

Transport for Greater Manchester Policy

Transparency and Open Data Policy

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Date Prepared:	7 November 2014	Document Reference no.	IS Policy Ref No.
Version No.	1.0	Prepared by:	Michelle Peel, Information Manager
Equality Impact Assessment	<u>Validation of Initial Screening</u> Equality Officer: Muhammad Karim Date:		<u>Full Impact Assessment completed:</u> N/A
	If any changes are made to this document, its impact upon legally protected groups will need to be re- assessed. Please underline one of the options below that is most appropriate: 1. No change or minor changes - EQIA not required 2. Some changes - Initial Screening Completed Date:		
Authorisation Level required:	Executive Group/Director		Staff Applicable to: All Staff
Authorised by:	Operations Board		Implementation date:
Date:	17/11/2014		Annual review date:

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- 1 Policy Aims
 - 1.1 There is a mandatory requirement for TfGM to publish certain data under a variety of legislation.
 - 1.2 Other data may want to be released in the spirit of transparency and openness, and/or because it is felt that release of the data would benefit TfGM, the public and/or the open data community.
 - 1.3 The policy aims to define what data will be published, where, when, and in what format.
- 2 Policy Statement
 - 2.1 Transport for Greater Manchester recognises the importance of transparency in our work as a public body.
 - 2.2 All data required for publication under the Freedom of Information Act 2000 (FOI), Environmental Information Regulations 2004 (EIR), and The INSPIRE Regulations 2009 (INSPIRE) will be published in an appropriate reusable format on the internet.
 - 2.3 TfGM also recognises the benefits of releasing open data which is not otherwise required for release under the aforementioned legislation, and will continue to release datasets for which there is no restriction for release under FOI or EIR.
 - 2.4 Realtime data are a priority for release under LSTF funded projects, and beyond the lifetime of those projects to provide opportunities for the developer community to provide effective realtime journey planning applications.
 - 2.5 Publication of all datasets will be via the Government's open data portal data.gov.uk. Links to the data will also be made available via DataGM and the TfGM website.
 - 2.6 Publication of realtime data in API format will be via the TfGM Developer Portal, available from the TfGM website. The location of the data will also be signposted from DataGM and data.gov.uk.

- 2.7 Publication of information which is not a dataset will be via the TfGM website. Links to the information will also be made available via data.gov.uk.
- 2.8 Information exempt from publication under the Freedom of Information Act 2000 will ordinarily not be published. This includes, but is not limited to, all personal data, and any information considered to be commercially confidential.
- 2.9 Information for which there is an exception from release under the Environmental Information Regulations 2004 will ordinarily not be published. These exceptions are similar to the exemptions under FOI, but may be slightly different. Exceptions include, but are not limited to, all personal data, and any information considered to be commercially confidential.
- 2.10 Data shall be published wherever possible under the Open Government Licence. A notable exception to this is in the case of datasets including data derived from Ordnance Survey data, whereby an appropriate Ordnance Survey licence will be used.
- 2.11 Subject to paragraph 2.9 above, data shall be published as at least 2 star Open Data, but where possible shall be published as 3 star Open Data or higher. (See section 8.9.2 for full details of the 5 star Open Data standards).
- 3 Purpose
- 3.1 The purpose of this policy is to define the data which will be published by TfGM to meet the requirements of the legislation which covers transparency and access to public sector information.
- 3.2 It will also describe the format, frequency, location, and licensing which is applicable to the publication of data.
- 4 Scope
- 4.1 The policy covers all information held by TfGM as a public body. Any information which is not-exempt under Freedom of Information Act 2000 could be releasable and if this information is a dataset it must then be added to the data published under the publication scheme.

