



PORTFOLIO HOLDER DECISION NOTICE

INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR FINANCE AND ADMINISTRATION

TOPIC - HAMPSHIRE HUB MEMORANDUM OF UNDERSTANDING

PROCEDURAL INFORMATION

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Corporate Director (Governance), the Chief Executive and the Head of Finance are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed so request, the Leader may require the matter to be referred to Cabinet for determination.

Contact Officer: Antonia Perkins 01962 848 314 aperkins@winchester.gov.uk

Committee Administrator: Nancy Graham 01962 848 235
ngraham@winchester.gov.uk

SUMMARY

Winchester City Council, along with Hampshire's district councils and other key public sector partners, has been invited to sign up to the Hampshire Hub's Memorandum of Understanding (MoU).

The Hampshire Hub is a local information system (LIS), which is an online space to store, present and contextualise local data from a variety of organisations. It will contain a multitude of information and data about Hampshire, which will be easily accessible to partners, councillors, staff, businesses, the public and others. It will ultimately allow organisations and eventually the public to enter local postcodes and find information about the area and available services, view and download data tables and reports, and view information and data on maps. This will in particular provide the City Council with easy access to an additional evidence base for decision making.

The Hub is being developed by a core team within Hampshire County Council's Research and Intelligence group, with input from potential partners. The City Council and other partners have been involved and consulted in the development of the Hub through various engagement events.

By signing up to the MoU, the City Council will agree to the following:

- Contribute data or information that it feels is valuable for the partnership.
- Remain responsible for its own data.
- Provide appropriate metadata to accompany any data that is provided.
- Keep any data it provides up to date.
- Make contact details available to facilitate collaboration.
- Be willing to be contacted by other partners.
- Facilitate connections between partners.
- Review the financial model during the second year of operation.

The City Council will not be expected to:

- Provide a specific amount of staff resources to the Hampshire Hub project.
- Contribute a minimum or specific amount of data to the Hampshire Hub.
- Provide any data or information to other partners where it is not willing to do so (outside of the traditional route of freedom of information requests).

Hampshire County Council will:

- Underwrite the set up of the project.
- Fund the running of the project for the first two years.
- Review the financial model with partners during the second year of operation.
- Provide and support the core infrastructure for the project.
- Provide guidance and assistance where possible with limited resources.
- Facilitate connections between partners.
- Set up the future governance plans for the project with input from partners.
- Provide core national datasets for the benefit of all partners.
- Respect data Owner and Custodian needs and requirements for their own data and not present or visualise data in ways that they are not comfortable with.

(see appendix 1 for the full Memorandum of Understanding).

The MoU covers anonymised data only. Any potential sharing of personal data will be considered in future phases of the project and would require a new MoU to be created.

DECISION

That the Head of Policy signs up to the Hampshire Hub Memorandum of Understanding.

REASON FOR THE DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

Work is currently ongoing within the City Council to review what information is available for the District, and at what level, to help plan and review services for the coming year. The advantage of participating in the Hampshire Hub project is that it will give the City Council easier access to data sets from bodies such as Hampshire Public Health, Hampshire Fire and Rescue etc. It will also provide a good source of comparative data with the other district councils in Hampshire.

Signing up to the Hampshire Hub MoU will also become beneficial as further 2011 Census information is released and additional resources at the County Council to the City Council's Research Officer are available to analyse and map the data.

By not signing up to participate in the Hampshire Hub project, the City Council will not be able to access useful data about the district held by other partners as easily or access research support from Hampshire County Council.

RESOURCE IMPLICATIONS:

Hampshire County Council has committed to funding the Hub for the first two years (2013/14 and 2014/15). The City Council will provide staff resource principally in the form of the Research Officer to upload and review data, although other officers may contribute from time to time. It is anticipated that no more than a day a month will be spent supporting the Hub, and that this resource may not be needed each and every month.

The MoU commits partners to discussing future funding arrangements for the Hub after 2014/15, however this is not a commitment to provide funding at this point.

