



# GENERAL GOVERNANCE

## WORKING WITH DEPARTMENTS

The Data Portal Quick-Setup Guides by data.gov.uk are brief introductory documents aimed at triggering the right thinking when planning to establish a data portal at a governmental or institutional level.

The guides are based on the experience of the data.gov.uk team in the United Kingdom and are the first layer of a more in depth set of guidance that will be produced across the next 6 months by the data.gov.uk team.

The process is iterative, with newer versions being provided as further information becomes available. These guidance will be accompanied by a forum on data.gov.uk where those working on setting up a data portal can share experiences, ask questions (which may later be incorporated into the guidance) and discuss new approaches for the future. The developing open data portals forum is available at <http://data.gov.uk/forum>

# Governance

If you are practising transparency, how do you know what you are publishing is the right data; of the right quality; in an open and re-usable format; is being updated regularly and in a suitable timeframe; are personal rights and matters of national security being protected; is there a need to provide explanation of the data to highlight its benefits; telling the full story?

These, amongst others, are the main questions that are constantly being asked when talking to people about publishing data.

In the UK we have set in place a number of levels of governance that may all or partially be consulted when working through a data release. The idea was to put a structure in place that was fluid and flexible enough to allow those with the necessary knowledge in each area, be it technical, factual or with the authority to deal with the issues as they arise. This allows the process to run more smoothly and in a more timely manner, it negates the need for additional unnecessary explanations, of either a technical or factual problem, to third parties and allows the decisions to be made by those that have a greater understanding of the problem, solutions or data.

The following pages detail the different layers of governance the UK has put in place and the responsibilities they carry.

# SENIOR OFFICIALS GROUP

Membership:	A senior transparency official from each central Government Department
Remit:	To provide a focused forum to review and inform the status of the Transparency and Open Data agenda at both cross-cutting and individual Department levels.
Terms of Reference:	Group reports on progress on the Transparency agenda within their Department; Provide feedback from the individual Sector Transparency Boards; Provide input into the Public Sector Transparency Board; Provide comment to inform the development of the White Paper; Inform the wider approach to Transparency and Open Data
Engagement:	Other Government Departments; CO Transparency Team; Transparency and Data Specialists; Public Sector Transparency Board; Sector Boards.
Chair:	Senior Member of CO Transparency Team
Secretariat:	CO Transparency Team
Minutes:	Published on <a href="https://data.gov.uk">data.gov.uk</a>

# PUBLIC SECTOR TRANSPARENCY BOARD

Membership:	Acknowledged experts in the Open Data and Transparency Arena
Remit:	The Transparency Board will advise the Minister for the Cabinet Office and, through him, the Prime Minister and the Government on transparency and open data;
Terms of Reference:	<p>Supporting and challenging Departments and Non Departmental Public Bodies in their implementation of the Government's transparency and open data agenda;</p> <p>Extending the transparency and open data agenda to local government and to the rest of the public services, including public transport;</p> <p>Establishing clear principles for transparency and setting open standards, policies and licences for data release across the public services;</p> <p>Developing the legal Right to Data (in conjunction with the Ministry of Justice);</p> <p>Driving the publication of further public datasets on the basis of public demand and of economic and social benefit;</p> <p>Defining 'public task' for trading activities;</p> <p>Overseeing the work to further develop and consolidate data.gov.uk as the single online point of access for all UK public service datasets;</p> <p>Promoting the development and application of open, linked data standards for public data generally, including the development of appropriate skills and capabilities within the public services.</p>
Engagement:	<p>Developers, open data experts and business;</p> <p>Leading experts internationally working on public data and standards;</p> <p>Others in Government with interests in data including the National Statistician, the Government CIO, the Location Council and the Advisory Panel on Public Sector Information.</p>
Chair:	Minister for Transparency
Secretariat:	CO Transparency Team
Minutes:	Published on data.gov.uk