- 4.2 For the purposes of The INSPIRE Regulations 2009, the policy covers all spatial information held by TfGM which is covered by the themes in the regulations, except where it is a copy of a 'reference version' which has already been published under INSPIRE by another body.
- 4.3 Details of the data we are required to publish can be found in the Annexes to this policy.
- 5 Policy Delivery
- 5.1 This policy will be delivered to all staff via internal communication and stored on the intranet. It will also be made available on the TfGM website as a published document as part of our publication scheme.
- 6 Accountability
- Responsibility to the Board: Chief Operating Officer & Director of Finance and Corporate Services
 - Compliance: Information Manager
 - Awareness: all staff should be aware of the requirements to publish information, and TfGMs policy on doing so, as they may be required or wish to make data available for publication.
- 7 Monitoring / Compliance
- 7.1 This policy will be enforced by the Executive.
- 7.2 The Information Manager is responsible for ensuring all information which TfGM has a statutory responsibility to publish is available via the TfGM website, and has applied exemptions/exceptions as appropriate, redacted appropriately, and applied an appropriate license.
- 7.3 Compliance with The INSPIRE Regulations is monitored on a European basis, with reporting to national governments. On behalf of the UK Government the Department for Environment, Food and Rural Affairs (Defra) monitor compliance on an individual level, and any non-compliance issues are reported back to individual organisations.

7.4 Employees providing data for release are responsible for ensuring that:

- exemptions/exceptions are applied as appropriate;
- any redaction is undertaken appropriately;
- Data is released under an appropriate licence; and
- Advice is received as appropriate for the above from the Information Manager and/or Legal Services.

8 Policy

8.1 TfGM as an eligible public body

8.1.1 TfGM is a public authority under the Freedom of Information Act 2000 under Schedule 1 para 19 as TfGM is "A joint authority established under Part IV of the Local Government Act 1985 (fire and rescue and transport)" (UK Government, 2000).

8.1.2 TfGM is a public authority under the Environmental Information Regulations by virtue of being a public authority under the Freedom of Information Act 2000 (ICO, n.d.).

8.1.3 TfGM is a public authority for the purposes of the INSPIRE Regulations 2009 because it is a public authority under the Freedom of Information Act 2000 as per Regulation 2 and Regulation 3 of INSPIRE (UK Government, 2009), and it produces, receives, manages and/or updates some of the spatial datasets in question.

8.1.4 Information eligible for release may be held by TfGM, or by other organisations on our behalf.

8.2 Freedom of Information Act 2000

8.2.1 The Freedom of Information Act 2000 provides the public with a right to access non-personal information held by public sector bodies.

- 8.2.2 Under s19 of the Act, public bodies are required to adopt and maintain a publication scheme, which is approved by the Information Commissioner (UK Government, 2000). In practice this has been translated into the Information Commissioner providing definition documents which list the types of information which will be published by each type of public body, and providing a model publication scheme text for adoption.
- 8.2.3 The definition document from the ICO that TfGM refers to is that of the Joint Authorities and Boards (ICO, 2014).
- 8.2.4 The content of the definition document listing the specific information TfGM is required to publish is included at Appendix A.
- 8.2.5 Some information is exempt from release under the Act. There are 24 exemptions from publication which should be relied on when deciding whether information should be published or not. However, in general the document or dataset must still be released, with only the exempt data redacted from the information.
- 8.3 Environmental Information Regulations 2004
 - 8.3.1 The Environmental Information Regulations 2004 provide a mechanism for the public to access public sector information which is specifically about the environment and environmental factors.
 - 8.3.2 Under regulation 4 of the regulations, public bodies are expected to:
 - (a) “progressively make the information available to the public by electronic means which are easily accessible; and
 - (b) take reasonable steps to organize the information relevant to its functions with a view to the active dissemination to the public of the information” (ICO, 2013)
 - 8.3.3 Public bodies, like TfGM, who are subject to both FoI and EIR are expected to include at least the minimum required under EIR in their FoI publication scheme (ICO, 2013).
 - 8.3.4 Details about what information should be made available under EIR are listed at Appendix B.

8.4 Local Government Transparency Code 2014

- 8.4.1 The Local Government Transparency Code 2014 was issued in April 2014, and was given statutory authority following the publication of two statutory instruments: The Local Government (Transparency) (Descriptions of Information) (England) Order 2014 and The Local Government (Transparency Requirements) (England) Regulations 2014.
- 8.4.2 The Code does not apply to TfGM and, therefore TfGM is not required to incorporate its requirements into this policy. The Code does, however, apply to similar organisations such as Transport for London and transport bodies who carry out the functions of an Integrated Transport Authority. As a result TfGM will consider the extent to which some of the Code's requirements can be voluntarily incorporated into the publication scheme that must be maintained under the Freedom of Information Act 2000
- 8.4.3 TfGM will, therefore, review the requirements of the Code to consider where it can publish information voluntarily in the spirit of the legislation to increase transparency.
- 8.4.4 The review will be conducted by the Information Manager in conjunction with relevant departments of TfGM including HR, Procurement and Legal and will consider the requirements of the Code as to what fields of data should be included to identify where there is overlap between the FOI definition document and the Code and where it is practicable for the organisation to include additional categories of information, having regard to the wider needs of the organisation. The information covered by FOI and the Code is shown in Appendix A.

