

## Data Quality Action Plan 2007/08

Action	Responsibility	Comments	Date	Status Update
Provide briefings on data quality to Members of the Audit Committee. (R1)	Sarah Dobson/ Gary Hall		Ongoing	A briefing has been arranged on the 17 <sup>th</sup> January 2008.
<p>To strengthen arrangements for planning and monitoring improvements in data quality:</p> <ul style="list-style-type: none"> <li>Develop the action plan component of the current data quality strategy as a separate and formal strategy which sets out objectives for improving data quality, agreed in conjunction with services areas and supported by specific targets.</li> <li>Provide periodic reports on the progress on implementing the strategy to the Audit Committee. (R2)</li> </ul>	Sarah Dobson/ Gary Hall		Ongoing	<p>17<sup>th</sup> January 2008</p> <p>Update paper</p>
<p>In revising the data quality strategy develop the policy component as a separate document to provide more detail for service areas on requirements for each stage of data collection, collation and reporting. This should include:</p> <ul style="list-style-type: none"> <li>Greater clarity on arrangements that need to be put in place for ensuring the quality of data for third parties</li> <li>The checks and reviews of data validity expected to be undertaken in service areas (R3)</li> </ul>	Sarah Dobson		Jan 2008	<p>Briefings have been given to strategy group and key officers on arrangements for third party reporting.</p> <p>Meetings have been held with directors to identify all instances of third party reporting.</p>

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Strengthen internal processes for ensuring data quality by: <ul style="list-style-type: none"> <li>Agreeing and implementing a programme of periodic reviews of the security of Performance Plus.</li> <li>Investigating the potential for integrating service based systems with Performance Plus as part of the data quality strategy and ensuring that any actions identified by this review are reflected in the implementation plan. (R4)</li> </ul>	Sarah Dobson			
Strengthen arrangements for ensuring the quality of data provided by third parties by: <ul style="list-style-type: none"> <li>Undertaking a systematic review of all instances of data sharing</li> <li>Ensuring that the arrangements, as set out in the data quality policy, are in place for instances of data sharing. (R5)</li> </ul>	Sarah Dobson Directors		Jan 2008	All instances of data sharing have been mapped and protocols have been produced for the majority, with ongoing work to produce the remaining instances.
Put arrangements in place which <ul style="list-style-type: none"> <li>Systematically identify all new starters with responsibility for data quality.</li> <li>Ensure that new starters for data quality consistently receive appropriate training within an agreed period of their start date with the Council.</li> </ul>	Sarah Dobson			A new dialogue has been developing which identifies new starters with data quality responsibilities. These are then flagged up to policy and performance who then identify training needs.
As part of personal development reviews for relevant staff, include: <ul style="list-style-type: none"> <li>Data quality objectives that link to the objectives defined in the data quality strategy</li> <li>An assessment of progress/performance against these objectives in subsequent reviews. (R7)</li> </ul>	Sarah Dobson/ Rik Sterken			
Improve the survey packs issued to Neighbourhood Officers at the start of each BVPI199 survey period by including: <ul style="list-style-type: none"> <li>Guidance on the number of transects by land use type</li> </ul>	Chris Sinnott/ Simon Clark			

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<p>they will have to review in their neighbourhoods within that survey period.</p> <ul style="list-style-type: none"> <li>A reminder of the need to ensure even distribution of reviews throughout the week and avoid weekends.</li> </ul>				
Develop a two page short guide to the steps to take to ensure good data quality	Sarah Dobson		Jan 2008	
Undertake data quality spot checks on a quarterly basis	Directorate Data Quality Leads Sarah Dobson/ Dawn Highton		Ongoing	Ongoing
Revise the data quality strategy	Sarah Dobson		Jan 2008	Underway
Develop detailed procedures for all Community and Corporate Strategy Indicators	Sarah Dobson/ Chris Sinnott/ Claire Thompson/ Directors		Jan 2008	Underway