

Welfare Sector Transparency Board

Terms of Reference

Date: June 2017

PURPOSE

The primary purpose of the Welfare Sector Transparency Board will be to:

- Inform and advise development of the government's Right to Data strategy from a welfare perspective
- Drive transparency and the release of welfare open data in line with objectives set out in the Data Leaders Network Group, to ensure that DWPs approach to the use of and management of data will properly enable the delivery of government policy and operational objectives.

MEASURING SUCCESS

The following key outputs will enable the Board to measure success in meeting open data requirements:

Identify and record new DWP data releases that could be reused by industry for commercial purposes, analysed by academia for wider public benefit, public sector for re-use across other government departments and Local Authorities, with a particular focus on

- large routine public service core data sets
- provision of access for service users to their own identifiable data
- user feedback on services
- strategies for engagement with data users to drive social and economic growth
- supporting individuals and businesses to obtain fast, easy access to public sector data
- improve the quality and timeliness of our data releases
- identifying new aggregate cuts of personal data with potential for release

MEMBERSHIP

Members of the Board will include DWP and Cabinet Office officials and stakeholders from academia and the private sector

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

Membership is as follows:

Name	Business Area
Paul Lodge (chair)	DWP Director of Information
Stephen Balchin	DWP Interim Deputy Director Statistical Services
Charlie Boundy	DWP Head of Data Science
Peter Hatchard	Cabinet Office
Dr Paul Meller	Economic & Social Research Council (ESRC)
Afzal Rahman	Citizens Advice
Rick Wright	Employment Related Services Association (ERSA)
Julie Hewitt	Account Director Equifax
Keith Dugmore	Director of the Demographics User Group (DUG)
Judith Jones	Information Commissioners Office (ICO)
Gemma Kirk Gillian Hall	DWP Digital – Open Data and Transparency leads, and Board Secretariat

GOVERNANCE

The Board will provide progress updates as appropriate to the:

- Data Leaders Network Group
- Cabinet Office Transparency Practitioner Group

Minutes from the Welfare Sector Transparency Board will be published on the gov.uk website – [see here](#)

FREQUENCY AND CONDUCT OF MEETINGS

- The board will meet every six months, subject to review
- Decisions taken at the board meetings will be communicated in writing as part of the minutes
- Board members will routinely self assess their performance and review their ongoing attendance

SECRETARIAT

The secretariat will:

- Manage attendance on behalf of the chair
- Issue an agenda, which will be 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 / Business Area
- Arrange payment, where appropriate, of expenses for external members