8.5 INSPIRE Regulations 2009

- 8.5.1 INSPIRE (Infrastructure for Spatial Information in the European Community) is an EU Directive which first came in to force in 2007 and has subsequently been amended. It was transposed into UK law in 2009 under The INSPIRE Regulations 2009. It is unlikely to be affected by the UK's future membership of the EU, as it is also part of the European Economic Area Agreement on free trade (Ahmad, 2013).
- 8.5.2 INSPIRE aims to facilitate better environmental policy-making, by improving access by government bodies and the public to a wide range of spatial datasets.

- 8.5.3 Publication of data under the regulations is made under common technical standards defined in the regulations. In the UK, publication is via data.gov.uk and includes the publication of metadata in a particular format, as well as publishing data services in order to be able to view and download the data (LGA, 2014). TfGM will ensure all data is published to these specifications and transformed into the applicable data schema where necessary.
- 8.5.4 The datasets cover a range of themes, and those which TfGM are required to publish are detailed in Appendix C.
- 8.6 Other Open Data
 - 8.6.1 TfGM will also publish other datasets which we hold which could be put into the public domain.
 - 8.6.2 This will not be limited to those with a perceived usefulness, as the potential for use may not be immediately apparent internally. The release of our data may provide for opportunities from the public to look at our data differently. This could be via organised opportunities (such as hackathons), or via general use identified by us through engagement with open data/developer communities.
 - 8.6.3 Any data which would be exempt from release under FOI or EIR will not ordinarily be released.
- 8.7 Licensing and Re-use of Information
 - 8.7.1 Where possible, all data released by TfGM shall be released under the most recent version of the "Open Government Licence" (The National Archives, n.d.).
 - 8.7.2 Any dataset which includes data derived from Ordnance Survey data shall be released under the appropriate Ordnance Survey licence. Advice shall be sought from the Geospatial Team as to which licence is most appropriate for a given dataset.

8.8 Publication Locations

- 8.8.1 The TfGM website will point the public to the different sources of our data, and as such this will be a “one-stop” shop for all our open data as described in this document. This will be on an Open Data webpage which will describe all the data TfGM publish as detailed in this policy.
- 8.8.2 All datasets will be published on the Transport for Greater Manchester Pages on the data.gov.uk website. This is a legal requirement for INSPIRE datasets, and is the website recommended for publication of public sector datasets.
- 8.8.3 Data will also be made available via the [DataGM](#) website, which is the Greater Manchester site for publication of data.
- 8.8.4 Realtime Open Data will be accessible by calling the API hosted by Black Marble, access to which is managed via the TfGM Developer Portal. Information and Guidance about this data will be available on the TfGM Open Data webpage.

8.9 Format

- 8.9.1 Data should be published in such a way to give maximum openness as defined in the 5 star deployment scheme for open data.

8.9.2 The 5 star Open Data plan can be summarised as follows (LATC, 2012):

☆	make your information available on the web (whatever format) under an open license
☆☆	Make it available as structured data (e.g. Excel instead of image scan of a table)
☆☆☆	Use non-proprietary formats (e.g. CSV instead of Excel)
☆☆☆☆	Use Uniform Resource Indicators (URIs) to denote things so that people can point at them on the web
☆☆☆☆☆	Link data to other data to provide context.

