

# National Working with Business Project

## **Local Government Business Category List - Guidance Notes**

Version Control: Draft version 1.00

Author: Rosalyn Rudran, Porism Limited

Date: March 2004

[www.workingwithbusiness.org.uk](http://www.workingwithbusiness.org.uk)



## Table of Contents

|   | <u>Page</u> |
|---|-------------|
| 1. Metadata .....                                       | 2           |
| 2. Purpose of Document .....                            | 3           |
| 3. Background .....                                     | 3           |
| 4. Objectives of LGBCL .....                            | 4           |
| 5. LGBCL Structure.....                                 | 5           |
| 5.1. Key Design Criteria .....                          | 5           |
| 5.2. Information Available For Each Term .....          | 5           |
| 5.3. Version control .....                              | 6           |
| 5.3.1. Resources .....                                  | 6           |
| 5.3.2. Terms .....                                      | 7           |
| 5.4. Mappings to Other Lists .....                      | 7           |
| 5.4.1. LGBCL to LGSL .....                              | 7           |
| 5.4.2. LGBCL to SIC 2003 .....                          | 7           |
| 6. LGBCL Resources and Formats.....                     | 7           |
| 6.1. LGBCL Resources in XML .....                       | 7           |
| 6.2. Word Document and Other Presentation Formats ..... | 7           |
| 6.3. Online Interfaces .....                            | 7           |
| 6.4. Dos and Don'ts .....                               | 7           |
| 7. The Role of esd-toolkit.....                         | 7           |
| 7.1. Submitting New Categories.....                     | 7           |
| 7.2. Support.....                                       | 7           |
| 8. Use of LGBCL by Independent Organisations .....      | 7           |
| 9. Comments and Support.....                            | 7           |

## Abstract

The Local Government Business Category List is published at [www.esd.org.uk/standards/lgbcl](http://www.esd.org.uk/standards/lgbcl) in a variety of machine and human readable formats.

The List is developed for use by Working With Business project software, but it is suitable as a general high level business categorisation tool within local government. It is subject to version control according to mechanisms defined for other controlled lists and maintained through the esd-toolkit.

Any comments or response to this document should be channelled through the esd-toolkit e-mail: [standards@esd-toolkit.org](mailto:standards@esd-toolkit.org).

## 1. Metadata

| Name                   | Content  | Scheme      |
|------------------------|--|-------------|
| Coverage               | UK   |             |
| Creator                | Working With Business Project  |             |
| Date.Created           | 2004-01-30   | ISO8601     |
| Date.Issued            | 2004-03-19   | ISO8601     |
| Date.Modified          | 2004-03-31   | ISO8601     |
| Description            | Guidance notes on the Local Government Business Category List (LGBCL) issued by: Porism Limited. |             |
| Format                 | Microsoft Word   |             |
| Language               | Eng  | ISO 639-2/T |
| Publisher              | Porism Limited, SW9 8BJ<br><a href="mailto:info@porism.com">info@porism.com</a>                  |             |
| Rights.Copyright       | Porism Limited   |             |
| Source                 | <a href="http://www.esd.org.uk/LGBCLGuidanceNotes.doc">www.esd.org.uk/LGBCLGuidanceNotes.doc</a> |             |
| Status                 | Draft version 1.00.  |             |
| Subject.Category       | Information management   | LGCL        |
| Subject.Category       | Business sectors and services  | LGCL        |
| Subject.Category       | Information management   | GCL         |
| Subject.Category       | Business Sectors   | GCL         |
| Title                  | Local Government Business Category List – Guidance Notes   |             |
| Title.AlternativeTitle | LGBCL Guidance Notes   |             |

This document and LGBCL are made available for use, without guarantees and without

licensing costs, by local authorities, community organisations, and any other bodies referencing local and community resources. You may use and modify this document so long as you credit the Working With Business National Project and Porism Limited and you do not charge for it.

## 2. Purpose of Document

This document describes the Local Government Business Category List (LGBCL), its purpose, structure, and usage.