CONSULTATION UNDERTAKEN ON THE DECISION

None.

FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE

n/a

DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED

Councillor Godfrey declared a disclosable pecuniary interest in respect of this Decision Notice due to his role as a County Council employee.

DISPENSATION GRANTED BY THE STANDARDS COMMITTEE

As there was no material conflict of interest, Councillor Godfrey is permitted to make the decision under the dispensation granted on behalf of the Standards Committee.

Approved by: (signature)

Date of Decision: 15.02.13

Councillor Stephen Godfrey – Portfolio Holder for Finance and Administration

Hampshire Hub Partnership

Memorandum of Understanding

November 2012

Table of Contents

Table of Contents	6
1 Introduction	7
2 Purpose of the Memorandum of Understanding	7
3 Partners.....	8
4 What partners can expect from Hampshire County Council.....	9
5 What partners can expect from each other ... Error! Bookmark not defined.	
6 Governance.....	10
7 Data within the Hampshire Hub.....	10
8 Requests, Comments and Feedback	12
9 Review and Monitoring.....	12

1 Introduction

- The Hampshire Hub partnership is being set up to support the implementation of a Local Information System (LIS) for Hampshire. LIS are places to store and present data for local areas. They contain a variety of information suitable for use by the public and private sector and local communities.
- The Hampshire Hub will contain a multitude of information and data about Hampshire, which will be easily accessible to partners, councillors, staff, businesses, other organisations and the public.
- The initial benefits of the Hampshire Hub will be the creation of a shared evidence base that delivers consistency, quality and currency to allow confidence in decisions. Users¹ will benefit from being able to see all available content from many partners in one place. Meanwhile, professional analysts will benefit from the potential to avoid duplication in both the production and publication of research.
- The Hampshire Hub will benefit the partnership by providing vital information that partners require to deliver services in the future. The Hub will help to build shared services and support joint working. It will become part of routine business, creating a self-service route for business intelligence.
- The development of the Hampshire Hub will not automatically lead to more informed decisions, but will provide a platform for doing so.
- The aims for the Hampshire Hub are that it will:
 - Remove silos and store and publish reports, research, intelligence, information and data about Hampshire from many organisations together;
 - Provide users with easy access to a vast evidence base for decision-making and monitoring impacts;
 - Be more than just a data-sharing platform, offering a new model of service provision and a new culture that will underpin the way partners work together;
 - Enable partners to achieve more together than they can currently do separately – the whole needs to be greater than the sum of its parts.

2 Purpose of the Memorandum of Understanding

- The purpose of this Memorandum of Understanding is to:
 - Set out the principles of the Hampshire Hub partnership
 - Illustrate Hampshire County Council's commitment to the project.

¹ Users of the Hampshire Hub include Members; Partner Staff (service managers, researchers, data owners and custodians, all staff); Local, National and International Populations; Local, National and International Businesses; Parish Councils; Central Government; Military Leavers; Health bodies; Resident Associations; Charities; Academia; Strategic and Economic Partnerships; Freedom of Information Users; National Agencies; Funding Bodies; Commercial Service Providers; Mainstream and other Media.

- Set out what partners commit to the project.
- Facilitate the Hampshire Hub to become a focal point to encourage collaboration and create a positive environment in which to share data.

3 Partners

- Organisations invited to sign up to this Memorandum of Understanding so far are listed in the table below. The partnership will consider inviting further organisations to be involved as the project develops, and would welcome discussions with other interested groups

Name of Organisation
Basingstoke and Deane Borough Council
British Army
Department for Communities and Local Government
East Hampshire District Council
Eastleigh Borough Council
Environment Agency
Fareham Borough Council
Gosport Borough Council
Hampshire Constabulary
Hampshire County Council ²
Hampshire Fire and Rescue Service
Hart District Council
Havant Borough Council
Isle of Wight Council ³
New Forest District Council
New Forest National Park Authority
Portsmouth City Council ⁴
Rushmoor Borough Council
Southampton City Council ⁵
South Downs National Park Authority
Test Valley Borough Council
Winchester City Council

