
Plan Overview

A Data Management Plan created using DMPonline

Title: Investment in Places and Productivity Campaign

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Project abstract:

The Productivity Institute, headquartered at The University of Manchester, launched the Investment in Places project in September 2023. The Institute will work with places to better understand how they can improve productivity, along with their economic and social conditions with the aim of becoming more prosperous.

The project aims to work with stakeholders in places across the UK to help develop a broad-based investment strategy which will allow these places to improve the productive use of their resources. The project team will be working closely with The Productivity Institute's eight Regional Productivity Forums (RPFs) to identify potential places and partners across the UK and will continue to work with the RPFs for the duration of the project.

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Investment in Places and Productivity Campaign

Manchester Data Management Outline

1. Will this project be reviewed by any of the following bodies (please select all that apply)?

- None of the above

2. Is The University of Manchester collaborating with other institutions on this project?

- Yes - Part of a collaboration and owning or handling data

The Productivity Institute (TPI) on behalf of the University of Manchester (UoM) will lead on this project but plans to work collaboratively with local authorities and local stakeholders. The data collection, analysis and storage of qualitative data will be handled by the TPI as per the Data Management plan (DMP). Participants in interviews, stakeholder meetings and the survey, will only be asked to discuss policy-related information and not personal or sensitive information. Participants data will be anonymised and assimilated & presented through textual analysis; participants can request to receive copies of their transcripts and research outputs they are used in.

3. What data will you use in this project (please select all that apply)?

- Acquire new data
- Re-use existing data (please list below)

This project uses a mix of primary and secondary data sources. Primary data will be collected in interviews with public stakeholders in local government. The information will be only policy-related in nature, and not personal or sensitive. We plan to provide participants with consent forms, copies of the Data Management Plan and the results of analysis. There will also be a brief anonymous survey for interview respondents at the start of their involvement with the project and at the end of their involvement in the project. This will be filled in through Qualtrics (UoM recommended), responses will be anonymous and questions, which are entirely professional/policy-related in nature. The DMP will include details on the proper use, analysis and storage of this data.

Secondary data will be collected from two main sources. Firstly, the publicly available national statistics, which does not require secure access to ONS or UK Data Service Servers. This data is aggregate and will be analysed and presented as such, so that no personal or commercial disclosure or identification will be possible.

4. Where will the data be stored and backed-up during the project lifetime?

- University of Manchester Research Data Storage Service (Isilon)

- Other storage system (please list below)

Interview and Qualtrics survey data will be stored on the UoM Research Data Storage Service following the data collection, analysis, and post-release of the research outputs. Prior to this, during the analysis phase, these data are anonymised and stored in one drive only accessible by two members of the IPPC team (UoM One Drive), containing no personal or sensitive information. Once analysis has been completed these files will be removed from the UoM One Drive and stored on Isilon.

Secondary data contains no personal or sensitive data and is publicly available to all free of charge, therefore, this will simply be stored on the UoM One Drive (e.g., gross fixed capital indicators, all publicly available). Following the end of the project, the analysis used in the reports produced by the IPPC team will also be stored in the Data Storage Service (Isilon).

5. If you will be using Research Data Storage, how much storage will you require?

- < 1 TB

The minimum allowance is fine (i.e., <8 GB), this is not an extensive data set and consists of interview transcripts, qualtrics survey results and some analysis from the reports both in excel files.

6. Are you going to be receiving data from, or sharing data with an external third party?

- Yes

We intend to share reports which contain figures, graphs, tables and possibly annexes with our partners in the public sector. Each local authority which is assisted would be able to request access to the underlying data from which the reports are derived. The data as iterated above, is aggregated above the individual level, and does not contain identifiable, personal or sensitive information pertaining to individuals or enterprises.

7. How long do you intend to keep your data for after the end of your project (in years)?

- 0-4 years

All secondary, publicly available and anonymised primary data will be securely held in the University of Manchester Research Data Storage Service (Isilon) for 4 years after the end of the project in line with the UoM Research Data Management (RDM) policy. Following this date (March 2030), all data will be deleted from this system. This does not pose a risk to the project as underlying datasets are all publicly available through national archives/UK data services.