8.9.3 TfGM will make every effort to publish open data in at least 3 star format where possible.

9 Glossary

Dataset	A collection of data which is related. It will consist of separate elements but can be manipulated as a unit (Oxford University Press, 2014). e.g. a spreadsheet of data is a dataset.
DataGM	The Greater Manchester Data Store. A web based location for open data in Greater Manchester. Maintained by Trafford Council but used by a number of authorities and organisation in the Greater Manchester area. Available at www.datagm.org.uk
FOI	The Freedom of Information Act 2000
EIR	The Environmental Information Regulations 2004
Hackathon	An event in which people meet to engage in collaborative computer programming. (Oxford University Press, 2014)
INSPIRE	The INSPIRE Regulations 2009
Metadata	A set of data which describes and gives information about other data. (Oxford University Press, 2014)
Open Government Licence	A licence developed by the National Archives for use to publish data which does not have any other licensing implications. Recommended by the UK Government for use by authorities publishing open data.
Spatial datasets	Datasets which relate to space (Oxford University Press, 2014) e.g. the location of certain things.

5 Star Open Data Standards	A set of five standards which define how “open” data which is published is.
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10 References

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11 Version Control

Policy/Procedure:				
Version	Change	Reason for change	Date	Name
0.1	Draft developed and shared with Legal, LSTF Programme and Geospatial Team for comment		16/09/2014	Michelle Peel
0.2	2 nd draft	Updated following review with comments from Peter Wightman	23/09/2014	Michelle Peel
0.3	Updates to sections on Transparency Code (section 8 and Annex C)	Publication of updated guidance from the DCLG on the Code	07/10/2014	Michelle Peel
0.4	Minor edits to content and addition of Glossary	Updated for clarity following feedback from Jacinta Mulcahy and Pete Johnston	08/10/2014	Michelle Peel
0.5	Edited to update correct position on Local Government Transparency Code.	Updated following legal advice taken from Des Gardner as to the applicability of the Transparency Code to TfGM	06/11/2014	Michelle Peel
0.6	Edits to section on Local Government Transparency Code	Update following further review from Des Gardner regarding how TfGM should volunteer to comply	07/11/2014	Michelle Peel
1.0	Approved Version	Approved by Operations Board	17/11/2014	Michelle Peel

12 Appendix A: Information Required for Publication by TfGM Under the Freedom of Information Act 2000 (ICO, 2014)

The information required for publication under the FOI definition document from the ICO for “Joint Authorities and Boards” has been supplemented by requirements placed on Local Authorities under the Local Government Transparency Code 2014. TfGM will publish this information voluntarily.

FOI Publication Scheme requirement	Local Government Transparency Code requirements
Who we are and what we do Organisational information, structures, locations and contacts. Current year only	
<ul style="list-style-type: none"> Structure of the authority Names of members of the authority or board and any council or other body represented by these members. Committee and sub-committee structure. Details of any other authority providing administrative support.	
<ul style="list-style-type: none"> Staff structure of the authority Basic staff structure, management structure, chief officer's details, numbers in post	<p>Organisation chart – annual publication</p> <p>Authorities must publish an organisation chart covering staff in the top three levels of the organisation, excluding staff whose salary does not exceed £50,000. The following information must be included for each member of staff included:</p> <ul style="list-style-type: none"> grade job title department and team permanent or temporary contact details salary in £5,000 brackets, consistent with the details published in “Senior Salaries” salary ceiling (maximum salary for the grade).

<ul style="list-style-type: none"> • Contact information <p>This should give an indication at least of offices and buildings open to the public, the role of any contact, phone number and where used email address. Where possible, give named contacts</p>	
<ul style="list-style-type: none"> • Geographical area of operation 	
<ul style="list-style-type: none"> • General outline of responsibilities 	
<ul style="list-style-type: none"> • Relationship with other authorities <p>It will assist members of the public to appreciate the role of the authority if partnership or joint board arrangements with other authorities are detailed and the relationships with, for example, central government departments and local authorities are outlined.</p>	
	Constitution of the authority

FOI Publication Scheme Requirement	Local Government Transparency Code equivalent
<p>What we spend and how we spend it</p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</p> <p>Current and previous two financial years</p>	
<ul style="list-style-type: none"> • Summary of revenue budget estimates and capital expenditure plans 	
<ul style="list-style-type: none"> • Annual statement of accounts 	
<ul style="list-style-type: none"> • Financial audit reports 	