² Including Public Health functions

³ Including Public Health functions

⁴ Including Public Health functions

⁵ Including Public Health functions

4 What partners can expect from Hampshire County Council

- Partners can expect that Hampshire County Council will:
 - Be committed to the project.
 - Underwrite the set up of the project.
 - Fund the running of the project for the first two years.
 - Review the financial model with partners during the second year of operation.
 - Provide and support the core infrastructure for the project.
 - Provide guidance and assistance where possible with limited resources.
 - Facilitate connections between partners.
 - Set up the future governance plans for the project with input from partners.
 - Provide core national datasets for the benefit of all partners.
 - Respect data Owner and Custodian needs and requirements for their own data and not present or visualise data in ways that they are not comfortable with.
- Hampshire County Council is not expected to:
 - Be responsible for data for which other partners are the source and owner.

5 What partners can expect from each other

- Partners agree to:
 - Sign up to the Memorandum of Understanding.
 - Contribute data or information that they feel is valuable for the partnership.
 - Remain responsible for their own data.
 - Provide appropriate metadata to accompany any data that is provided.
 - Keep any data they provide up to date.
 - Make contact details available to facilitate collaboration.
 - Be willing to be contacted by other partners.
 - Facilitate connections between partners.
 - Review the financial model during the second year of operation.
- Partners are not expected to:

- Provide a specific amount of staff resources to the Hampshire Hub project.
- Contribute a minimum or specific amount of data to the Hampshire Hub.
- Provide any data or information to other partners where they are not willing to do so (outside of the traditional route of freedom of information requests).

6 Governance

- Governance for the Hampshire Hub during set-up and implementation will be via the Hampshire County Council project team, which will:
 - Deliver the Hampshire Hub project.
 - Report to Hampshire County Council's Mapping and Open Data Board, which in-turn reports to Hampshire County Council's Corporate Management team.
 - Liaise with partners with regard to the set up and future running of the partnership.
 - Work with partners to establish a strategic board comprising of representatives from partner organisations.
- Once the Hampshire Hub partnership moves into business as usual, the governance plans are:
 - Open to discussion with partners.
 - Envisaged as a strategic board comprising of representatives from partner organisations. Appointment to this board will be voluntary and partner organisations will not have to be represented if they did not want to be.
 - A core team will run and support the Hampshire Hub on behalf of all partners.
 - Future phases of the Hampshire Hub project will be completed in response to requests and approval of the strategic board.
 - A user group will be set-up, to represent the interests of data owners and custodians across the partnership. It is anticipated that the group will be responsible for agreeing data standards, suggesting new datasets and improvements to design and functionality, and liaise closely with the core project team.
 - That terms of reference for the strategic board and user group are to be confirmed/agreed as a partnership.

7 Data within the Hampshire Hub

- Organisations involved in the provision of public services are responsible for ensuring that any sharing of data is lawful and properly controlled.
- Under this Memorandum of Understanding, partners agree to share anonymised data with other partners, and potentially publicly where appropriate.

