Open Data Policy

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Author	Stephen Murphy
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Table of Contents

1. Overview

This policy document describes Manchester City Council's policy towards publishing on the web council held datasets for reuse and redistribution and the standards to which it will adhere when it publishes this open data.

The policy is intended to allow for effective decisions to be taken by council officers on data which is required to be published in open formats online as well as non-personal data that the council additionally chooses to publish.

This policy applies to anyone who has access to Manchester City Council's information systems, including but not limited to employees, temporary and agency staff, contractors, third parties working for the council and partners in joint ventures with the council. It concerns all electronic systems used to hold and / or process Manchester City Council's information.

This policy is owned by the City Solicitor in consultation with Corporate Information Assurance Risk Group (CIARG), authorises changes to, or disposal of, this policy. This group is responsible for ensuring compliance with this policy, CIARG will be aided by the Data Governance Team in this role.

This document will be reviewed at least annually or more often if justified by a change in circumstances.

2. Context

In March 2012 Manchester City Council announced its plan to be a Digital City, the aim being to be the world's foremost digital city by 2020. Much of this digital strategy revolves around technology, widely available high speed broadband and free WiFi across the City. However the strategy also acknowledges the need to ensure that data is open for everybody to utilise and recognises that it must be transparent and easy to use.

"Manchester has an ambition to become an open data friendly city" [Digital Manchester 2012]

Connections and better digital networks are included in the Council's Corporate Plan as one of its priorities for the next 2-3 years. The Council will facilitate the development of the city's digital infrastructure, to enable delivery of transformed public services and support a thriving digital economy.

The provision of council data in open and linked forms is part of a wider set of initiatives on data and its exploitation. These initiatives exist in several separate interdependent contexts.

The UK Transparency Agenda
The UK is a founding member of the Open Government Partnership, a global effort to make governments better by promoting transparency, empowering citizens, fighting corruption, and harnessing new technologies to strengthen governance. The current and previous governments have been active in promoting the open publication of public sector data.

The Transparency Code

The revised Local Government Transparency Code 2015 came into effect on 1 April 2015. The Code requires local authorities in England to regularly publish information related to 14 themes as listed in the Code, plus the one off publication of information related to the councils existing waste collection contracts.

Re-Use of Public Sector Information Regulations 2015

Re-Use of Public Sector Information Regulations 2015 came into force on 18 July 2015. It introduced the principle that public sector body information produced within its public task is presumed to be re-usable once access is obtained, unless the information is otherwise restricted or excluded. Also that charges for re-use of data should be set at no more than marginal cost, with exceptions in certain circumstances (such as trading funds). It also sets out that there should be transparency around any charging mechanisms which exist. Re-use means the use of public sector information for a purpose different from the initial purpose for which it was produced, held or disseminated.

Other Statutory datasets published in Open Data Format:

- **The Public Contracts Regulations 2015**
  Payment of undisputed invoices within 30 days by contracting authorities, contractors and subcontractors

- **Public Sector Apprenticeship Data Publication**
  All public bodies in England with more than 250 employees must report on the apprenticeship target.

- **Public Sector Facility Time Publication**
  The purpose of these regulations is to promote transparency and allow for public scrutiny of facility time. Publication of trade union facility time data usage submitted by organisations as required under the Trade Union (Facility Time Publication Requirements) Regulations 2017.

- *Inspire Directive & Spatial Data*
  European Directive 2007/2/EC is known as 'INSPIRE'. INSPIRE establishes an infrastructure for spatial information in the European Union and it was transposed into UK law in December 2009.

  The aim of INSPIRE is to facilitate better environmental policy across the EU. This will be achieved by:
  - improving the joining up of and access to existing spatial data across the European Union at a local, regional, national and international level;
  - facilitating improvements in the sharing of spatial data between public authorities;
  - and improving public access to spatial data.

Service Development Opportunities

Providing open data will support and accelerate the Council's internal data sharing. Creating a comprehensive open data portal that makes the data searchable and easily accessible in one place should also increase staff productivity and may potentially reduce the need for meeting time-consuming Freedom of Information requests. Public feedback on open data can help to improve data quality and accuracy. Applications created by others can give us

ideas for new or better services, could be more cost effective than council ones or fill gaps in areas where the Council does not provide a service.