<ul style="list-style-type: none"> • Staff pay and grading structure 	<p>Senior Salaries – annual publication</p> <ul style="list-style-type: none"> • Number of employees whose remuneration in the financial year was at least £50,000 in brackets of £5,000 • Details of remuneration and job title of senior employees whose salary is at least £50,000 • Employees whose salary are £150,000 or more must be identified by name. <p>Pay multiple – annual publication</p> <p>Pay multiple must be published on the website, defined as the ratio between the highest paid taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits in kind) and median earnings figure of the whole of the authority's workforce. The measure must:</p> <ul style="list-style-type: none"> • cover all elements of remuneration that can be valued (e.g. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind). • use the median earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year. <p>exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure.</p> <p>Trade Union Facility Time – annual publication</p> <p>Total number (absolute number and FTE) of staff who are union representatives (including general, learning and health and safety)</p> <p>Total number (absolute number and FTE) of union representatives who devote at least 50% of their time to union duties</p> <p>Names of all trade Unions represented in the authority</p> <p>A basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of FTE days spent on union duties,</p>
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	multiplied by the average salary, divided by the total pay bill)
<ul style="list-style-type: none"> Expenses paid to or incurred by members of the authority and senior officers <p>Details of the allowances and expenses that can be claimed or incurred. It should include the total of the allowances and expenses paid to individual senior staff and authority members by reference to categories. These categories should be produced in line with the authority's policies, practices, and procedures, and will be under headings like travel, subsistence and accommodation.</p>	
<ul style="list-style-type: none"> Procurement procedures 	
<ul style="list-style-type: none"> List of contracts and value <p>We do not expect that all information about contracts however small to be included in this scheme. We would normally expect there to be ready access to information about contracts that are large enough to have required a tendering process in accordance with financial regulations or are in relation to capital items.</p>	<p>Contracts and commissioned activity over £5,000 – quarterly publication</p> <p>Any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. Include for each item:</p> <ul style="list-style-type: none"> Reference number Title of agreement Department responsible Description of goods and services being provided Supplier name and details Sum to be paid over the length of the contract or estimated annual spend or budget for the contract VAT that cannot be recovered Start, end and review dates Whether or not contract was result of ITQ or published ITT Whether the supplier is a SME and/or VCS organisation
<ul style="list-style-type: none"> Internal financial regulations and delegated authority 	

	Expenditure exceeding £500 – Quarterly publication	
	Individual Invoices Grant payments Expense payments Payment for goods and services Grants Grants in aid Rent Credit notes over £500 Transactions with other public bodies	Should include for each item: <ul style="list-style-type: none"> • Date of expenditure • Department incurring expenditure • Beneficiary • Purpose of expenditure • Amount • VAT that cannot be recovered Merchant category.
	Government Procurement card transactions – Quarterly publication Details of every transaction made on Government Procurement Cards including for each item: <ul style="list-style-type: none"> • Date of the transaction • Department incurring the expenditure • Beneficiary • Amount • VAT that cannot be recovered • Purpose of expenditure • Merchant category 	
	Details of Invitation to Tender – Quarterly publication Details of invitation to tender for contracts to deliver goods and services, including for each: <ul style="list-style-type: none"> • Reference number • Title • Description of goods and services sought • Start, end and review dates • Department responsible 	

	<p>Grants to voluntary, community and social enterprise organisations – annual publication</p> <p>For each identified grant publish:</p> <ul style="list-style-type: none"> • Date the grant was awarded • Time period for which the grant has been given • Department which awarded the grant • Beneficiary • Beneficiary's registration number • Purpose of expenditure • Amount
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FOI Publication Scheme Requirement	Local Government Transparency Code equivalent
What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current and previous two years.	
<ul style="list-style-type: none"> • Strategic Plan, business plan, aims and objectives 	
<ul style="list-style-type: none"> • Reports indicating service provision, performance assessments, operational assessment reports 	
<ul style="list-style-type: none"> • Reports by external inspectors 	
<ul style="list-style-type: none"> • Joint strategies 	
<ul style="list-style-type: none"> • Statistical information 	

FOI Publication Scheme Requirement	Local Government Transparency Code equivalent
How we make decisions Decision making processes and records of decisions Current and previous two years	
<ul style="list-style-type: none"> • Schedule of meetings open to the public 	