The latest released version of List itself (version 1.00) and associated resources can be found at: <http://www.esd.org.uk/standards/lgbcl/>.

The document is aimed primarily at Economic Development Officers (EDOs) concerned with using LGBCL and system implementer who need a simple standard reference to businesses by sector.

## 3. Background

LGBCL is a list categorising businesses by sector. The list was developed by the Working With Business (WWB) National Project for use within the business descriptor of WWB software. LGBCL was based on a list produced by the Super Project ([www.superuk.com](http://www.superuk.com)) and other lists used by local government initiatives that WWB reviewed. It is similar in structure to the draft list issued by the Small Business Service. Business categories are mapped to Standard Industrial Classification 2003 (SIC 2003) codes and to Local Government Service List services, also known as the 'PID List'.

LGBCL extends and modifies Super Project's list by:

- Reclassifying "Other Business Activities" and "Other Service Activities" into subset categories as identified in Business Link's Business Sector Classification List
- Extending sector categories to include further types within each category as identified in other lists
- Adding thesaurus features in the form of non-preferred or equivalent terms and related terms
- Mapping LGBCL to other relevant national and local government controlled lists
- Applying a structure to support e-GIF (electronic Government Interchange Framework) and version control

On behalf of WWB, Rutland Online (ROL) conducted research to establish which standard local authority services relate to businesses. ROL's "Working with business - Work Package 1 -Final Report 23/07/03" identified services from the Local Government Service Category List (also known as the 'PID List') relating to business. These LGSL terms have been mapped to the LGBCL category "Business" or to specific business sectors in LGBCL.

LGBCL has been made available for review online by local government officers and has been reviewed in detail in one-to-one meetings with Economic Development Officers in some local authorities. From 31 March 2004 it is issued as version 1.00. It will be subject to further refinement with periodic releases through esd-toolkit after this date.

## 4. Objectives of LGBCL

LGBCL is designed to meet these objectives:

- To provide a standard list of terms which may be used to categorise resources according to the business types to which they relate
- To standardise vocabularies used to reference business resources so that these resources may be used more widely
- To facilitate electronic indexing and syndicating of business resources by government and local government agencies

LGBCL is made freely available and the WWB project esd-toolkit promotes its use by EDOs and local authorities.

LGBCL is aimed primarily at Economic Development Officers (EDOs) concerned with identifying which 'content' (syndicated web pages and other materials created by EDOs) and actions are relevant to a business. Business categories within LGBCL are designed to facilitate identification of which council services and information pertains to which business.

LGBCL is not developed specifically to populate metadata that complies with the Office of the e-Envoy's electronic Government Metadata Standard (eGMS). However, it conforms to a standard developed by the LAWs (Local Authority Websites) National Project for controlled lists and, as such it may be considered for use when populating subject metadata.

## 5. LGBCL Structure

LGBCL is a set of terms (of single or multiple words) in a hierarchical (or inverted 'tree') structure. Each branch of the tree may be viewed as representing a 'concept'. For that concept one 'preferred' term is given and multiple non-preferred (also known as 'equivalent') terms may be given. As one drills down the inverted tree structure, terms become more specific.



### 5.1. Key Design Criteria

The following decisions have been made with respect to the design of LGBCL:

- It is poly-hierarchical (i.e. each term may appear more than once in the hierarchical structure). A term will have the same meaning wherever it appears
- It will include both 'preferred' terms and non-preferred terms, including equivalents, acronyms and misspellings
- Terms may move position in the hierarchy between versions and may move between preferred and narrower terms
- The XML version of the List will provide scope notes and version history information for terms

### 5.2. Information Available For Each Term

Each term in the list is called an 'Item' because the list inherits a basic format common to

it and other lists controlled through esd-toolkit.