# PRACTITIONERS

Membership:	Working level contact from all Government Departments and larger Arms Length Bodies, Agencies or Non-Departmental Public Bodies
Remit:	A forum to discuss and share the latest developments and requirements in the transparency agenda and best practise
Terms of Reference:	<p>-Cabinet Office Transparency Team: Regular updates on the Government Open Data and Transparency Agenda; Regular updates covering all Open Data work strands and developments, specifically forward looking calendar of events and releases; Support, expertise and guidance on collating, formatting and publishing datasets, including but not limited to linked data, licensing and open formats.</p> <p>-Practitioners: Liaise with Transparency Senior Officials within their department; Collate data on the Department's public datasets for the Inventory; Provide an administrative role on data.gov.uk for their department; Provide a focal point for ensuring Open Data best practise is disseminated throughout Departments; Provide opinion and example of Open Data best practises; Provide comment on Open Data issues raised by the Cabinet Office Transparency Team.</p>
Engagement:	Working level contacts in other Government Departments and Agencies, etc, Cabinet Office Transparency Team, Sector Boards
Chair:	CO Transparency Team
Secretariat:	CO Transparency Team
Minutes:	Circulated within practitioners

# SECTOR BOARDS

Membership:	Senior Officials from across a specific Public Service sector, Representatives from Central Government, External data user, Privacy Expert, Ministerial Office representative, Practitioner(s)
Remit:	To plan, review and enable quality and meaningful data releases specific to a Public Service sector
Terms of Reference:	<p>To be the focal point for the Transparency agenda in a specific sector and to act as an effective advisory and challenge body to ensure that transparency principles are incorporated into the business as usual processes of the Departments within that sector;</p> <p>To achieve the benefits of transparency for end-users of public services, for public sector professionals and for businesses;</p> <p>To assist the Departments and their delivery partners to achieve their wider objectives;</p> <p>To enable growth creation through the release of open data and to facilitate exciting new user-focused services and applications in the specific sector.</p>
Engagement:	Owners of data, such as Agencies, Arms Length Bodies and Non-Departmental Public Bodies, Other Sector Boards, public Sector Transparency Board, CO Transparency Team
Chair:	Senior Departmental Official
Secretariat:	Provided by lead Department
Minutes:	Published on <a href="https://data.gov.uk">data.gov.uk</a>

# SECTOR BOARDS

Membership:	Senior Officials from across a specific Public Service sector, Representatives from Central Government, External data user, Privacy Expert, Ministerial Office representative, Practitioner(s)
Remit:	To plan, review and enable quality and meaningful data releases specific to a Public Service sector
Terms of Reference:	<p>To be the focal point for the Transparency agenda in a specific sector and to act as an effective advisory and challenge body to ensure that transparency principles are incorporated into the business as usual processes of the Departments within that sector;</p> <p>To achieve the benefits of transparency for end-users of public services, for public sector professionals and for businesses;</p> <p>To assist the Departments and their delivery partners to achieve their wider objectives;</p> <p>To enable growth creation through the release of open data and to facilitate exciting new user-focused services and applications in the specific sector.</p>
Engagement:	Owners of data, such as Agencies, Arms Length Bodies and Non-Departmental Public Bodies, Other Sector Boards, public Sector Transparency Board, CO Transparency Team
Chair:	Senior Departmental Official
Secretariat:	Provided by lead Department
Minutes:	Published on <a href="https://data.gov.uk">data.gov.uk</a>

The UK so far has Sector Boards in Transport, Social Mobility, Health and Social Care, Tax, Welfare, Research, Local Public Data Panel, Location Council and Criminal Justice. Additionally Foreign Office, Business Innovation and Skills and Education have established an internal panel that replicates the Sector Board TOR, these were established prior to the Sector Panels and so were utilised instead of establishing another Board.