- The ethos of the Hampshire Hub project is to be “open by default” and so as much data as possible will be available publicly under the Open Government Licence. The Open Government Licence will be the default license for all new data uploaded to the Hub.
- This Memorandum of Understanding only covers anonymised data and does not give licence for the unrestricted sharing of personal data between partners. Any requirements for partners to share personal data should be carried out using appropriately agreed processes outside of the Hampshire Hub partnership. Personal data is as defined in the Data Protection Act.
- Any personal data that has to be anonymised for inclusion in the Hampshire Hub project must be anonymised by the partner organisation that collected the data. The Hampshire Hub project team will not anonymise data on behalf of other partners. The Information Commissioner’s Office published a Anonymisation Code of Practice in November 2012⁶.
- All partners must comply with the principles of the Data Protection Act in line with their statutory obligations.
- Sharing of personal data is not excluded from becoming part of a future development of the Hampshire Hub. If agreed by the strategic board, this would be addressed as a separate project, and changes would be incorporated into a new Memorandum of Understanding and Data Sharing Agreement at that time.
- This Memorandum of Understanding should be used in conjunction with any local policies and guidelines present within all partner organisations.
- Any reports, research, intelligence, information and data submitted for inclusion in the Hampshire Hub must:
 - Be identified for sharing:
 - With all partners within the partnership only
 - or publicly as well.
 - Remain the responsibly of the organisation that provided them.
 - Be accompanied by appropriate metadata, including the source, date of production and update frequency, keywords, and licence information⁷.
 - Have an Owner and Custodian assigned to it:

⁶ Information Commissioner’s Office (November 2012) Anonymisation: managing data protection risk code of practice. Available at:
http://www.ico.gov.uk/for_organisations/data_protection/topic_guides/~media/documents/library/Data_Protection/Practical_application/anonymisation_code.ashx

⁷ Where it is necessary to do so, geographical data will be INSPIRE compliant. The INSPIRE directive aims to create a European Union (EU) spatial data infrastructure. This will enable the sharing of environmental spatial information among public sector organisations and better facilitate public access to spatial information across Europe.

- An Owner would be a manager in charge of a specific work area within a partner organisation.
- A Custodian would be the person that actually provides, collates or presents the information.

8 Requests, Comments and Feedback

- One of the aims of the Hampshire Hub project is to enable members of the public to find answers for themselves, thereby reducing the need to make ad hoc requests to partners.
- The Hampshire Hub will provide a mechanism for members of the public to ask a question and for that question to be sent to the appropriate contact within the Hampshire Hub partnership community.
- Any requests received by the Hampshire Hub will be considered by the Hampshire Hub Project team. These requests will be answered centrally where possible or sent on to the relevant partner organisation.
- The Hampshire Hub partnership will respond to Freedom of Information requests on the following basis:
 - Where a request is being made about data that resides on the Hampshire Hub, the partner organisation that originally provided the data will be responsible for responding to Freedom of Information requests for data for which they are the source and owner. The Hampshire Hub will signpost users to the relevant partner organisation's Freedom of Information contact email/online form for their request.
 - Where a request is being made about data that does not reside on the Hampshire Hub, individual partner organisations will remain responsible for Freedom of Information requests about their own organisation's data. The Hampshire Hub will signpost users to the relevant partner organisation's Freedom of Information contact email/online form for their request.
 - Freedom of Information requests about the Hampshire Hub project itself will be recorded by Hampshire County Council's Information Compliance Team and answered in accordance with the corporate process.
 - Freedom of Information requests for Hampshire County Council data will be recorded by Hampshire County Council's Information Compliance Team and answered by the relevant department.
 - Hampshire County Council's Information Compliance Team will not respond to Freedom of Information requests on behalf of partners.
 - All partners are obliged to comply with the Freedom of Information Act, 2000 and Environmental Information Regulations, 2004.

9 Review and Monitoring

- This Memorandum of Understanding will be reviewed annually.

- The Memorandum of Understanding will also be reviewed if:
 - The financial model changes after the second year of operation.
 - New partners wish to join.
 - Hampshire Hub data requirements change – for example the possible inclusion of personal data.

10 Agreement to the Memorandum of Understanding

<Insert organisation name> agrees to become a partner in the Hampshire Hub partnership and to adhere to the principles of the Hampshire Hub Memorandum of Understanding.

Name:

Job Title:

Organisation:

Date:

Signature:

11 Main Contact

A main contact at the organisation to liaise with for taking the project forward.

Name:

Job Title:

Telephone Number:

Email Address:

12 Additional Contacts

Optional additional contacts:

	Contact 1	Contact 2	Contact 3
Name			
Job Title			
Telephone Number			
Email Address			