The following information is stored for each item (in all controlled lists):

- **Id** - a unique number given to the term
- **Preferred** – a flag to denote if the term is preferred or a non-preferred (equivalent) term
- **AddedInVersion** - the version of the list in which the term was added
- **UpdatedInVersion** - the version of the list in which the term was last updated
- **Name** - the term in words
- **ScopeNotes** - a free text description of the term and its scope
- **HistoryNotes** – details of the history of changes made to the term between versions of the controlled list
- **BroaderItem** - the broader (more general) item to which the item belongs. This represents the parent (higher) branch in an inverted tree structure. One broader term is flagged as the 'default' broader term to support Web navigation 'breadcrumb trails' and conversion of the list to mono-hierarchical format
- **UseItem** - a reference to the preferred term which should be used for the term
- **RelatedItem** - a reference to other items that may be of interest to those looking at resources related to this item. RelatedItem may occur many times for an item

### 5.3. Version control

The number and wording of each term is unique. For backward compatibility and so as to not break the integrity of databases using LGBCL, terms will never be removed. Between versions, a term may move from preferred to a non-preferred equivalent.

Version control will be via an on-line submissions process open to all esd-toolkit subscribing authorities. This will work in the same manner as submissions for other controlled lists, including esd-toolkit's list of services. Submissions may also be made by e-mail to [standards@esd-toolkit.org](mailto:standards@esd-toolkit.org). All versions of the list will be numbered and assigned metadata in line with e-GMS.

#### 5.3.1. Resources

Resources for the latest version of LGBCL are available from <http://www.esd.org.uk/standards/lgbcl/>. Hence the latest version of LGBCL as a Word document is available from: [www.esd.org.uk/standards/lgbcl/1.00/lgbcl.doc](http://www.esd.org.uk/standards/lgbcl/1.00/lgbcl.doc).

Resources for a specific version of LGBCL are available from <http://www.esd.org.uk/standards/lgbcl/n.nn>, where *n.nn* represents the version number; hence version 0.02 of LGBCL as a Word document is available from: <http://www.esd.org.uk/standards/lgbcl/0.02/lgbcl.doc>.

XML files are defined by schemas whose name includes the last updated date. Hence <http://www.esd.org.uk/standards/lgbcl/lgbcl.xml> conforms to schema <http://www.esd.org.uk/standards/xmlschemas/taxonomy20040315.xsd>.

Historic resources associated with each version will not be removed so all URLs will remain valid. However it is recommended that reference is normally made to the latest version of a resource rather than a specific version.

### 5.3.2. Terms

Once added to LGBCL terms are never removed. Hence, if a term from one version of LGBCL is referenced by a resource, that term will always remain valid in all future versions of LGBCL. This rule applies to both term identification numbers and the wording of terms themselves.

The following changes may occur between LGBCL versions:

- A term may move its position in the hierarchy
- A term may change from being preferred to being a 'non-preferred' term for the same concept

If the spelling of a preferred term is changed between versions of LGBCL, the old spelling will be kept as a non-preferred for the preferred term. Each term will have a unique identification number.

Terms are considered unique independent of case. Hence, if letters within a term are changed from upper to lower case (or vice versa) between versions, new terms are not added.

## 5.4. Mappings to Other Lists

Mappings are published from LGBCL to the Local Government Services List (LGSL) and the Standard Industry Classification Codes 2003 (SIC 2003) in XML and Word document formats. Mappings show relationships between lists and allow for automated derivation of terms via cross-referencing from a term in one list.

All mapping resources identify the versions of the controlled lists between which they map.

### 5.4.1. LGBCL to LGSL

Mappings from LGBCL to LGSL, also known as the 'PID List', are given by:

- <http://www.esd.org.uk/standards/lgbcl/1.00/lgbcllgslmapping.xml> - XML format
- <http://www.esd.org.uk/standards/lgbcl/1.00/lgbcllgsl.doc> - Word format

These resources identify one or more LGSL services applicable to each LGBCL term.

It should be noted that mappings are subjective. Also, where an LGBCL term maps to more than one LGSL service only one of the mapped LGSL services may be applicable in a particular case. Hence there should, ideally, be some manual verification of LGSL terms automatically assigned to a resource by means of mapping from LGBCL. However, these mappings provide an approximate way of deriving LGSL terms from LGBCL terms with minimal manual intervention.