<ul style="list-style-type: none"> Agendas and approved minutes of the authority and authority sub-committees <p>This will be the information that is required to be publicly available under local authority access to information rules.</p>	
<ul style="list-style-type: none"> Background papers for meetings open to the public 	
<ul style="list-style-type: none"> Facts and analyses of facts used for decision making 	
<ul style="list-style-type: none"> Public consultations 	
	<p>Fraud</p> <p>Number of occasions the authority use powers under the Prevention of Social Housing Fraud (Power to Require Information) Regulations 2014, or similar powers (N/A for TfGM)</p> <p>Total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud</p> <p>Total number (absolute and full time equivalent) of professionally accredited counter fraud specialists</p> <p>Total amount spent by the authority on the investigation and prosecution of fraud</p> <p>Total number of fraud cases investigated</p>

FOI Publication Scheme Requirement	Local Government Transparency Code equivalent
<p>Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities.</p> <p>Current year only.</p>	
<ul style="list-style-type: none"> Policies and procedures for the conduct of authority business <p>Standing Orders, delegated powers, corporate governance, code of conduct, memoranda of understanding, standing orders and similar matters.</p>	

<ul style="list-style-type: none"> • Policies and procedures for the provision of services <p>Policies of the authority which affect the manner in which services are provided. This will include any policies and procedures for handling requests for information.</p>	
<ul style="list-style-type: none"> • Policies and procedures about the employment of staff <p>Such as equality, recruitment, discipline, grievance, health and safety. If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p>	
<ul style="list-style-type: none"> • Customer service <p>Standards for the provision of services to the authority's customers, including the complaint procedure. Complaints procedures will include those covering requests for information and operating the publication scheme.</p>	
<ul style="list-style-type: none"> • Internal instructions, manuals and guidelines <p>Where access to internal instructions, manuals and guidelines for dealing with the business of the authority would assist the public understanding of the way decisions are made these should be made readily available. We would not expect information that might damage the operations of the authority to be revealed.</p>	
<ul style="list-style-type: none"> • Records Management and personal data policies <p>This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p>	
<ul style="list-style-type: none"> • Charging regimes and policies <p>Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published and clearly state what costs are to be recovered together with the basis on which they are made and how they are to be calculated.</p>	

FOI Publication Scheme Requirement	Local Government Transparency Code equivalent
<p>Lists and registers</p> <p>Currently maintained lists and registers only.</p>	
<ul style="list-style-type: none"> Asset lists and information asset registers <p>We would not expect departments to publish all details from all asset registers. We would expect some information from capital asset registers to be available. If a department has prepared an information asset register for the Re-use of Public Sector Information Regulations 2005, it should publish the contents.</p>	<p>Authority owned land</p> <p>All service and office properties occupied or controlled by user bodies both freehold and leasehold,</p> <p>Any properties occupied or run under Private Finance Initiative contracts,</p> <p>All other properties they own or use e.g. hostels, laboratories, investment properties and depots,</p> <p>Garages unless rented as part of a housing agreement,</p> <p>Surplus, sublet or vacant properties ,</p> <p>Undeveloped land,</p> <p>Serviced or temporary offices where contractual or actual occupation exceeds 3 months,</p> <p>All future commitments, for example under an agreement for lease, from when the contractual commitment is made.</p> <p>For each land or building asset, the following information should be published together in one place:</p> <ul style="list-style-type: none"> Unique Property Reference Number Unique asset identity (local reference ID) Name of the building/land or both Street number or numbers Street name Postal town UK postcode Map reference – either OS or ISO 6709 systems may be used, but it must be made clear which is being used. Where an OS mapping system is used then assets will be identified using Eastings before Northings. Where geocoding in accordance with ISO 6709 is used

