of data released into the public domain; and
- To link all datasets released on www.data.gov.uk, the single online portal for central and local government data.

5.3 We will work with business units and Cabinet Office arms length bodies to:

- Consider the information quality of data, i.e. timeliness and accuracy;
- Consider the best medium in which to publish it;
- Consider alternative formats that others can easily interpret; and
- Consider linking it to other data to increase its value.

Existing commitments

6. We have already published a quantity of open data on:

- Number of Senior Civil Service officers and graphical organograms representing the Department's management structure;
- Number of non-SCS Civil Servants by grade;
- Payroll costs and non-consolidated pay data in Cabinet Office;
- Cabinet Office Business Plan quarterly data summary;
- All Cabinet Office spending and contracts over £10,000;
- Cabinet Office GPC expenditure;

³ Aiming for a minimum 3 star rating for open data (see Annex 3)

- Moratoria – data on exceptions;
- Cabinet Office workforce management information;
- Cabinet Office 70 Whitehall energy use and real time energy use for Nos 10,11,12 Downing Street;
- Organograms and staff pay data for Cabinet Office ALBs and NDPBs, including senior civil service pay over £150,000;
- Ministers’ gifts, hospitality, travel and meetings with external organisations;
- List of Ministers’ interests;
- Your Freedom – information from the DPM’s website;
- Special Advisers’ paybands, numbers and costs;
- Special Advisers’ gifts and hospitality;
- Performance data on ICT projects above £1m - data on ICT projects across government at a value over £1m for the whole life cost of the project;
- UK central government procurement spend;
- DirectGov popular pages, ratings, internal/external search, referring sites;
- Government Cloudstore Catalogue;
- Metadata for data.gov.uk datasets;
- Central government websites;
- Central government property and land including Welsh Minister’s estate;
- Operational efficiency programme benchmarking project reports;
- Public sector telephone contact centre performance data;
- Publishable central government tender documentation for tenders over £10,000;
- England National Survey of Third Sector organisations;
- UK central government senior staff with salaries over £150,000;
- Central government workforce - the number of consultants and agency staff working in central Government departments, their agencies and NDPBs; and
- Civil Service People Survey.

6.1 We will continue to meet our data commitments, improving the quality and quantity of data provided.

New commitments

7 A key business objective is to improve the amount and frequency of Cabinet Office data released into the public domain. As we are not a department that routinely produces large data sets we need to be imaginative to uncover information that might be useful to others and add value to the digital agenda – contributing to growth, informing choice over public services and strengthening accountability.

7.2 We are making a number of commitments to publish new data; and to publish information, which currently exists in non-reusable formats, as open data for the first time. These commitments are outlined in the Cabinet Office Data Catalogue⁴.

Key new commitments are:

- To publish key underlying data from the Cabinet Office Annual Report and consolidated accounts, as open data for the first time;
- To publish details of the membership and terms of reference for all Cabinet Committees;
- To publish underlying data demonstrating progress towards the aspiration of 25% of procurement spend being with SMEs. Data will include procurement spend and spend with SMEs;
- To publish more data about the progress of delivery of the procurement reform agenda, including underlying data on procurement spend, key categories and supply markets;
- To publish information about mutuals supported by the Mutuals Support Programme, and the public service areas in which these mutuals appear;
- To publish details about organisations which have received grant funding from Civil Society programmes; and to publish information as open data for future grant awards.

8. Other data

We will set specific requirements for the arm's length bodies and partners in our wider delivery chain. We will seek to make adherence to this level of transparency a condition of receiving public money. We will also continue to extend the range of data published, including additional sources of underlying data in our reports and publications.

⁴ Annex 1: List of data to be released for first time during period 1 April 2012 to 31 March 2014

Continuously improving the quality of our data

9. We will identify key data which support objectives in the Business Plan and meet the Information Principles for the Public Sector. We are committed to publishing our data in a reusable way which supports the benefits of open data. Where practical our published data already meets the 3 star open data standard⁵. Our objective however, is to be able to continuously improve the availability and reusability of data, so that by 2014 the expectation will be to provide as much as possible which meets the 4 or 5 star open data standard. We will include plain English descriptions of our datasets to improve access to and usability of our data.

Satisfaction and Experience Data

10. We will collect satisfaction and experience data through:

- Comments about individual datasets posted on data.gov.uk;
- Inviting feedback via the Cabinet Office website; and
- Asking data users what other data they would like us to make available.

Dynamic Information Markets

11. The Governmental Digital Service (GDS) is developing different devices and channels to offer services to people across a wide range of demographics, or where access is limited through technological constraints. GDS is undertaking work in collaboration with NHS Choices, businesslink.gov.uk and UK Online centres to promote Digital Inclusion. GDS has also established Teacamps, which are informal gatherings for digital communicators, web developers/designers, social media specialists and small and medium enterprises who work in government, with government and outside of government.