### 5.4.2. LGBCL to SIC 2003

Mappings from LGBCL to Standard Industry Classification 2003 (SIC 2003) are given by:

- <http://www.esd.org.uk/standards/lgbcl/1.00/lgbclsicmapping.xml> - XML format
- <http://www.esd.org.uk/standards/lgbcl/1.00/lgbclsic.doc> - Word format

These resources identify one or more SIC 2003 term for LGBCL terms. Every SIC 2003 term has been mapped to an LGBCL term.

The complete SIC 2003 list can be found at:  
<http://www.esd.org.uk/standards/lgbcl/1.00/sictermslist.xml>

## 6. LGBCL Resources and Formats

The diagram at <http://www.esd.org.uk/standards/lgbcl/lgbclresourcediagram.html> identifies resources comprising LGBCL, other controlled lists, and mappings between them. Resource names in the diagram act as hyperlinks to those resources.

### 6.1. LGBCL Resources in XML

All LGBCL and associated resources are published in XML with associated XSD schemas.

XML transformations to combine and restructure resources and to put them in alternative formats are also published.

The LGBCL XML file (<http://www.esd.org.uk/standards/lgbcl/1.00/lgbcl.xml>) is created by combining:

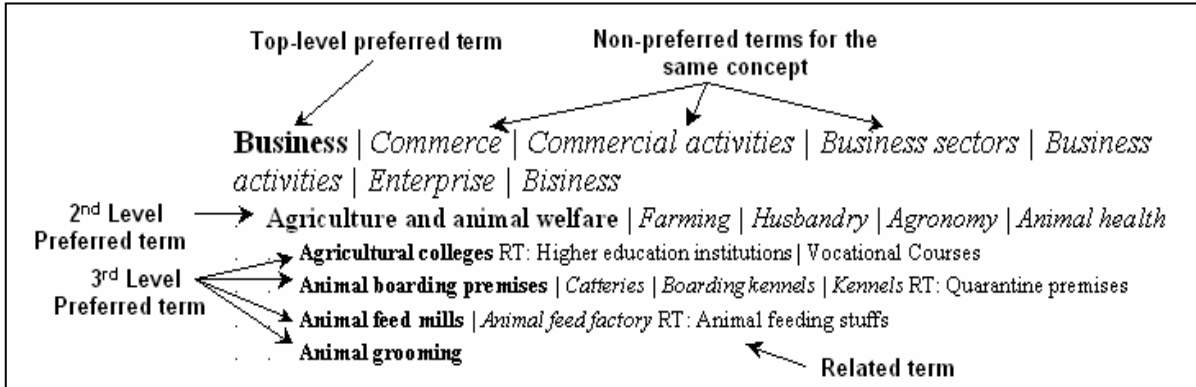
- The list of terms
- Mappings between terms and related terms
- Relationships between non-preferred terms for the same concept
- A hierarchy of the terms differentiating between preferred and narrower terms
- Metadata for LGBCL
- Notes in Word 2003 XML format

The LGBCL XML file presents a 'flat list' of every term, referencing a broader term or (for equivalents) a 'use' term for each.

### 6.2. Word Document and Other Presentation Formats

The Word document representing LGBCL at <http://www.esd.org.uk/standards/lgbcl/lgbcl.doc> gives terms and associated information in the following sections (after its own metadata and a brief summary of the LGBCL version):

- Top level headings - with all preferred terms at the top level. That is, all preferred terms, which have no broader term.
- Top two level headings - with preferred terms
- Complete list - full hierarchical list of preferred terms
- Complete list with preferred and non-preferred terms - giving full information of at every level of the hierarchy, as illustrated below



LGBCL is also available in Adobe Acrobat's Portable Document Format (PDF) at <http://www.esd.org.uk/standards/lgbcl/lgbcl.pdf>. The PDF document is identical in content to the Word document.

