

Independent Living Fund (ILF) Scotland

Open Data Communications Plan 2018 – 2021

Contents

1. The Vision	4
2. The Key Characteristics of Open Data	4
3. ILF Scotland’s Approach	5
4. Priorities and timescale	6
5. Dataset Publication Progress	7
Annex 1 – Statutory framework	8
Annex 2 – Data Standards	9

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1. The Vision

The Scottish Government has a vision of a Scotland which makes its public data open and available for reuse by anyone for any purpose from general interest to commercial exploitation. All public bodies are required to commit to the development and implementation of their own Open Data publication plans:

“An open data publication plan will set out the organisation’s commitment to making its data open and identify how and when they will achieve this, including the data that will be made open.”¹

The Independent Living Fund (ILF) Scotland as a new Scottish Public Body established in July 2015, shares this commitment. Through its progress towards achieving its corporate strategy, ILF Scotland is capturing and generating data which may be of use to others to help make independent living a reality for all disabled people in Scotland and Northern Ireland. By making as much of this open data available as possible, ILF Scotland is not only being open and transparent about its activities, it can provide empirical evidence to inform the wider discussions on better meeting the needs of disabled people and their support organisations.

2. The Key Characteristics of Open Data

The Scottish Government Open Data Strategy defines Open Data as:

- non-personal and non-commercial data;
- accessible to anyone, via the internet, free of charge and restriction on re-use;
- in a machine readable form across a wide spectrum of technologies.

The key characteristics of open data are that it needs to be Discoverable, Viewable and Downloadable.

- Discoverable means not only is it easy to find, but the potential user is also informed what the data are about. This ‘metadata’ will typically provide the potential user with a description of the data, where it came from, what its purpose is for the owning organisation, what standard of quality can be reasonably expected and what type of licence covers its use.

- Viewable means that the potential user can look at the data on screen using any internet browser to see what the data or portions thereof look like in order to assess its suitability for purpose. Data such as geographical data may need to be viewed using some kind of application such as a map viewer.

- Downloadable means that a potential user is able to export the data from the host platform to his own local machine without any manual assistance from the data owner. The “level of openness” is an essential aspect of the open data vision. Open data should be readable by any non-proprietary software.

This means it must fall into the 3-star or above data type category in the five star schema:

★	Data available online with open license permitting re-use. Examples – Tables and charts in PDF document or scanned images.
★★	Data available online in a machine readable format, with open license permitting re-use. Examples – Excel tables and charts.
★★★	Data is available online, in non-proprietary machine readable format, with open license permitting re-use. Examples – Comma Separated Values (CSV) Extensible Mark- up Language (XML).
★★★★	Data is available online, in non-proprietary machine readable format, with open license permitting re-use. Data is described in a standard way and uses unique reference indicators, so that people can point to your data.
★★★★★	Data is available online, in non-proprietary machine readable format, with open license permitting re-use. Your data uses unique references and links to other data to provide context.

Sir Tim Berners-Lee

3. ILF Scotland’s Approach

ILF Scotland is currently involved in a process of significant business and transformational change, and this is an interim document designed to frame and define the data set which will be regularly available to the public. During the launch of new public facing digital services, ILF Scotland will be using automated data analytics tools and once a suite of standard reports have been created, these will be published on both the ILF Scotland website and www.statistics.gov.scot

From this starting point (August 2018), ILF Scotland will develop the current published data offerings to comply with the minimum requirements of the open data vision, add new data to the catalogue and move towards at least 3-star openness in an appropriate way. As the collection and management of new data falls within ILF Scotland’s areas of responsibility, open publication of data will become embedded in its business as usual processes.

ILF Scotland is also collaborating with the Strathclyde Disability Research Centre and colleagues in Scottish Government, to collect, collate and analyse longitudinal information on how the Fund is being used, which will inform future services and policy development for supporting the independent living needs of all disabled people living in Scotland and Northern Ireland.

Identifying and selecting the data: Data requests do not frequently come to ILF Scotland which may be attributed to it being a new public body. It has published on an annual basis its Annual Report and its full policy suite is available on the corporate website www.ilf.scot. However, during the current organisational change, ILF Scotland has better understood what information it is generating which may be of general and specific interest to the public. Once the automated reporting tools are in place, this information will be prioritised and routinely shared, based on its perceived usefulness and the level of demand from external individuals and groups.

