

## Procedure for Publishing Local Government Transparency Code Data

### Introduction

The aim of this procedure is to detail the process to follow when publishing data in line with the Transparency Code.

The Department for Communities and Local Government published a revised Transparency Code in October 2014, and as part of that, local authorities are required to publish certain sets of information (“datasets”) as “open data”. Open data is data published in a machine readable, non-proprietary format so that users can access and re-use it regardless of which computer system they use.

There is a five star scale for open data, as adapted by the Local Government Association this scale is:

★	Available on the web (in any format), but with an open licence allowing anyone to re-use it
★★	The same as for one star, plus available as machine-readable structured data
★★★	The same as two stars, but with a non-proprietary format (for example CSV and XML, rather than Excel)
★★★★	All of the above, plus use of open standards from the World Wide Web Consortium (such as RDF and SPARQL21)
★★★★★	All of the above, plus the data is linked to other data to provide context

The minimum to achieve is 3 stars.

The data must be published in line with the following legislation and standards:

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012),
- Data Protection Act (DPA) 1998
- the Environmental Information Regulations (EIR) 2004,
- the Re-use of Public Sector Information Regulations (RPSI) 2005 and
- Infrastructure for Spatial Information in the European Community Regulations (INSPIRE) 2009.
- sections 100A, 100B or 100F of the Local Government Act 1972.

The data must therefore be checked ahead of publication to ensure that

- it is not sensitive (for example, personal data, or data identifying sensitive locations such as refuges for victims of abuse);
- it does not enable fraud (for example, enabling fraudulent claims to be made); and
- there is no third party ownership which may restrict the publishing and onward use of the data under the Open Government Licence (for example, Ordnance Survey information is licensed separately).

The dataset requirements in the Transparency Code are:

***Publishing spending and procurement information***

- expenditure exceeding £500
- Government Procurement Card transactions
- procurement information (tenders and contracts)
- grants to voluntary, community and social enterprise organisations
- waste contracts.

***Publishing organisation information***

- organisation chart
- senior salaries
- the pay multiple
- trade union facility time
- fraud
- constitution

***Publishing land asset and parking information***

- local authority land and building assets
- parking accounts and parking spaces

The Transparency Code and guidance from the Local Government Association outline the specific fields or attributes needed under these headings; for example, for expenditure exceeding £500, fields include supplier details, purpose of expenditure, date and amount.

There are some mandatory requirements, and some recommended requirements; for example, expenditure exceeding £500 is mandatory, expenditure exceeding £250 is recommended. Within these requirements, again some attributes are mandatory and some are recommended.

Some datasets must be published at least quarterly and others must be published at least annually.

Within Herefordshire Council, the owners of the data – the “Information Asset Owners” – are responsible for preparing and publishing the datasets on the Council website with support as required from the Information Governance Team and the Web Services Team.

## Responsibilities and Duties

### Colour key:

Information Asset Owner Responsibility
Web Services Team Responsibility
Information Governance Team Responsibility

Actions	Responsibilities and Duties
1	<p>Identify the data that must be published under the Code, and check if the requirement requires it to be published quarterly or annually.</p> <p>The start date for quarterly data to be published by is 31<sup>st</sup> December 2014.</p> <p>The start date for annual data to be published by is 2<sup>nd</sup> February 2015.</p>
2	<p>Check for any data that is sensitive, may enable fraud if published, or is owned by a third party that would restrict publishing and put measures in place to ensure that it is not published.</p>
3	<p>Log with the Web Services Team where the data is held and what data is to be published. Discuss with the Web Services Team means of automating the process of extracting the data from internal systems and publishing it directly to the web site in real time.</p>
4	<p>Communicate as necessary to suppliers, grant beneficiaries and members of staff that information is being published in line with the Transparency Code.</p>
5	<p>Extract the data from the internal system it is held on.</p>
6	<p>Transform the data to the standard templates or schemas if they exist (see specific templates in the annexes to the Local Government Association guidance documents giving the field/column headings)</p>
7	<p>Add further field / attribute information that may be required</p>
8	<p>Clean and check the data for, and get rid of, any inconsistencies</p>

Actions	Responsibilities and Duties
9	Redact any data that is exempt from publication under the Freedom of Information Act and other access legislation so that it is not published and anonymise any personal data, ensuring that the data removal cannot be undone
10	Convert the data into a machine-readable format or another open data format following the five star journey recommended in the Code
11	Publish the data on to the website – with supporting information and commentaries for citizens and users
12	Record metadata about the data and register the data so that it can be found
13	Update the Publication Scheme to include new datasets published

<p><b>Further guidance available (links to useful documents)</b></p>	<p>The Local Authorities (Data Transparency) Code 2014 is published, alongside a frequently asked questions document, on <a href="https://www.gov.uk/government/publications/local-government-transparency-code-2014">https://www.gov.uk/government/publications/local-government-transparency-code-2014</a>.</p> <p>The Local Government Association has produced a set of guidance providing more detail on both the mandatory and recommended elements of the Code: <a href="http://www.local.gov.uk/practitioners-guides-to-publishing-data">http://www.local.gov.uk/practitioners-guides-to-publishing-data</a></p> <p>Information on the Open Government Licence is available from: <a href="http://www.nationalarchives.gov.uk/doc/open-government-licence/version/2/">http://www.nationalarchives.gov.uk/doc/open-government-licence/version/2/</a></p>
<p><b>Related policies &amp; procedures</b></p>	<p><a href="#">Data Protection Policy</a></p>

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