### 6.3. Online Interfaces

An interface allowing inspection of LGBCL in an interactive tree structure can be accessed online at: <http://www.esd.org.uk/standards/lgbcl/viewer>, as illustrated below:

The screenshot shows the 'WorkingWithBusiness Business Category List Dynamic view' interface. The interface includes a tree structure on the left and a detailed view on the right. The tree structure includes categories like 'Agriculture and animal welfare' and 'Agricultural colleges'. The detailed view for 'Agricultural colleges' shows its ID (28), preferred term, scope notes, history notes, non-preferred terms, and mappings to LGSL (27 Courses, 751 Residential study centres) and SIC (1176 Higher education, 1174 Technical and vocational secondary education).

The interface offers the following features:

- Mouse driven 'drill-down' through the inverted tree structure
- Display of information for each concept, including:
  - ID
  - Preferred Term
  - Scope Notes

- History Notes
- Non-Preferred Terms
- Related terms
- Mappings to LGSL services
- Mappings to SIC 2003 terms

#### 6.4. Dos and Don'ts

To support LBGCL as a meaningful national standard:

##### Do

- Use LBGCL terms to reference resources pertaining to particular business sectors
- Always reference LBGCL as the controlled list from which terms are taken
- Use software which allows you to migrate to the latest version of LBGCL as revisions are issued
- Manipulate LBGCL and submit equivalent terms and new concepts through esd-toolkit (see section 7 below)
- Discuss issues on the esd-toolkit forum at <http://www.esd-toolkit.org/forums/> so users can help one another and problems in LBGCL can be rectified

## 7. The Role of esd-toolkit

Support and refinement of LBGCL will continue through esd-toolkit after the formal end of the WWB National Project.

The following sections summarise how esd-toolkit will support LBGCL

### 7.1. Submitting New Categories

esd-toolkit will offer facilities for EDOs and other council officers to submit new business categories, in the same way as new items are submitted for other lists. Submissions will be shown for comment by other esd-toolkit users and will be considered by a panel of local authority representatives before inclusion in a new release of LBGCL. New releases will be timed to follow LGSL releases so that mappings can be published to the latest version of LGSL.

### 7.2. Support

Esd-toolkit provides support on LBGCL via:

- An online forum at <http://www.esd-toolkit.org/newforums/>. This is only available after esd-toolkit registration.
- e-mail to [standards@esd-toolkit.org](mailto:standards@esd-toolkit.org)
- FAQs and guidance documents published on esd-toolkit Web pages

## 8. Use of LBGCL by Independent Organisations

LBGCL is made available for use, without guarantees and without licensing costs, by local authorities, community organisations, and any other bodies referencing local and community resources. Neither the WWB Project nor any other party will be liable for any losses due to errors or omissions in the List or associated resources.

The content of LBGCL and associated resources may be reproduced free of charge in any format or media without requiring specific permission. This is subject to the material

not being used in a derogatory manner or in a misleading context. The source of the material must be acknowledged as the LAWs Project and Porism Limited and the title all document must be included when being reproduced as part of other publications or services.

Full esd-toolkit registration and subscription is limited to local authority officers. However, the following features are available to all users:

- Free access to LGBCL and associated resources from <http://www.esd.org.uk/standards/lgbcl/>
- Publication of XML transformations (XSLT) of LGBCL and associated mappings into formats suitable for vendor software
- esd-toolkit accreditation offering access to some features of esd-toolkit and publication of relevant consultant and vendor services

## 9. Comments and Support

Ongoing revisions to the List, including addition of synonyms will be via the esd-toolkit Web site at [www.esd-toolkit.org](http://www.esd-toolkit.org).

Economic Development Officers can raise queries and comments on the List via the esd-toolkit at [www.esd-toolkit.org](http://www.esd-toolkit.org).

Problems regarding using esd-toolkit, can be sent by e-mail to [standards@esd-toolkit.org](mailto:standards@esd-toolkit.org).

Ref 03694