- Agile teacamp is for those who are interested in Agile methodology;
- TeaCloud is a specialist teacamp for those who work in iCloud; and
- IceTea is a teacamp for internal communications specialists whatever the industry

11.2 The GDS is working collaboratively across government to:

- make accessing government services easier for users
- drive cost efficiencies and help save government money
- open up government to the public

⁵ Annex 3: 5star rating for Open Data

Transparency Implementation Plan 2012-2013

Embedding Transparency

12. The Cabinet Office is committed to embedding Transparency as ‘business-as-usual’. To achieve this we will:

- Continue to run Open Data workshops for staff in London, Norwich and Basingstoke.
- Engage with individual business units and identify named Transparency contacts (by June 2012).
- Identify new data which should be published by business units and publish a list of data to be released for the first time in 2012-2013 (by June 2012).
- Align transparency requirements with Cabinet Office official publishing.
- Identify business units responsible for Cabinet Office ALBs and agree transparency plans, by June 2012, to set out what data they have and when they will be published. These will be regularly reviewed and updated as part of the implementation plan.
- Identify additional sources of underlying data (eg. in reports and publications) which should be published.
- Work with business units to change the way we publish data – ie. digital by default and in reusable formats wherever possible.
- Encourage business units to seek feedback from customers, developers and the public, on the data published and what new data they would like to have.
- Report progress against our data commitments each month to the Minister for the Cabinet Office.
- Report progress against our Implementation Plan quarterly to the Executive Management Committee.

13. We will invite feedback on the data we publish via a dedicated email address: transparency-kim@cabinet-office.gsi.gov.uk. Responses to feedback on individual datasets on www.data.gov.uk will be published.

Success measures

14.. Progress against our Implementation Plan will be assessed quarterly by the Executive Management Committee. Performance will be measured by:

- The number of staff who have participated in Public Data workshops.
- Timely publication of Big Data.
- The number of other datasets published.
- The number of new datasets agreed with business units and added to the data catalogue ⁶.
- The number of Transparency agreements signed off between ALBs and business units; and datasets added to the data catalogue.
- The number of ALB datasets published.
- The proportion of datasets meeting 3/4/5-star ratings for open data.
- Feedback about Cabinet Office data published on www.data.gov.uk, and received via transparency-kim@cabinet-office.gsi.gov.uk

⁶ Underlying data from ad-hoc reports, White papers etc.

Annex 1 – Cabinet Office Data Catalogue

2: List of data to be released for first time during period 1 April 2012 to 31 March 2014

Dataset Name	Description of data	To be first published on	Frequency of update	Issued under the Open Government Licence (OGL) Yes or No
Cabinet Committees	Membership lists and terms of reference for Cabinet Committees	August 2012	Ad hoc	Yes
Cabinet Office annual report	Underlying data from the departmental annual report and consolidated accounts	September 2012	Annually	Yes
Community Life Survey	Statistics on community engagement	October 2012	Quarterly	Yes
Advice Services Fund	New waves of recipients	April 2013	Ad hoc	Yes
Investment and Contract Readiness Fund	High level details for the social ventures that have successfully been supported through grant funding. This will represent the end of one full year of activity for the three year fund.	March 2013	Ad hoc	Yes

Innovation in Giving Fund	Details of recipients	August 2012	Ad hoc	Yes
Social Action Fund	Details of recipients	August 2012	Ad hoc	Yes
Transforming Local Infrastructure Fund	Details of recipients	July 2012	Ad hoc	Yes
Big Society Award	Details of winners	January 2013	Ad hoc	Yes
Queens Award for Voluntary Service	Details of winners	August 2012	Ad hoc	Yes
Mutuals	Number of Mutuals supported by the Mutuals Support Programme and the number of public service areas in which they are supported	August 2012	Quarterly	Yes
Government Procurement Annual Report	Report on progress of delivery of the procurement reform agenda. Underlying data on procurement spend, key categories and supply markets	September 2012	Annually	Yes

SME Progress Report	Report on progress on delivery of the aspiration of 25% of procurement spend with SMEs. Underlying data will include procurement spend (£m), spend with SMEs (£m). Additionally there will be details of initiatives and case studies	Q4 2013	Annually	Yes
Reform of the honours system	Underlying data from the second report on operation of the reformed honours system	August 2012	Ad hoc	Yes
Honours awards	Statistics from the honours rounds will be published within 2 months of each list, starting with publication of data relating to Birthday List 2012	August 2012	Twice a year	Yes

Further data is being identified through a process of regular engagement with business units and this catalogue will be updated on a regular basis.

Annex 2 – Cabinet Office’s Cross Government Transparency Role

1. As the policy lead for Transparency, the Cabinet Office will increase transparency in the public sector and publish information that will give taxpayers the ability to hold the government to account and enable users of public services to choose between providers. We already do this by publishing, and expecting other departments to publish, the following:

- i. Details of senior civil servants (including those in public bodies) with salaries more than £150,000.
- ii. Online organograms with the name, job title and salary of all senior civil servants at director level and above; the job title of all senior civil servants at deputy director level, along with the number of staff in their team and the breakdown of their grades; the total salary cost of each team reporting to deputy directors, job descriptions for senior roles and team functions.
- iii. All new central government tender documents above £10,000 on a single website.
- iv. All central government spending over £25,000 including plain English descriptions. We are also working with HMT to investigate the possibility of lowering the current threshold to £500.
- v. All new central government contracts over £10,000 in full, with appropriate security exemptions.
- vi. Procurement timetables and progress against procurement timetables for all new procurements.
- vii. Government job opportunities more widely, by advertising on a single site.

