



Corporate Resources Scrutiny Committee

Briefing Paper

Report of: Jo Payne
Policy & Performance Officer
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Open

Data Quality Policy

1. Summary

- 1.1 To inform Members of the updated Data Quality Policy and User Guidance and raise awareness of Data Quality.

2. Background

- 2.1 The original Council's Data Quality Policy was adopted in August 2007. The aim of the Policy is to set out a clear framework for maintaining and improving high levels of data quality within Wyre Forest District Council.
- 2.2 Data is regarded as 'high quality' if it is:
- Correct and accurate
 - Comprehensive (i.e. all data is captured)
 - Valid (in a format which conforms to Council and national standards)
 - Available when needed
 - Stored securely, yet is accessible to those who need it
- 2.3 Data Quality is assessed annually against a set of Key Lines of Enquiry by the Audit Commission and is reported in the Annual Audit & Inspection Letter (AAIL). The last AAIL for 2007/08 stated:
- 'There have been improvements in some aspects of arrangements, in particular responsibility for data quality has been more clearly defined and we assessed overall arrangements as adequate. Recent data quality guidance needs to be rolled out, staff trained and compliance monitored. The data quality action plan identifies a need for awareness raising sessions for staff and members but these have not yet been held.'

3. Key Issues

- 3.1 It is important that all data we produce is of high quality as it is used to monitor and assess our performance both internally and externally by our Auditors. It is also used to inform Business Planning and to support our decision-making processes.
- 3.2 The Data Quality Policy, including an Action Plan has been updated to reflect comments from the AAIL and changes to the Council's structure and processes (Appendix A).
- 3.3 A Data Quality User Guide which accompanies the Data Quality Policy has been developed to highlight the practical implication of the Policy (Appendix B).
- 3.4 Officers will be receiving Business Planning training in November 2009 and these sessions will be used to raise awareness of the Data Quality Policy and User Guide.

4. Options

- 4.1 That the Data Quality Policy and User Guide are noted.
- 4.2 That the Committee endorse future awareness raising sessions for Members.

5. Consultation

- 5.1 Corporate Development and Performance Management Officer Working Group.
- 5.2 Corporate Management Team.

6. Appendices

- 6.1 Appendix A. Data Quality Policy.
- 6.2 Appendix B. Data Quality User Guide.

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