**LEEDS:**



Open Data Manifesto

**DATA CITY**

**Leeds:** Best City for Open Data

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**OUR** MISSION:

Leeds aspires to be the best city for the publication of **NON-PERSONAL** and **NON-COMMERCIALLY SENSITIVE** ‘open data’. Led by Leeds City Council and working with partners from across the city, this publication outlines the joint approach to opening up data to create new and innovative solutions to help identify and address city problems as well as maximising business potential. Whilst the council is spearheading the agenda as outlined in the Executive Board report, ‘Smart Cities: Delivering a Sustainable City in the Digital Age’, it is only when working across all sectors and with multiple organisations that real benefits can be realised. Partnership working is at the heart of this agenda and will enable Leeds to distinguish itself as ‘The Data City’ and become the go-to place for all things digital.

**It is important that clear principles are outlined to maximise the potential of opening up data. The following were agreed at the *G8 Lough Erne 2013* summit and have been adopted by Leeds City Council. To deliver maximum value it is important that the city works together using these shared goals.**

**OPEN DATA** PRINCIPLES

**OPEN BY DEFAULT**  
Establish an expectation that all data will be open by default, meaning that there must be legitimate reasons not to publish. When data isn’t published, the reasoning behind the decision shall be made open.

**QUALITY & QUANTITY**

Release high-quality **non-personal** and **non-commercially sensitive** open data that are timely, comprehensive, and accurate. To the extent possible, data will be in its original, unmodified form and at the finest level of granularity available.

Information about the data is written in plain English to enable it to be clearly understood.

Data will be fully described, so that consumers have sufficient information to understand their strengths, weaknesses, analytical limitations and security requirements, as well as how to process it.   
  
Data will be released as early as possible, allowing users to provide feedback, enabling revisions to be made to ensure the highest standards of open data quality are met.

**USEABLE BY ALL**

Data will be published in open formats to ensure it is available to the widest range of users and for the widest range of purposes.

Release as much data as possible without a charge to the user. Where it is not possible to offer free access at present, promote the benefits and encourage the publication of future free access. In many cases this will include providing data in multiple formats so that they can be processed by computers and understood by people.

**RELEASING DATA FOR IMPROVED GOVERNANCE**

Share technical expertise and experience across the city, city-region and country to reap the benefits of open data.

Be open and transparent about our own data collection, standards and publishing processes, by documenting all of these related processes online.

**RELEASING DATA FOR INNOVATION**

Increase open data literacy and encourage people, such as developers, analysts and arm-chair auditors to unlock the value of open data.

Empower future generations of data innovators by providing data in machine-readable formats.

**It is important that published data can be trusted, not only in terms of content, but also in the publication process. Open data is concerned with publishing non-personal and non-commercially sensitive data. Leeds City Council which manages Leeds Data Mill, is committed to working with partners across the city to ensure data is published to the highest possible standards and with the greatest levels of rigour.**

**ACCESS FOR ALL**  
Leeds Data Mill is an open data platform for the city of Leeds. The council will work with individuals, public, private, voluntary and academic sectors from across the city to support the opening up of their data and provide them with a platform for publication.

**INFORMATION** GOVERNANCE EVENTS

**INFORMATION SECURITY**

Open data is concerned with the release of non-personal and non-commercially sensitive data. It is important that Data Protection principles are adhered to and considered when deciding what data to publish.

Anonymisation and data matching are important considerations prior to publication. Guidance material based on Information Commissioner’s Office (ICO) guidelines will therefore be published on Leeds Data Mill.

Training and support will be made available to ensure a considered approach is taken to publishing data. Appropriate governance and vetting procedures will be in place to ensure no unauthorised or inappropriate data is published.

**REGULATORY COMPLIANCE**

All information made available as open data will be managed in accordance with the relevant public sector legislative and regulatory compliance requirements.

**PUBLISHED DATA IS MANAGED**It is important that published data is managed appropriately and that an individual or team take responsibility in updating the data.

