

MEETING:	AUDIT AND CORPORATE GOVERNANCE COMMITTEE
DATE:	28 SEPTEMBER 2009
TITLE OF REPORT:	DATA QUALITY UPDATE
INTERIM DEPUTY CHIEF EXECUTIVE:	ANNIE FAULDER

CLASSIFICATION: Open

Wards Affected

County-wide

Purpose

To update the Committee on the progress now being made against key elements of the rolled forward data quality action plan.

Key Decision

This is not a Key Decision.

Recommendation(s)

THAT Committee:

- (a) **That the Committee note the progress being made on the areas of the data quality action plan where it had particular concerns.**

Key Points Summary

- Faster progress is now being made on the issues which concerned the committee at its last meeting.

Alternative Options

- 1 There are no Alternative Options.

Reasons for Recommendations

- 2 Since the Committee last met, progress against the data quality action plan has improved including on the two issues that were highlighted at the last meeting. The six monthly progress

Further information on the subject of this report is available from
Tony Geeson, Head of Policy & Performance on (01432) 261855

report against the whole action plan is due after the end of September. This will be reported to JMT; Cabinet and this Committee on 20 November in line with the approved data quality policy

Introduction and Background

- 3 At its last meeting on 18th June the Committee:
- Noted progress against the 2008/09 data quality action plan
 - Supported the 2009/10 plan
 - Asked for the finalisation of a list of staff still requiring data quality training and, similarly,
 - That the extent to which local procedures on data quality had been produced by Directorates be established

Key Considerations

- 4 Information management, including data quality, is one of the key lines of enquiry in the Use of Resources Assessment which itself is one half of the Council's Organisational Assessment under the Comprehensive Area Assessment (CAA).
- 5 There is, however, a separate audit and progress against the data quality action plan is one way in which the Council demonstrates continual improvement under CAA. This years audit has been concluded and, while the results are not yet known, no issues of concern have been raised with officers as yet.
- 6 In the past month the Audit Commission has issued a new report on the use of high quality information as part of the decision making process, re-emphasising the importance all the regulators are now placing on this topic.
- 7 All Directorates have now produced lists of completed appraisals which identify employees for whom data quality is a particularly important part of their job and who may require training. These lists will be prioritised in consultation with each service so that the identified data quality champions are trained first. They will be used more generally to shape the information management training programme across the Council. The programme has already started with approximately 90 staff having either attended the half day course or the longer, more specialist, course.
- 8 Since the Committee last met each Directorate management team has also discussed data quality, reminded of the actions required and the need for continued attention. All directorates have now produced lists of local policies / procedures that need to be considered as part of the Council's overall data quality assurance process. These local policies are the documents that make the Council's overall data quality policy real to employees and to which they turn for guidance in the first instance.

Community Impact

- 9 Data quality is a crucial component of both accountability to communities and the basis of sound decision making with partners. It is key to there being appropriate plans and strategies and to these addressing equality issues.

Financial Implications

- 10 None identified.

Legal Implications

- 11 This report has no legal implications.

Risk Management

- 12 No particular data quality issues have emerged in the past three months either as a result of the Audit Commission's work on Use of Resources or through routine management checks / procedures. The potential risk of not having an adequate assurance process remains and this is reflected in the corporate risk register. Completing the data quality action plan is one of the main mitigating actions which will eventually lead to a reduction in the current risk score.

Consultees

- 13 Directorate management teams, Assistant Chief Executive (Legal and Democratic Services) and Director of Resources.

Appendices

- 14 None.

Background Papers

- None identified.