

# **DWP Open Data Group Terms of Reference**

Date: 26 September 2013

## **PURPOSE**

The primary purpose of the DWP Open Data Group is to support, at a working level, the Welfare Sector Transparency Board by providing user input and feedback on:

- DWP's future plans and priorities for making welfare benefits statistical information available, including the development of a unified "household unit" approach to reporting
- The continuing development of the Department's on-line tabulation tool Stat-Xplore as the Department's key vehicle for launching statistical releases as Open Data.
- Develop a wider awareness of the department's welfare reform changes and the statistical outputs produced
- The release of further welfare datasets to meet the Cabinet Office requirement for the National Information Infrastructure and refresh of the department's open data strategy, aligned to the Government's response to the Shakespeare Review
- Helping identify opportunities for relating welfare datasets to other government data releases taking into account the adoption of common standards, harmonisation of metadata to enable re-use by industry and academia for wider commercial and public benefit

## **MEASURING SUCCESS**

The following outputs will enable the Group to measure success in helping DWP meet its open data requirements:

- Volumes of new data releases
- Increase in usage of Stat-Xplore
- Helping business and other data users to obtain fast, easy access to DWP's public sector data
- Supporting new strategies for engagement with data users to help drive social and economic growth
- Claimants privacy continues to be protected

## MEMBERSHIP

The Group is chaired by a senior DWP statistician and includes external data users from academia, local government, private sector, Citizens Advice and other bodies with an interest in DWP and the welfare reforms.

Where exceptionally members cannot attend a deputy may represent them at the Chair's discretion

Membership is as follows:

<b>Name</b>	<b>Role / Representing</b>
Iain Sterland	Senior Portfolio Analyst Sainsburys
Lee Thomas	Decisions Analytics Manager EON
Paul Bivand	Associate Director of Statistics & Analysis CESI
Richard Hopper	MI Manager SERCO
Mark Nicholson	Principal Consultant Public Sector Equifax
Rachel Smith	Centre for Cities
Peter Watson	Corporate Management Information Citizens Advice
Paul Davidson	CIO Sedgemoor DC
Damian Carter	Opportunities Manager Bromford
John O' Connell	Taxpayer's Alliance
Jacqui Taylor	CEO FlyingBinary Ltd
Peter Elias	Employment Research University of Warwick
Nicholas Harper	Strategic Technical Account Manager Experian
Robert Barr	Chairman Manchester Geometrics
Nigel Brough (chair)	DWP Information Governance & Security (IGS)
Mike Payne	DWP Information Governance & Security (IGS)
Martin Dillon	DWP Information Governance & Security (IGS) –
Michelle Pickard	Secretariat

## GOVERNANCE

The Board will provide progress updates as appropriate to the Welfare Sector Transparency Board

Minutes from the External Data User Group will be published on GOV.UK website at: <https://www.gov.uk/government/policy-advisory-groups/welfare-sector-transparency-board-external-stakeholder-group>

## **FREQUENCY AND CONDUCT OF MEETINGS**

- The Group aims to meet quarterly or less frequently if agreed, and will be subject to ongoing review
- Decisions taken at the meetings will be communicated in writing as part of the minutes which will be published

## **SECRETARIAT**

The secretariat will:

- Manage attendance on behalf of the chair
- Issue an agenda, agreed by the chair, and papers in advance of the meeting (ideally 5 working days but a minimum of 3 working days)
- Issue minutes and action point logs ideally within ten working days following a meeting
- Commission documents / papers from the appropriate members / DWP Business Area