Only data which is owned by an organisation should be published by them. Third party Intellectual Property Rights also need to be considered prior to publication.

**DATA QUALITY**

Data should, where possible, be published to the highest standards of data quality. The following key metrics should be used to measure the data:

**VALIDITY:** Data should be collected and used in compliance with requirements. It is important that it is fit for purpose.  
**ACCURACY:** Data should be *sufficiently accurate* for its intended purposes and reflect the ‘real world’.   
**RELIABILITY:** Data should be trusted and collection should be consistent.   
**TIMELINESS:** Data should be collected as quickly as possible after an event or activity. It should be published as soon as practicable.  
**COMPLETENESS:** Missing, incomplete or invalid records need to be monitored and actions put in place to eliminate or minimise these.

Data quality should not be a barrier to publishing data, however where it is known that quality is compromised, actions should be put in place to improve and update it.

**USEFUL METADATA**

The information about the data should be useful and accurate. It is important that users understand the data and are aware of scope, context and any issues such as data quality concerns.

**The open data agenda in Leeds needs to focus on more than just publishing new data. It is also about working in partnership with developers, analysts and partner organisations across the city to realise the value of data and to re-use it in other ways than the original purpose of collection. To differentiate Leeds from other cities it is important to take advantage of its strengths as well as educate, up-skill, and provide a playground for data enthusiasts.**

**COMMUNITY** & EVENTS

**EDUCATION**  
Opening up data shouldn’t simply be about publishing data, but also to ensure citizens have the skills to make sense of it.

Leeds Data Mill will not only focus on being *the* data repository for the city, but also on providing education to ensure users can understand, analyse, and re-use the data effectively.

**ENGAGEMENT**

Opening up data allows citizens and businesses to become more civic and enables them to influence how their communities are shaped.

Consultation with all stakeholders can provide valuable input into what data is of interest and how it can be used to improve the lives of citizens and communities.

Social media such as Facebook, Twitter and blog posts will be used to keep followers informed of new innovation and progress and to allow different channels of communication and feedback.

**WORKING TOGETHER**

Leeds Data Mill is a data repository for the whole of Leeds; from individual citizens, to organisations in the public, private, voluntary, and academic sectors.

Leeds is well placed to differentiate itself from other cities. It is home to a large health sector including the Health and Social Care Information Centre, three universities and one of the largest digital and creative sectors outside of London.

Leeds should champion what it is doing and work with other cities to share expertise and benefit from their experiences.

**DATA EVENTS**

The hosting of data events, or ‘Innovation Labs’, can facilitate cross-sector working with developers, analysts, and service providers. They promote the publication of new data and can lead to new and innovative services and solutions to some of the city’s problems.

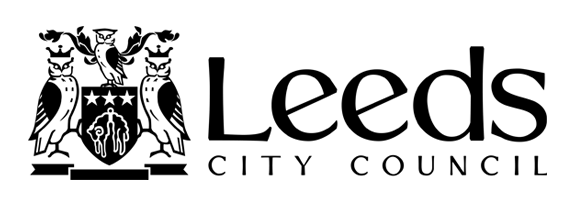
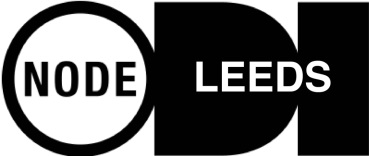
Other, less data-centric events will look to engage a wider audience, introducing open data to those not primarily from the digital sector.

**MAKING SENSE OF DATA**

It is important that data makes sense. Not just to those who are comfortable with interpreting it, but to all citizens regardless of their technical ability. Working with the digital sector, visualisations of data will be created to ‘tell the story of Leeds’, so that it becomes more accessible and valuable.

A dashboard will be introduced as part of Leeds Data Mill. This will offer users a variety of visual interpretations of published data without having to analyse the data itself.

It is important that success is measured. Baselining and performance monitoring can help ensure progress is being made in the right areas.



**LEEDS**

**DATA MILL**

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