# OPEN DATA USER GROUP

Membership:	Representatives from the Open Data community including developers, analysts, business and voluntary sector
Remit:	Advise on public sector data that should be prioritised for release as Open Data, to the benefit of the UK, To advise Ministers and the DSB and to represent Open Data users to government
Terms of Reference:	<p>Advise the Data Strategy Board (DSB) on public sector data that should be prioritised for release as Open Data, to the benefit of the UK. This data will be sourced primarily from the member organisations of the Public Data Group (PDG) - currently the Met Office, Ordnance Survey, Land Registry and Companies House - but the ODUG will be free to advise on the release of data from other public sector organisations;</p> <p>It will act as intelligent customer on behalf of the public and the private sector for data free at the point of use and for re-use, and act as vibrant advocate for this opportunity for the UK.</p> <p>Will act as a single stakeholder group for the interests of those that use and re-use Open Data, recognising the wide variety of organisations and individuals which this includes. In addition to the formal membership of the group, ODUG will be empowered to use the most appropriate channels of engagement with broader users and re-users of Open Data, in order to reach out to all those organisations and individuals with an interest in increasing the amount of Open Data released by the public sector.</p>
Engagement:	Data Strategy Board, Ministers, Public Data Group, Public Sector Transparency Board, External Open Data Community and Activists, CO Transparency Team, Department for Business, Innovation and Skills, Sector Transparency Boards, Central and Local Government Representatives
Chair:	Appointed on 3 year term from open competition
Secretariat:	CO Transparency Team
Minutes:	Published on <a href="https://data.gov.uk">data.gov.uk</a>

# DATA STRATEGY BOARD

Membership:	Independent Chair, Representative of commercial user of public data, Representative of re-users of public data, Representative of Open Data campaign groups, Chairs of the Public Weather Service, Customer Group, the Geographic Information Group and the Open Data User Group [3 seats], Representatives from the Devolved Administrations, [one seat shared on a rotation basis] , Representation from local government through the Local Government Association, The Government Chief Scientific Adviser, Two public sector representatives
Remit:	The Data Strategy Board (DSB) will seek to maximise the value of data from the Public Data Group (PDG) of Trading Funds for long-term economic and social benefit, including through the release of data free of charge. It will act as an intelligent customer advising Government on commissioning and purchasing key data and services from the PDG.
Terms of Reference:	<p>On behalf of the public sector, to steer the management of contracts with the PDG; consider how data from the PDG might generate economic growth; and, to work to ensure that Ministers have appropriate advice efficiently and effectively to:</p> <ul style="list-style-type: none"> <li>deliver Open Data from the PDG;</li> <li>provide data and services to the public sector UK general public, including contribute to the protection of life, property and UK national infrastructure;</li> <li>make access to data for all users easier; and</li> <li>increase public access to free data over time, subject to affordability and value for money.</li> </ul> <p>Where funding and its responsibilities to all its customers allow, prioritise recommendations of funding for further commissioning of Open Data; Will also promote the Open Data research and best practice developed with the PDG across the public sector, to advance the adoption of new approaches ensuring Government delivers the best opportunities for development of high value data businesses; Will develop and own a new strategic framework to steer delivery of Government's aims set out above. It will develop business cases in support of its recommendations to Ministers.</p>
Engagement:	National Archives, Open Data User Group, Open Data Community and Activists, Government Departments, CO Transparency Team, Sector Boards, Department for Business, Innovation and Skills, Ministers, Open Data Users
Chair:	Public Appointment
Secretariat:	Department for Business, Innovation and Skills. Head of Secretariat is a full member of DSB
Minutes:	Publication format and location to be decided. Currently agenda and actions are published on <a href="https://data.gov.uk">data.gov.uk</a>

# Additional Subsidiary Groups

Public Data Group	an Advisory Board representing Government Trading Funds (Met office, Ordnance Survey, Land Registry and Companies House)
Geographic Information Customer Group	Advises Ministers on Public Sector Mapping Agreement
Public Weather Service Customer Group	Provides the public sector and advises on weather information, services and advice
UK Government Linked Data Working Group	Leads on the creation and maintenance of the underpinning technologies within the public sector and promotes the benefits across the public sector.