Regarding primary sources, analysis based on anonymised interviews/stakeholder meetings will be made available to data subjects following the end of the project. The analysis will be publicly available via the reports published with each local authority both on the Productivity Institute and local authority websites.

Guidance for questions 8 to 13

Highly restricted information defined in the [Information security classification, ownership](#)

[and secure information handling SOP](#) is information that requires enhanced security as unauthorised disclosure could cause significant harm to individuals or to the University and its ambitions in respect of its purpose, vision and values. This could be: information that is subject to export controls; valuable intellectual property; security sensitive material or research in key industrial fields at particular risk of being targeted by foreign states. See more [examples of highly restricted information](#).

If you are using 'Very Sensitive' information as defined by the [Information Security Classification, Ownerships and Secure Information Handling SOP](#), please consult the [Information Governance Office](#) for guidance.

Personal information, also known as personal data, relates to identifiable living individuals. Personal data is classed as special category personal data if it includes any of the following types of information about an identifiable living individual: racial or ethnic origin; political opinions; religious or similar philosophical beliefs; trade union membership; genetic data; biometric data; health data; sexual life; sexual orientation.

Please note that in line with [data protection law](#) (the UK General Data Protection Regulation and Data Protection Act 2018), personal information should only be stored in an identifiable form for as long as is necessary for the project; it should be pseudonymised (partially de-identified) and/or anonymised (completely de-identified) as soon as practically possible. You must obtain the appropriate [ethical approval](#) in order to use identifiable personal data.

8. What type of information will you be processing (please select all that apply)?

- Personal information, including signed consent forms
- No confidential or personal data

We will be collecting consent forms for the stakeholder workshops, in which stakeholders are participating purely in an expert professional capacity. This allows participants to participate in the stakeholder workshop and interviews.

Interviews and qualtrics survey data is all non-confidential, personal or sensitive information, and is anonymised.

Analysis of ONS of publicly available ONS data is not confidential or disclosive in nature as it is purely aggregated data which is presented.

9. How do you plan to store, protect and ensure confidentiality of any highly restricted data or personal data (please select all that apply)?

- Store data in buildings, rooms or filing cabinets with controlled access
- Not applicable

Most of our secondary data will be from publicly available, aggregate national statistics. We will process this on university laptops/software and store in a limited access folder for UoM project team members only.

The consent forms, which are used for the stakeholder workshops and follow-up interviews, are stored in a locked drawer on University Premises, only the data manager (Dr Marianne Sensor) has access to this. Following the four years of storage after this project, these will be destroyed.

10. If you are storing personal information (including contact details) will you need to keep it beyond the end of the project?

- Not applicable

Following the four years of the project, the consent forms stored in the locked drawer will be destroyed.

11. Will the participants' information (personal and/or sensitive) be shared with or accessed by anyone outside of the University of Manchester?

- No
- Not applicable

12. If you will be sharing personal information outside of the University of Manchester will the individual or organisation you are sharing with be outside the EEA?

- Not applicable

13. Are you planning to use the personal information for future purposes such as research?

- No

14. Will this project use innovative technologies to collect or process data?

- No

15. Who will act as the data custodian for this study, and so be responsible for the information involved?

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16. Please provide the date on which this plan was last reviewed (dd/mm/yyyy).

2026-03-27

Assessment of existing data

Provide an explanation of the existing data sources that will be used by the research project, with references

This project uses a mix of primary and secondary data sources. We have chosen a tailored approach which will take into account the concerns and priorities of our local authority stakeholders. All of the data is with a reference to exploring the six capitals framework as laid out by the UK Government's Levelling Up Technical Annex, 2022.

Primary data will be collected in interviews with public stakeholders in local government. The information will be only policy-related in nature, and not personal or sensitive. We have followed the University's ethics policy and although we do not require a full review, we have considered ethical implications of this project carefully. We plan to provide participants with consent forms, copies of the Data Management Plan and the results of analysis. The DMP will include details on the proper use, analysis and storage of this data. There will also be a brief anonymous survey for interview respondents at the start of their involvement with the project and at the end of their involvement in the project. This will be filled in through Qualtrics (UoM recommended), responses will be anonymous and questions, which are entirely professional/policy-related in nature, in addition to the stakeholder meetings/interviews.

