

Data Quality Audit Action Plan

APPENDIX B

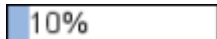

Governance & Leadership

Target	Code	Action Title	Action Note	Progress Bar	Due Date	Completed Date
GL1 The Council will consider re-writing job descriptions so that they incorporate data quality responsibilities.	1.1	Documentation already being produced to show data quality responsibilities for officers which will satisfy this recommendation.		<div><div>44%</div></div>	30/04/2009	
GL2 The Council should nominate a member lead for data quality.	2.1	Lead member to be identified	Discussions taking place with regard to the Chairman of Quality Services Committee being the Lead for Data Quality	<div><div>80%</div></div>	30/06/2009	
	2.2	Discussions/training to take place on Data Quality	Once agreement for Lead Member responsibility is agreed then training will be provided.	<div><div>0%</div></div>	30/09/2009	
GL3 Data Quality objectives to be set for the Council, individual departments &/ or functions& for any partnership arrangements	3.1	Set Data Quality objectives.	As the Data Quality Action Plan was not agreed until January 2009 these objectives will not be set until the review of the Corporate Plan is carried out.	<div><div>0%</div></div>	30/04/2009	
GL4 Develop a Data Quality Action Plan	4.1	Develop a Data Quality Action Plan	This has yet to be produced although all officers with some responsibility have now received the Data Quality Strategy to ensure they are aware of their responsibilities.	<div><div>0%</div></div>	30/04/2009	



Policies

Target	Code	Action Title	Action Note	Progress Bar	Due Date	Completed Date
P6 The Council's data quality policies need to given further emphasis to partnership working	6.1	Emphasis on Partnerships to be incorporated into the Data Quality Strategy.	Updates are taking place to be reported to MT at end of June 2009	<div><div>80%</div></div>	31/05/2009	

Systems & Procedures

Target	Code	Action Title	Action Note	Progress Bar	Due Date	Completed Date
SP8 Continue to consult end-users about their views on the Covalent system.	8.1	Extended use of Covalent to be introduced throughout the Council which will include consultation with end-users.	Although further progress has not been made many Covalent users have been given further training to help their understanding of the system and enable them to use it more fully.		30/04/2009	
SP9 Demonstrate how and when data received from third parties is validated and that it is secure	9.1	Revision to the Council's Data Quality Strategy.	Revisions taking place to be presented to MT at end of June 2009 and will include Partnerships		31/05/2009	

People & Skills

Target	Code	Action Title	Action Note	Progress Bar	Due Date	Completed Date
P&S11 Ensure that arrangements are in place with other partner organisations are sufficient to identify any data sharing issues.	11.1	Include in the Partnership Protocol arrangements to identify any data sharing issues with partners.	Work on this area being carried out by the Executive Director.		30/09/2009	
P&S10 Data quality targets to be set for all appropriate officers	9.1	Revision to the Council's Data Quality Strategy.	Revisions taking place to be presented to MT at end of June 2009 and will include Partnerships		31/05/2009	
P&S12 Ensure that staff are made aware when data quality performance notifications are available on Covalent						
P&S13 Ad-hoc training given to individuals should be documented to identify data quality issues which need to be addressed						

Target	Code	Action Title	Action Note	Progress Bar	Due Date	Completed Date
P&S14 Future data quality resource and skill requirements should be assessed so that training requirements can be identified.	14.1	Training requirements are identified at appraisals.	Difficult to assess the need here as we do not get a list of training identified as part of the appraisal process. Discussions are being held with Northgate to agree a way forward.	<div>0%</div>	30/04/2009	
	14.2	Member data quality training will be discussed with the Member lead once identified	Lead member still being discussed	<div>0%</div>	30/04/2009	

Data Use & Reporting

Target	Code	Action Title	Action Note	Progress Bar	Due Date	Completed Date
DUR15 Further Internal Audit checks should take place to ensure that all performance indicators are supported by a sufficient audit trail.	15.1	Documentation to be produced to show data quality responsibilities for officers		<div>0%</div>	31/05/2009	
DUR16 Agree a process for verifying third party data	9.1	Revision to the Council's Data Quality Strategy.	Revisions taking place to be presented to MT at end of June 2009 and will include Partnerships	<div>80%</div>	31/05/2009	