# Transparency

**Problem**

Review of transparency information showed:

- inconsistent presentation

- confusion about what needs to be published

- users unable to find or compare data

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**Solution**

1) Create **transparency collections**
   (corporate commitments only)

2) Create **template text** for collections,
   publications and documents
   (eg title, summary, body)

3) Create **dataset templates** for practitioners

# 1) New transparency collection pages

- Ministerial gifts, hospitality, travel and meetings YYYY

- Special advisers' gifts, hospitality and meetings YYYY

- Senior officials' business expenses, hospitality and meetings YYYY

- Government procurement card spending for YYYY

- Departmental spending over £25,000 for YYYY

- Departmental exceptions to spending controls, YYYY

- Departmental roles and salaries, YYYY

- Departmental workforce management information, YYYY
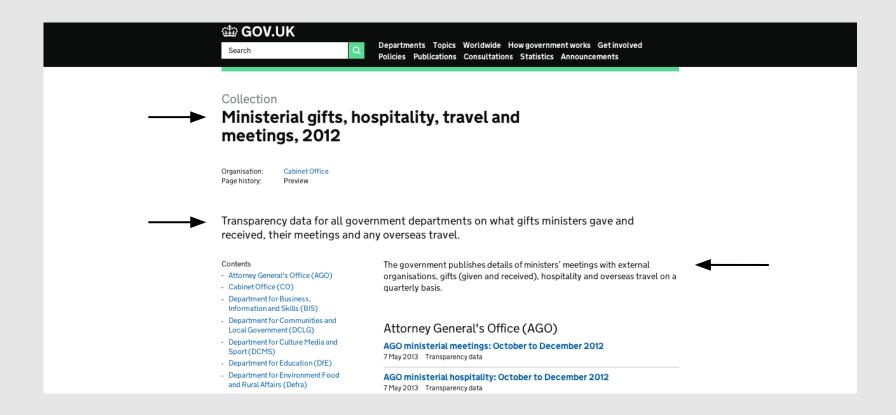
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# 2) Template text: transparency collections

The new templates include text for titles, summaries, details and documents (attachments)

Example:

| Transparency publications: template text (for editors) | | | | |
|---|---|---|---|---|
| Use the following titles, summaries, body detail and document titles when publishing transparency data. Edit sections marked < > as appropriate | | | | |
| **Collection** | **Publication title** | **Publication summary** | **Publication detail** | **Document (attachment) title** |
| Ministerial gifts, hospitality, travel and meetings, <year> | <Department name or acronym>: ministerial gifts, hospitality, travel and meetings, <month to month> <year> | Data on gifts that ministers gave and received, their meetings and any overseas travel. | <Department name or acronym> publishes details of ministers' meetings with external organisations, gifts (given and received), hospitality and overseas travel on a quarterly basis.<br><br>FOR NIL RETURNS, USE:<br>Nothing was reported this period. | <Department name or acronym>'s ministerial gifts, <month to month> <year> |
| | | | | <Department name or acronym>'s ministerial hospitality, <month to month> <year> |
| | | | | <Department name or acronym>'s ministerial travel, <month to month> <year> |
| | | | | <Department name or acronym>'s ministerial meetings <month to month> <year> |

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# Example: Collection page



Live example: Ministerial gifts, hospitality, travel and meetings, 2013

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# Example: Publication page



Transparency data

**AGO: ministerial gifts, hospitality, travel and meetings, January to April 2014**

Organisation: Attorney General's Office
Page history: Preview
Policy: Improving the transparency and accountability of government and its services

Transparency data for AGO on what gifts ministers gave and received, their meetings and any overseas travel.

**Documents**

AGO's ministerial gifts, January to April 2014

View online   Download CSV 2.82KB

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Request a different format.

AGO's ministerial hospitality, January to April 2014

View online   Download CSV 2.51KB

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AGO's ministerial meetings, January to April 2014

View online   Download CSV 1.08KB

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AGO's ministerial travel, January to April 2014

View online   Download CSV 2.87KB

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**Detail**

AGO publishes details of ministers' meetings with external organisations, gifts (given and received), hospitality and overseas travel on a quarterly basis.

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**Dataset templates for practitioners**

What we've done:

- created Excel worksheets for practitioners responsible for compiling transparency data

- added guidance to the worksheets (from Cabinet Office Word docs)

- added dropdown lists (validation) where possible to promote consistency

# Who to ask for help

Your own transparency teams

For ministerial, senior official or special advisers:
PET
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Other things:
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