MINUTES			
Title of Meeting:	Welfare Sector Transparency Board		
Date:	22.11.12	**Time:**	11.30 – 13.20
Attendees:	See attached list		
Apologies:	See attached list		

Agenda item 1 – Welcome and Introduction

Gill welcomed everyone to the third meeting of the Board and introduced new member Heather Savory who is the chair of the Open Data User Group (ODUG)

She summarised what has been happening since the last meeting in June including the news that Department had won the Demographics User Group (DUG) annual award for ' better information in government'
http://www.demographicsusergroup.co.uk/

On the 14th November DWP launched Stat Xplore Phase 1 using the latest Housing Benefit (HB) data
http://statistics.dwp.gov.uk/asd/index.php?page=tabtool

Agenda item 2 – Cabinet Office Written Ministerial Statement

Ed Parkes provided an overview of the new Cabinet Office central monitoring and reporting mechanism for Departments' delivery of their Open Data commitments. He expects the Minister for the Cabinet Office to make quarterly statements reflecting the Government's Open Data achievements to date accompanied by individual performance ratings.

The monitoring will be conducted on a quarterly basis with the first period, which the Board have already seen, covering the period July to September 2012. DWP will self assess it's performance and currently we are doing well and making progress against all our measures to date. The Board will see such updates in advance and will have a challenge function on the content to support DWP's self assessment

The Board discussed significant DWP Open Data examples of key interest which would help support the assessment including:
- Wealth and Assets Survey and scope for making surveys more widely available
- Population Census
- DWP's support of the Admin Data Task Force (ADTF) in respect of the DWP / DH 'proof of concept' pilot

Outcome
The group agreed their role in the central reporting process and DWP took away an action point (AP8 - 22.11.12) to share with Board members these developing case studies

Agenda item 3 – DWP Story on Open Data

David Frazer introduced the draft 'DWP Story' outlining how we intend to use it going forward including publication on the DWP Transparency website.

The DWP story provides a brief summary of its Open Data vision aimed at the public which will be updated regularly. It will be supplemented by a Q & A brief on our three growth review measures and Open Data case studies including, the development of Stat-Xplore and data sharing initiatives such as the Population Census, Electoral Registration etc.

There was wide a ranging discussion on this product. Key points raised included the following:
- The potential to link with other work being taken forward by the ADTF and the wider interest in sharing record level data. The Board recognised that this would not be open data and that there were constraints.
- An example of DWP sharing record level data for the benefit of the citizen is the Warm Home Discount Scheme which required supporting legislation.
- DWP should identify the difference open data is making, for example with the publication of the Work Programme Statistics (this is now included in our Open Data case studies)
- The DWP Story should articulate the vision for moving forward

Outcome
The Board agreed the short summary style for the DWP Story which will be supported by illustrative case studies. An action point (AP9 - 22.11.12) was taken away to further enhance the 'story' and case studies taking into consideration the comments received

Agenda item 4 – project update – Bi-laterals

David Frazer summarised the key work being done in the bi-lateral groups (slide pack with full updates previously issued to members).

Bi-lateral 2 Anonymised linking of datasets – The Admin Data Task Force (ADTF) are currently working on the final version of the report due by the end of December. The report makes recommendations for improving the use of government's administrative data for research purposes. The DWP / DH data sharing pilot will explore the scope for supporting these recommendations. This pilot is due to create a first linked (anonymous) dataset by the end of the year. All relevant staff must have the appropriate training and skills and this will be taken forward in discussions between Nicky Tarry, Vanessa Cuthill and the Nuffield Trust. This data sharing pilot, if successful, would create further opportunities for such data sharing on a wider scale including industry.

Bi-lateral 4 – Equifax prefer access to record level data but this goes further than open data. Currently we are making sure Equifax are plugged into the request for financial providers to develop and provide Universal Credit (UC)

products with extra budgeting functions. A meeting is being arranged to discuss with the UC team in the near future. Judith Jones raised concerns about the potential risks around consent provided by vulnerable groups and requested that the ICO have input into the financial products being developed. An action point (AP10 – 22.11.12) was taken away to invite ICO to discussions being arranged by Nicky Tarry

Bilateral 5 Wealth and Assets Survey (WAS) – Following discussion between Keith Dugmore and ONS/DWP colleagues this data now benefits from the addition of a neighbourhood classification which will lead to its wider reuse. Keith will provide some examples / case studies on how this data is being used, and will provide further user evidence to support the Department's Open Data updates. (AP11 – 22.11.12)

Outcome
Overall the Board acknowledged the progress being made in the bi-lateral discussions and the importance for members to keep looking beyond aggregate statistics, research etc.

Agenda item 5 – External Stakeholder Group

Mike Payne provided the following feedback and outcomes from the first meeting of the external stakeholder group held in September including the latest progress update on Stat--Xplore:

External stakeholder meeting http://www.dwp.gov.uk/docs/external-stakeholder-group-20-09-2012.pdf
- Representatives were content that the Stat-Xplore data was being delivered to a stable low level geographical output level (census output areas)
- Their preference is for data users to have the ability to register on Stat-Xplore if they wish, as this provides more flexibility. This will also allow DWP to assess how and which data is being used to inform further improvements.
- Feedback from the external stakeholder group data users was positive. Stat-Xplore will become the Department's shop window for releasing new data sets and is a model that could potentially be used across Government. These external users were very interested in proposed UC Management Information outputs and agreed the new group was a good forum to raise questions in terms of the challenges of maintaining continuity across a range of indicators.

