

## **Memorandum of understanding**

### **London Authorities Performance Solution – use and publication**

#### **Introduction**

This memorandum of understanding (“MoU”) sets out the way in which London Councils will work with London Boroughs and the City of London Corporation in relation to the agreed use of data collected through the London Authorities Performance Solution (“LAPS”) tool, including the publication of data that is not published by, or available collectively from, another source.

#### **Background**

Under the direction of the London Self Improvement Board (SIB), London Councils collects and analyses a range of data sets from across London local government through the LAPS process and tool. The purpose of this exercise is to provide boroughs with comparative data through which they can consider their relative performance against the other London local authorities, to indicate areas of potential improvement, and to highlight those boroughs that might provide improvement ideas.

London local authorities participate in the LAPS process on a voluntary basis and in so doing provide data to London Councils on a quarterly basis.

London Councils receives the data sets, and through LAPS feeds back to the authorities all data collected, including their own, in a format that is comparable.

Key to the rationale for this tool and process is the need for boroughs to receive comparable data much faster than would be the case through, for example, national data sets collected and published by the government. However, with this speed comes a potential trade off against accuracy, as there is not enough time to go through rigorous quality and auditing processes. Recognising that public release of inaccurate data would be damaging to individual boroughs and the public interest and would undermine the entire LAPS process, this MoU sets out the publishing framework against which all participants have agreed to adhere.

#### **Purpose**

This MoU has been agreed by London Councils, the 32 London Boroughs and the City of London Corporation (“the Parties”) to ensure that data collected through LAPS is published in a controlled manner, and not before the Parties have had the opportunity to quality assure their data.

This MoU does not alter or enhance any existing statutory duties of the parties regarding the gathering, security and publication of data. Rather it sets out the understanding of the Parties and protocol under which all parties will handle data specifically captured in and through LAPS. This MoU is published on the London Councils website.

## **Roles**

### London Councils agree to:

- Provide a benchmarking facility for London authorities to highlight improvement opportunities.
- Publish only data sets collected through LAPS that are not published via another source (e.g. national data sets published by government).
- Publish on an annual basis, one year after the collection of quarter four data – normally the August of the following year.
- Publish the final data provided to LAPS in quarter four – normally year-end data.
- Publish the information in its raw format on the London Councils' website.
- Not make public any data sets captured by LAPS other than as listed in annex A below, which will be included in the publication schedule. Any changes to this list will be notified to all Parties on an annual basis.
- Make every effort, working with the Parties, to assure the quality and accuracy of all data sets before publication.
- Notify all parties of the publication date; giving the opportunity for all parties to publish context setting narrative on their own website should they wish to.
- Publish the publication schedule on its website.

### The Parties agree to

- On a voluntary basis, provide data sets to London Councils for incorporation into LAPS and make every effort to assure the quality and accuracy of such data.
- Use data supplied through LAPS for internal use only.
- Treat data supplied by other parties as confidential and not use or publish any data from LAPS that relates to another Party in any way that could lead to the identification of that party without the prior consent of that Party.
- Only publish or release their own data outside of the agreed publishing schedule.
- Refer all requests for LAPS data, other than their own data, to London Councils including requests made under the Freedom of Information Act 2000 ("FOIA").
- Treat LAPS data as exempt from disclosure under FOIA prior to publication pursuant to this MoU on the grounds that it is information is intended for publication (s.22), that disclosure would be prejudicial to the effective conduct of public affairs (s.36) and, where it relates to another Party, that it is subject to a duty of confidence (s.41).

## **Chief Executive agreement**

The Chief Executives of the London Boroughs and the City of London Corporation are requested to sign this MoU to show they have agreed to these conditions. This does not signify you will provide data, as LAPS remains a voluntary process.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Local Authority: \_\_\_\_\_

Date: \_\_\_\_\_

## Annex A

The current data sets collected via LAPS that will be published, are:

- BVPI 12: Number of working days per FTE lost due to sickness absence
- NI 195a: Percentage of land assessed as having unacceptable levels of litter
- NI 195b: Percentage of land assessed as having unacceptable levels of detritus
- NI 195c: Percentage of land assessed as having unacceptable levels of graffiti
- NI 195d: Percentage of land assessed as having unacceptable levels of fly-posting
- BVPI 11a Top 5% earners: Women
- BVPI 11b Top 5% earners: ethnic communities
- BVPI 11c Top 5% earners: with a disability
- BVPI 8 Percentage of invoices paid on time
- NI 32 Repeat incidents of domestic violence cases reviewed at MARAC
- FOI 1 Number of FOI requests received by the authority within the specified time period
- FOI 2 Percentage of FOI requests responded to within the time period within 20 working days of receipt
- LIB 1 - Number of physical visits to library sites per 1,000 population
- LIB 2 - Number of electronic/virtual visits per 1,000 population
- LIB 3 - Total number of library issues per 1,000 population
- LIB 7 - Net revenue expenditure for the library service per physical visit