Licensing reuse: Open data publication excludes personal and commercially sensitive data; it is ILF Scotland's objective to publish all other data under the open government licence (OGL) which permits unlimited use.

Level of openness: ILF Scotland will create processes to make currently published datasets available at the 3- star level and above; usefulness, demand and ease of upgrade will be the factors used to prioritise this activity.

Data publication: ILF Scotland is adapting to ongoing restructuring, but for now the main available data will continue to be made available on the website www.ilf.scot

4. Priorities and timescale

The publication of open data by ILF Scotland will be in accordance with relevant Scottish Government guidelines, including but not limited to those listed in Annex 1. The documents will be compatible with screen reading software across all platforms and devices. This is outlined in Annex 2. The scheduling of open data publication will be informed by:

- importance – statutory ahead of discretionary;
- urgency – demand driven release based on data of most interest to users;
- opportunity – capability and capacity.

In reviewing and framing our data policies we shall aim to:-

1. Publish our data free of charge under Open Government Licence;
2. Utilise and develop our dataset asset register;
3. Specify Open Data when creating, commissioning or buying new data;
4. Provide clear licensing information – e.g. attribution / share-alike;
5. Promote transparency around charging for value-added services;
6. Resolve data restrictions within partnership agreements;
7. Negotiate exemption from embedded licencing restrictions in derived data;
8. Overcome blocks to applying open data standards retrospectively;
9. Identify gaps and improvements in our processes;
10. Implement an action plan to deliver the 2017 Open Data target by December 2018.

5. Dataset Publication Progress

ILF Scotland datasets currently available include:-

- Annual accounts
- Annual report detailing recipient open data
- ILF Scotland Policy Suite
- ILF Scotland Policy Circulars
- Case studies
- Need to describe the full range of other things we publish
- Surveys and satisfaction
- FOI requests

Note also that ILF Scotland has ongoing work with the Strathclyde Disability Research Centre on identifying further potential datasets for publication.

Annex 1 – Statutory framework

The publication of open data by ILF Scotland will be in accordance with relevant statutes, including but not limited to the following:

- Freedom of Information (UK) Act 2000 and where applicable the Freedom of Information (Scotland) Act 2002 (FOISA)
- The right to ask for information held by a Scottish public authority;
- Enforced by either the Information Commissioner or the Scottish Information Commissioner as appropriate.
- Environmental Information Regulations 2004 and where applicable the Environmental Information (Scotland) Regulations 2004 (EIR)
- Requests for environmental information may be verbal;
- Enforced by either the Information Commissioner or the Scottish Information Commissioner as appropriate.
- GDPR EU 2016 and Data Protection Act 2018
 - Six data protection principles for the protection of personal data.
- Re-use of Public Sector Information Regulations 2015
 - Information made available for re-use under open licence at marginal or no cost.

Annex 2 – Data Standards

We will publish our data in a format of Microsoft Office 2016 or above and automated Google Analytics dashboard reports by 2019.

All documentation will be published in a format appropriate to the nature of the information contained and anticipated use. Full details of the recommended formats are available online - Government Service Design Manual – Choosing Appropriate Formats.

Three main categories of data are considered:

- written reports and documents
- structured data
- infographics and dashboards
- charts and trend analysis graphs

Written Reports

Written reports will be available in tagged PDF (PDF/A , an ISO-standardised version of the Open PDF Portable Document Format) or HTML. To create tagged PDFs, an accessible source document should be prepared in Word using the required format and structure which can include table of contents, numbered lists, data tables and image descriptions. File conversion to PDF creates a PDF tag tree which reflects the structure of the document and enables screen readers to navigate the document. Instructions for this are available online - Government Service Design Manual - Creating Accessible PDF's

Online guidance is also freely available on how to create accessible PDFs:

- create accessible PDFs
- accessibility checker
- creating accessible Word documents
- creating accessible Excel workbooks
- creating accessible PowerPoint presentations

Structured Data

Structured data will be made available in CSV or XML format. This ensures accessibility to the data by screen readers, and the capability to sort and filter the data. Excel format will be provided as an additional option.

Infographics and dashboards

Simple charts, tables, graphs and visualisations showing how people are using our services at a point in time.

Charts and Trend Analysis Graphs

As above but presenting key trends over a given time period which will normally be aggregated over the previous 3 months against a yearly average.