Stat-Xplore development
- Phase 1 was launched on the 14th November with a new release of HB data sets. In the first week there were over 1,000 unique visitors, including Local Authorities (LAs), DWP staff, Media organisations viewed around 13,000 pages with an average visit of over 3 minutes.
- A data user workshop was arranged for 26th November with a wide variety of representatives including LA's, other Government departments, University academics and members of the external

stakeholder group

Ed Parkes supported the ongoing external engagement for the development of Stat-Xplore and suggested that its media profile could be raised when the full product was completed in 2013.

Outcome
The Board supported the external stakeholder group as a useful forum to support the Board in delivering its commitments. They agreed that once Stat-Xplore was fully launched and bedded-in DWP could open up discussions with other government departments and digital services.

Agenda item 6 – Open Data User Group (ODUG)

Heather Savory, a new member of the Board and chair of the ODUG, introduced herself and provided an overview of ODUG's role and its potential links to the work being taken forward by this Sector Board.

The ODUG will advise the Data Strategy Board on public sector data that should be prioritised for release as Open Data, to the benefit of the UK. It will act as a single stakeholder group for the interests of those that use and re-use Open Data. Its first meeting was held in July and membership is made up of representatives with differing skill sets from a range of industry sectors.

ODUG has developed a data request form which has been published on data.gov.uk for users to submit requests to them for public sector data providing details on how this data would benefit society, economy etc. At this point they had received 120 requests which they are prioritising to present at the Data Strategy Board in December.

The Open Data User Group published a paper on 1st November which recommends that an Open National Address dataset should be provided, as Open Data, for free, under the Open Government License thus ensuring all Government departments and the private sector have the same consistent national address information. Heather would look for support from Board members on this and agreed to provide the Board with a copy of the relevant paper.

The links to the paper is as follows:
Heather's blog: (links at the bottom of the page)
http://data.gov.uk/blog/odug-calls-on-the-government-to-deliver-an-open-national-address-dataset-under-the-open-government-l

Direct links to the paper and its annexes:
http://data.gov.uk/library/the-case-for-an-open-national-address-dataset-november-2012-0
http://data.gov.uk/library/annexes-to-the-case-for-an-open-national-address-dataset-november-2012

Outcome

The Board acknowledged the close links to the ODUG and the role of the WSTB and external stakeholder group, agreeing we need to work closely together.

Ed Parkes took away an action point (AP12 – 22.11.12) to identify whether any requests to ODUG related to DWP data.

Heather Savory to provide the Board's secretariat with a copy of the paper regarding postcode address data (AP13 – 22.11.12)

Agenda item 7 – Future Meetings

Gill Aitken introduced a discussion on the frequency of future Board meetings. She proposed the Board should move to holding six monthly meetings alternating with the new external stakeholder group. This was based on the following now being in place:

- External Stakeholder Group set up and meeting every 6 months, next meeting due March 2013
- We will be circulating quarterly updates to the Board on our ongoing delivery of open data commitments in line with the quarterly Cabinet Office reporting cycle (agenda item 2)
- Bi-laterals with Board members would continue as now to progress specific topics with updates being provided

Outcome

The Board agreed to six monthly meetings based on the above. In addition they requested that minutes of the last Board meeting also be re-circulated with Board papers and after 3 months alongside the external stakeholder group meeting minutes.

Agenda item 8 – AOB

Judith Jones flagged up that the new ICO Anonymisation Code of Practice had now been published at:
http://www.ico.gov.uk/~/media/documents/library/Data_Protection/Practical_application/anonymisation_code.ashx

ICO are keen to continue engaging with data users and as such if anyone has any comments, feedback or requires help on how to use the code to contact her

Future Welfare Sector Transparency Board meeting dates

- Thursday 13th June 2013 Caxton House London

Welfare Sector Transparency Board – 22.11.12	
Attendees	
Gill Aitken (chair)	Director General Professional Services (DWP)
David Frazer	DWP Director of Information
Ed Parkes	Cabinet Office – Account Manager for DWP
Judith Jones	Information Commissioners Office (ICO)
Katie Lane	Citizen Advice (CA)
Vanessa Cuthill	Economic & Social Research Council (ESRC)
Keith Dugmore	Director of Demographics User Group (DUG)
Heather Savory	Chair of Open Data User Group
Mike Payne	DWP Information Governance & Security (IGS)
Martin Dillon	DWP Information Governance & Security (IGS)
Michelle Pickard (secretariat)	DWP Information Governance & Security (IGS)
Apologises	
Kirsty McHugh	Director of Employment Related Services Association (ERSA)
Johanna Edwards	Equifax
Paul Raynes	Local Government Association
Paul Boyle	Economic & Social Research Council (ESRC)