Secondary data will be collected from two main sources. Firstly, the publicly available (for all to use, free of charge) national statistics, which does not require secure access to ONS or UK Data Service Servers. The following ONS Surveys we are analysing are: The Labour Force Survey, The Annual Population Survey, UK Census Data, The R & D Survey, DfE Statistics (qualifications), Employers Skills Survey, Annual Survey of Hours and Earnings, and The Interdepartmental Business Register. There are also local surveys which we will use, such as the Transport for Greater Manchester Survey (2022); all of which are also publicly available and do not contain personal or sensitive information.

Provide an analysis of the gaps identified between the currently available and required data for the research

The central research contribution of this project lies in bringing together many disparate data sources, applying them to a local authority and providing a coherent analysis and narrative for local authorities to better consider investment opportunities and policy-making decisions to improve productivity.

We have taken a broad range of different literatures on Human, Financial, Intangible, Social, Institutional, Physical & Natural Capital to try and understand key indicators and how we can understand the interrelations between these different capitals in one coherent framework.

Currently, the Six Capitals framework has not been implemented locally and analytically by academic institutions, so this project is pioneering this local and bottom-up approach to local development.

Information on new data

Provide information on the data that will be produced or accessed by the research project

This project uses a mix of primary and secondary data sources. Primary data will be collected in interviews with public stakeholders in local government. The information will be only policy-related in nature, and not personal or sensitive. We plan to provide participants with consent forms, copies of the Data Management Plan and the results of analysis. There will also be a brief anonymous survey for interview respondents at the start of their involvement with the project and at the end of their involvement in the project. This will be filled in through Qualtrics (UoM recommended), responses will be anonymous and questions, which are entirely professional/policy-related in nature. We have followed the University's ethics policy and although we do not require a full review, we have considered ethical implications of this project carefully. The DMP will include details on the proper use, analysis and storage of this data.

Secondary data will be collected from two main sources. Firstly, the publicly available national statistics, which does not require secure access to ONS or UK Data Service Servers. This data is aggregate and will be analysed and presented as such, so that no personal or commercial disclosure or identification will be possible. We will make the type of units, e.g., individuals, employees or businesses clear in figures/graphs and in explanations. ONS data and UK Government data are subject to rigorous quality checks, with statistical testing completed prior to publication. Any caveats, such as large standard errors or statistical anomalies will be stated clearly in figures and explained as part of the limitations.

In terms of methodologies for the secondary data, most will be descriptive, simply showing changes in variables over time. There are some indicators which are based on established measures, such as job density, productivity indicators, occupational skill level, per capita indicators, self-reporting measures, and intangible capital measures of brand equity. There may also be some indicators which will be inputted into regression models. Where regression models are selected, rigorous quantitative methods will be followed to ensure reporting of appropriateness of model fit indices, standard error & deviation (also confidence intervals), P values, missing values, r squared. In cases of composite indicators, reliability tests, such as Cronbach's Alpha will be reported.

Quality assurance of data

Describe the procedures for quality assurance that will be carried out on the data collected at the time of data collection, data entry, digitisation and data checking.

We will use MS Teams audio transcription, with the expressed permission of stakeholders, for interviews while ensuring the anonymity of the interviewee. This will ensure we have accurate and reliable source in addition to note-taking. This is included in the consent form for stakeholders.

Data entry will not be a concern as the secondary data is quality assured by the ONS/UK Data Service/UK Government Departments. In the event that a statistical limitation or note is required in light of information provided by these institutions, this will be included in the research outputs, and due considerations included in analyses. This process will be the same for the third-party data sources, and we will consider limitations both from the organisations and from other academic sources.

Analyses will be presented to both project team professors and local authority stakeholders to ensure feedback and review is possible.

Backup and security of data

Describe the data security and backup procedures you will adopt to ensure the data and metadata are securely stored during the lifetime of the project.

All publicly available secondary data (ONS/UK Data Service/UK Government Data) is only stored on a University of Manchester folder, which only the team members may access. Access to the folder can only be completed through 2-factor authentication by these users. Once this project has been completed these data and analyses will be moved to the Research Data Storage facility. This facility has backup measures in place (35 days following data loss).

Primary data collected from interviews/meetings with stakeholders will be stored on the Research Data Storage facility after they have been anonymised and any potentially disclosive information removed. This facility has backup measures in place (35 days following data loss).