2. The Cabinet Office is supporting the creation of Transparency and Open Data Sector Panels, as appropriate, that support and challenge departments in opening their data and embedding transparency, and working with them to determine, plan and enable release of further datasets.

Strengthening rights to data

- i. We are working with the Transparency Board to set requirements for departments to publish data in an open and standardised format, so that it can be used easily and with minimal cost by third parties. Additional work to

strengthen and support this work is being carried out with the open standards framework.

- ii. We have introduced legislative amendments to Freedom of Information Act to enhance access to data.
- iii. We are working to implement the EU inspire directive and providing policy input into the UK negotiations in the EU revision to the EU PSI Directive.

Driving release of high value datasets

- i. Support the Shareholder Executive to drive the release of core reference data for free re-use from the Public Data Group.
- ii. Support the Data Strategy Board to ensure greater value for money in respect of the Government's data needs.
- iii. Use the Open Data User Group to give a voice to the community of businesses, entrepreneurs, academics, and activists who use and re-use Government data.
- iv. Data.gov.uk has been redesigned with a new look and functionality, developed with general public, businesses and developers in mind
- v. Official launch of the Open Data Institute.

3. We will work with the Open Data Institute to encourage the release of Public Sector datasets for exploitation (by the Private Sector) as a means to stimulate growth.

4. We are working on a discussion piece looking at how open data furthers the transparency agenda. It comprises a review of literature on transparency and open data , explores the challenges and risks associated with open Data and illustrates the benefits of open data and transparency with case studies.

We will increase transparency on grant funding by publishing data on which organisations receive public money from civil society programmes.

5. The Strategy sets out the context and background to our approach; outlines the types of data we hold and how we intend to treat them in line with our drive to greater transparency. It includes:

- v. Capture and release of **Big Data**: large routine public service data sets;
- vi. How **Satisfaction and Experience Data** will be gathered and used: customer insight and user feedback on services;

vii. The **creation of dynamic Information Markets**: engagement with data users to drive social and economic growth;

viii. **Continuously improving the quality** of data published

6. The Strategy is supported by an Implementation Plan setting out in more detail what, how and when data will be published. As part of our ongoing work on transparency we will consider what other information and data we might release and publish an updated Implementation Plan at regular intervals.

Annex 3 – Public Sector Information Principles

Alignment is achieved in Cabinet Office through the Information Management Strategy of which the Open Data Strategy is a part. Individual policies contributing to the seven Principles as follows:

Principle 1 – Information is a valued asset: Retention; Security; Storage; Knowledge Management

Principle 2 – Information is managed: Retention; Accountability; Security; Storage

Principle 3 – Information is Fit for Purpose: Retention; Security; Storage; Knowledge Management

Principle 4 – Information is Standardised and Linkable: Accountability; Storage; Knowledge Management; Open Data

Principle 5 – Information is re-used: Accountability; Knowledge Management; Open Data

Principle 6 – Public Information is Published: Accountability; Knowledge Management; Open Data

Principle 7 – Citizens can access information about themselves: Accountability; Open Data

Annex 4 – 5 star rating for Open Data

Level	Format	Licence	
★	make your data available on the web (in any format)	and	Open Licence
★★	make it available as structured data (for example Microsoft Excel instead of image scan of a table)	and	Open Licence
★★★	Make it available in an open, non-proprietary format (for example CSV or XML instead of Microsoft Excel)	and	Open Licence
★★★★	In addition to using open formats, use URLs to identify things using open standards and recommendations from W3C, so that other people can point at your stuff	and	Open Licence
★★★★★	In addition to using open formats and using URLs to identify things, link your data to other people's data to provide context	and	Open Licence

Annex 5 - Glossary of key terms

Term	Description
Big Data	Datasets sufficiently large that they require specialist computing approaches to process.
Data	Qualitative or quantitative statements or numbers that are (or assumed to be) factual. Data may be raw or primary data (e.g. direct from measurement), or derivative of primary data, but are not the product of analysis or interpretation other than calculation. Although technically distinct from information, for brevity we will use the term data to describe both unless explicitly stated.
Dataset	As defined in the Protection of Freedoms Act 2012
Information	Output of some process that summarises, interprets or otherwise represents data to convey meaning. Unless stated in this document we will use the term data to include information.
Linked Data	Described by an identifier and addresses to permit linking with other relevant data which might not otherwise be connected, improving discoverability. May contain embedded links to other data
Open Data	Data that meets the following criteria: <ul style="list-style-type: none">• accessible (ideally via the internet) at no more than the cost of reproduction without limitations based on users identity or intent.• in a digital, machine readable format for interoperation with other data.• free of restriction on use or redistribution in its licensing conditions.
Public Data	Anonymised, non-core-reference data on which public services are run and assessed, on which policy decisions are based, or which is collected or generated in the course of public service delivery.