

PAPER NO. 2

REPORT TO THE EXECUTIVE MEETING OF 19 OCTOBER 2015

Meeting: Executive

Date: 19 October 2015

Subject: Revisions to the Data Quality Strategy and Action Plan

Report of: Beverley Jolly, Corporate Director – Resources

Portfolio Holder: Councillor Liquorish: Business Planning and Performance Portfolio Holder

Status: For Approval

Relevant Ward(s): Not applicable

1 Purpose of the Report

- 1.1 To consider and agree revisions to the Council's Data Quality Strategy and Data Quality Action Plan (both attached at Appendix A to this report).

2 Recommendations:

- 2.1 **That the revised Data Quality Strategy and Data Quality Action Plan (both attached at Appendix A to this report) be approved for implementation.**

3 Summary of Reasons for the Recommendations

- 3.1 The Council's Data Quality Strategy has not been updated since 2010.
- 3.2 The Internal Audit Team has recommended that the Council's Data Quality Strategy and Data Quality Action Plan be updated. The recommendations from the Internal Audit Team can be viewed at Appendix C of the attached Data Quality Strategy.

4 Key Facts

- 4.1 Consistent, accurate, timely and comprehensive information is vital to support effective decision-making and management of resources to ensure that the improvements, outcomes and impacts the Council and its partners aim to achieve within the District are delivered.
- 4.2 Data that the Council holds and manages is used by external bodies to assess the Council's performance. This places great emphasis on data quality. Data which is proven under inspection to be incorrectly expressed or calculated can

be discounted completely which can seriously affect the score arising from an external assessment. For this reason, ensuring data quality is of importance to the Council.

- 4.3 High quality data is vital to ensure that customers and stakeholders can have confidence that the Council's published information provides a reliable basis from which to make judgements.
- 4.4 The Data Quality Strategy and Data Quality Action Plan have been updated to include the following changes:
- Roles and Responsibilities and Officer Structure.
 - Key Performance Indicator Data Quality Template.
 - Training of Managers (e-learning module and induction).
 - Audit recommendations incorporated (see Action Plan at Appendix C).
 - The introduction of a system of spot-checks to promote the integrity of data.

5 Legal Issues

- 5.1 Issues in respect of partnership and third part arrangements, and the need for data-sharing arrangements, are covered in the Data Quality Strategy (see section 1.4.1 of the Data Quality Strategy).

6 Resource Issues

- 6.1 Actions arising from the proposed Data Quality Action Plan will be provided for within existing resources.

7 Equality Analysis Implications/Outcomes

- 7.1 Not applicable.

8. Risk Management Implications

- 8.1 The purpose of the attached Data Quality Strategy and Data Quality Action Plan is to minimise risk to the Council through effective data management and ensuring robust data integrity.

9 Consultation

- 9.1 The Performance Improvement Board considered the draft Data Quality Strategy and Data Quality Action Plan on 15 September 2015.

10. Options

10.1 Option 1: to do nothing. This option would result in maintenance of status quo. The Council would not then be in a position to move forward with improving its Data Quality arrangements.

10.2 Option 2: to agree and implement the Council's revised Data Quality Strategy and Data Quality Action Plan. This option would enable the Council to improve its Data Quality arrangements.

11 Background Papers

11.1 Harborough District Council Data Quality Strategy and Data Quality Action Plan, 2010 Edition.

Previous report(s):

Information Issued Under Sensitive Issue Procedure: N

Ward Members Notified: N/A

Appendices:

A. Draft Data Quality Strategy and Data Quality Action Plan, 2015 Edition.