	<p>then that reference must indicate its ISO coordinates</p> <ul style="list-style-type: none"> • Whether the authority owns the freehold or a lease for the asset and for whichever category applies the authority must list all the characteristics as follows: <ul style="list-style-type: none"> ○ occupied by the authority ○ ground leasehold ○ leasehold (for freehold assets) ○ sub leasehold (for leasehold assets) ○ licence ○ vacant (for freehold assets only. For vacant properties authorities should not publish the full address details and should only publish the first part of the postcode) ○ free text description for other assets e.g. rights of way, access etc. • whether or not the asset is land only or is land with a permanent building <p>Information about the following land and building assets are to be excluded from publication:</p> <ul style="list-style-type: none"> • social housing • rent free properties provided by traders (such as information booths in public places or ports) • operational railways and canals • operational public highways (but adjoining land not subject to any public rights should be included) • assets of national security <p>information deemed inappropriate for public access as a result of data protection and/or disclosure controls (e.g. such as refuge houses)</p>
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<ul style="list-style-type: none"> Registers open to public inspection <p>If a department is required to maintain any register and make the information in it available for public inspection, the existing provisions covering access will usually be adequate. However, we expect authorities to publicise which public registers they hold, and how the information in them is to be made available to the public. Where registers contain personal information, authorities must ensure that they consider the data protection principles.</p>	
<ul style="list-style-type: none"> Register of members' interests 	
<ul style="list-style-type: none"> Register of gifts and hospitality 	
FOI Publication Scheme Requirement	Local Government Transparency Code equivalent
<p>The services we offer</p> <p>Information about the services we offer, including leaflets, guidance and newsletters.</p>	
<ul style="list-style-type: none"> Information about the provision of the authority's services 	
<ul style="list-style-type: none"> Regulatory responsibilities and procedures 	
<ul style="list-style-type: none"> Leaflets and explanatory procedures Services for which the authority is entitled to recover a fee, together with those fees. 	
<ul style="list-style-type: none"> Media releases 	

13 Appendix B: Information Required for Publication under the
Environmental Information Regulations 2004 (ICO, 2013).

Regulation 4(4)(a) states that as a minimum, organisations should publish the information listed in Article 7(2) of the EU Directive 2003/4/EC:

“The information to be made available and disseminated shall be updated as appropriate and shall include at least:-

- (a) texts of international treaties, conventions or agreements, and of Community, national, regional or local legislation, on the environment or relating to it;
- (b) policies, plans, and programmes relating to the environment;
- (c) progress reports on the implementation of the items referred to in (a) and (b) when prepared or held in electronic form by public authorities;
- (d) the reports on the state of the environment referred to in paragraph 3 [of the Directive];
- (e) data or summaries of data derived from the monitoring of activities affecting, or likely to affect, the environment;
- (f) authorisations with a significant impact on the environment and environmental agreements or a reference to the place where such information can be requested or found in the framework of Article 3;
- (g) environmental impact studies and risk assessments concerning the environmental elements referred to in Article 2(1)(a) or a reference to the place where the information can be requested or found in the framework of Article 3.” (ICO, 2013)

Regulation 4(4)(b) states that public authorities must also “organise and publish facts and analyses they consider “relevant and important” to “major environmental policy proposals” (ICO, 2013).

14 Appendix C: Information Required for Publication by TfGM under the
INSPIRE Regulations 2009 (LGA, 2014)

Information for publication under INSPIRE is separated into themed Annexes, for which there are complete guidance documents to reference in order to identify information for release. The areas of information provided here are the broad categories under which it is understood that TfGM is likely to hold relevant data which should be released in order to comply with our obligations.

Annexe 1
Transport Networks Theme <ul style="list-style-type: none"> • Metrolink stops (incl. disused or projected) • Metrolink lines • Rail stations • Bus stations – tbc • Bus stops – tbc • Cycle lanes - tbc • Other - tbc on close reading of guidance
Annexe 3
Area Management Restriction Regulation Zones and Reporting Units Theme <ul style="list-style-type: none"> • Local Air Quality Management Zones (AQMZs) • Smoke Control Zones (Furnace Emission) - tbc
Energy Resources Theme <ul style="list-style-type: none"> • Renewable Energy Schemes and Potential Maps
Environmental Monitoring Facilities Theme <ul style="list-style-type: none"> • Local Air Quality monitoring stations • Furnace Emissions/smoke monitoring - tbc
Human Health & Safety Theme <ul style="list-style-type: none"> • Local Air Quality Monitoring – continuous assessment and annual mean / exceedences • Noise monitoring • Location of accidents
Land Use Theme <ul style="list-style-type: none"> • Transport Schemes • Compulsory purchase orders – tbc • Parking zones – tbc • Section 106 / community infrastructure levy – tbc
Utility & Governmental Services Theme <ul style="list-style-type: none"> • Administrative and Government Services • Premises database / land and property assets • Utilities: Telecommunications network

