

**WYRE FOREST DISTRICT COUNCIL**

**CABINET MEETING**  
**27 SEPTEMBER 2007**

**Data Quality Policy**

<b>OPEN / EXEMPT</b>	
<b>COMMUNITY STRATEGY THEME</b>	
<b>CORPORATE PLAN THEME:</b>	Improving Corporacy & Performance
<b>KEY PRIORITY:</b>	Organisational performance
<b>CABINET MEMBER:</b>	Councillor John Holden
<b>RESPONSIBLE OFFICER:</b>	Head of Chief Executive's Office
<b>CONTACT OFFICER:</b>	Peter Jones (ext 2723)
<b>APPENDICES</b>	Data Quality Policy (Appendix A) Data Quality Guide (Appendix B)

**1. PURPOSE OF REPORT**

- 1.1 To adopt a Data Quality Policy

**2. RECOMMENDATION**

**The Cabinet is asked to RECOMMEND to Council:**

- 2.1 The Data Quality Policy attached to this report be adopted with immediate effect.

**3. BACKGROUND**

- 3.1 As part of the continuing development of the Comprehensive Performance Assessment methodology, in 2006 the Audit Commission introduced checks on councils' arrangements for ensuring robustness of data quality in managing and reporting performance. This involved completion of a self-assessment and a detailed data quality audit to ensure that each Council is producing data that is accurate, reliable and fit for purpose.
- 3.2 In 2006, the Council received an overall score of 2 for data quality\* indicating that its arrangements are 'adequate', meeting minimum requirements. This was reported in the Annual Audit & Inspection Letter in March 2007.
- 3.3 One of the requirements of this new process is that councils produce a Data Quality Policy to ensure that internal procedures and systems produce high quality data which can be relied upon to provide an accurate picture of council performance.

\* 1 = inadequate; 2 = adequate; 3 = performing well; 4 = performing strongly

**4. KEY ISSUES**

- 4.1 The Council has therefore developed a Data Quality Policy to meet the above requirements and this is attached as the Appendix to this report. Also included are an action plan to assist with implementation and practical Guidance Notes for officers.
- 4.2 The aim is to achieve Level 3 in data quality by 2009, which would indicate that the Council is performing 'well', i.e. consistently above the minimum standard. The Policy will be reviewed each year and updated to reflect changes and improvements in practice.

**5. FINANCIAL IMPLICATIONS**

- 5.1 There are no direct financial implications other than increased officer time.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 The new Policy needs to be recommended to Full Council as part of the policy framework.

**7. RISK MANAGEMENT**

- 7.1 Adoption and implementation of the Policy will minimise the risk of flawed decision making, wasted resources and service failure.

**8. CONCLUSION**

- 8.1 The Data Quality Policy will ensure the Council produces accurate, consistent and timely data to support decision-making processes and to meet external audit requirements.

**9. CONSULTEES**

- 9.1 Corporate Management Team

**10. BACKGROUND PAPERS**

- 10.1 Audit Commission Key Lines of Enquiry for Data Quality