The sharing and open access to datasets using common technical and data standards amongst public and private sector organisations will turn data into intelligent and smart information. This has the potential to accelerate business growth and increase entrepreneurial opportunities.

This is intended to encourage social innovation by citizens and communities. A Digital City is not measured by the amount or type of technology it deploys – it is a measure of how citizens, business and communities engage and utilise it to achieve their goals and objectives.

Wider Developments

In recent years there has been an increasing expectation that non-personal data held by public sector organisations will be openly published on the World Wide Web. This is partly in response to demand from sections of the web community to develop the next range of Internet based services, which will provide access to meaning rather than just to documents.

3. Principles

Data that may be published online will fit the working definition of Public Data as described below:

"Public Data is the objective, factual, non-personal data on which public services run and are assessed, and on which policy decisions are based, or which is collected or generated in the course of public service delivery."

Within the context of this policy Open Data refers to a structured Dataset as described below:

"Dataset means statistical or factual information (1) contained in structured datasets; and (2) regularly created or maintained by or on behalf of and owned by a department which supports or contributes to the delivery of its services, programs, and functions. Such term shall not include image files or other non-structured datasets. Nothing in this policy shall be deemed to prohibit a department from voluntarily sharing information not otherwise covered under this policy."

The role of Information Asset Owner is that as defined in the Manchester City Council – Information and Cyber Security Policy, approved June 2018.

The principles of the Open Data Policy are:

➢ The policy applies only to non-personal data and aggregated or anonymised data which cannot be used to identify individuals.

➢ We will establish channels of communication to identify key data sets and the types of data which users are interested in. This demand lead approach will offer a more valuable Manchester priority list to work towards, rather than focussing resources on datasets that may be of no interest to anyone.

➢ The publication of open data will be authorised formally by the relevant Information Asset Owner.

➢ Data will be published on an advertised web-based platform.

➢ Open data will be published with the relevant metadata to help ensure the effective exploitation of the data.

➢ We will work with the assumption that not all users can read proprietary formats and will seek to publish our data in a non-proprietary machine-readable structured format.

➢ All data will be published in file formats that reflect the nature of the information they contain and the uses to which they are likely to be put.

➢ All data will be published with a UK Open Government Licence.

➢ The availability of datasets will be advertised in the appropriate locations, currently HM Government's register of open data at http://data.gov.uk and at http://open.manchester.gov.uk/

➢ Where appropriate, datasets will be made available according to a schedule which will be published with the data. Additionally, dataset versions will be clearly labelled to ensure that the public can see how up to date it is.

➢ To facilitate the linking of datasets across multiple systems; where appropriate datasets will be published using Unique Resource Indicators.

➢ Where datasets are published a clear mechanism for reporting errors by the users will be made available

➢ Enable users to preview and download spatial data sets in GIS file formats.

➢ Any geospatial metadata will be based on INSPIRE Standards.

4. Management Arrangements

Decisions on the publication of open data will be made by the appropriate Information Asset Owner. Responsibility for maintaining content lies with individual service areas and the responsibility also lies with them for the release and maintenance of Open Data.

The responsibility for ensuring compliance with the Open Data principles lies with the Data Governance Team. The Data Governance team will continue work with Information Asset Owner to identify additional datasets that can be made available reflecting demand, trend and items of public interest.

Data made available as open data should be published on the web-based platform which it is designed for. Open data may also be published on service areas' own pages but should have links from the Open Data Home Page / portal.

The Open Data Home Page will contain a statement that the data is being made available under the Government Open Licence and will have no disclaimers or qualifications. Open data published on service area websites will not include any copyright or licence statements which conflict with the use of the Government Open Licence.

The Open Data pages will contain advice or additional information which will help potential users of the data to understand the nature of the data, its source or validity or any other aspects of the data which might help its being reused effectively. Wherever possible and appropriate, this will include metadata.

The currency and validity of the published data sets on the Open Data pages will be reviewed regularly by the Data Governance Team and any issues raised with the Information Asset Owner.

The Open Data pages will contain a link to the appropriate person or council function who can deal with queries, issues or complaints about the data which has been published.