Survey data collected through qualtrics will be anonymous and stored in the Research Data Storage facility. This facility has backup measures in place (35 days following data loss).

Consent forms are physical documents and stored in a locked drawer only accessible by the data manager (Dr Marianne Sensier).

Management and curation of data

Outline your plans for preparing, organising and documenting data.

In terms of secondary data collected from publicly available sources (ONS/UK Data Service/UK Government data), we will use spreadsheets with aggregate data, pivot tables and figures/graphs derived from that data in a structured manner, with labels and statistical concerns. Working data csv/txt files (only secondary/publicly available data) will be stored on a locked limited access one drive folder until the end of the project, when they will be stored in the research storage facility.

For primary data collected from local stakeholders interviews/meetings, we will anonymise any potentially disclosive information and as text in an interview template in a word document.

All datasets used will contain a metadata section or tab explaining contextual and statistically relevant information.

Difficulties in data sharing and measures to overcome these

Identify any potential obstacles to sharing your data, explain which and the possible measures you can apply to overcome these.

Due to the disparate nature of the data sources we are using in this project, we will ensure that the sharing of this data is compliant with University of Manchester and ESRC policies on copyright, licensing and reuse.

Primary data sources will be anonymised to remove any potentially disclosive information. These interviews and meetings will not contain or relate to any personal or sensitive information, and will be recorded to ensure accuracy. This will enable the transcripts to be as accurate as possible. It will then be possible to share transcripts in accordance with consent forms signed by the individual stakeholder,

the University and ESRC copyright, licensing and reuse policies.

Much of the data used in the analysis is published free-of-charge on the TPI and local authorities website; this will be the primary output of the project.

All data sources besides the consent forms will be stored on the Research Data Storage facility for 4 years. The research team will consider access, licensing and reuse requests in line with University and ESRC rules.

Consent, anonymisation and strategies to enable further re-use of data

Make explicit mention of the planned procedures to handle consent for data sharing for data obtained from human participants, and/or how to anonymise data, to make sure that data can be made available and accessible for future scientific research.

We have established consent forms for individual stakeholders for interviews and meetings. This includes information pertaining to the University of Manchester and ESRCs' intellectual policy, licensing and reuse policy. These forms have been devised in consideration of, and are subject to, the research ethics policy of the University.

Primary data sources will be anonymised to remove any potentially disclosive information. In research outputs, this will be achieved by presenting thematic analysis of keywords/themes rather than presenting direct excerpts from interviews/meetings. These interviews and meetings will not contain or relate to any personal or sensitive information. This will enable the transcripts to be as accurate as possible. Recordings will be deleted to ensure compliance with data protection rules.

Stakeholder surveys will only collect professional/policy-related information and nothing personal or sensitive in nature. No named information pertaining to individuals will be collected in these anonymous Qualtrics surveys. Only aggregated responses will be used in analyses and research outputs. If free-text responses are analysed, only themes/keywords will be presented so as to avoid any potentially disclosive information.

Copyright and intellectual property ownership

State who will own the copyright and IPR of any new data that you will generate.

Regarding the different sources of data, the University of Manchester (referred to here as 'the University') will own the intellectual property rights to all research outputs of the project.

The primary data, collected from local stakeholders, by the University will be the intellectual property of the University. This will be in the consent form provided to the stakeholders. Any graphs, figures or analyses showing this data will be labelled, identifying the source of the data.

In terms of the ONS and UK Data Service data, it is already publicly available and the University does not own these sources, only the analyses and outputs. Any graphs, figures or analyses showing this data will be labelled, identifying the source of the data.

Responsibilities

Outline responsibilities for data management within research teams at all partner institutions

The data collection, analysis and storage are all the responsibility of the project team at the University of Manchester and not of local authorities which we will collaborate with. Therefore, data management at external institutions is not covered by this plan.

Preparation of data for sharing and archiving

Are the plans for preparing and documenting data for sharing and archiving with the UK Data Service appropriate?

Not applicable.

Is there evidence that data will be well documented during research to provide highquality contextual information and/or structured metadata for secondary users?

Analysis which is presented in the reports for each local authority will be clearly labelled and have a metadata tab which can be accessed upon request to the data manager. All of the data in these reports are based on publicly available ONS Sources.