

**Meeting: AUDIT COMMITTEE**

Agenda Item:

**Date: 17 March 2009**

**7**

## **DATA QUALITY ACTION PLAN PROGRESS REPORT**

Author - Emma Barron                      Ext No. 2928  
Contributors - Elaine Wright              Ext No. 2192  
Lead Officer - Celia Twomey              Ext No. 2456  
Contact Officer - Elaine Wright          Ext No. 2192

### **1 PURPOSE**

To advise Members of progress made against the actions set out in the Data Quality Action Plan as appended to this report.

### **2 RECOMMENDATION**

- 2.1 That Members of the Audit Committee note the progress made against the actions set out in the Data Quality Action Plan.

### **3 BACKGROUND**

- 3.1 The Audit Commission developed a new approach to the audit of performance indicators from 2005/06. The approach was revised slightly from 2006/07 and comprised three stages:
1. A review of overall management arrangements to secure data quality
  2. An analytical review of BVPI and non-BVPI data
  3. Spot checks of particular BVPIs for data quality.
- 3.2 Data quality management arrangements were assessed against key lines of enquiry over five themes:
- Governance and leadership
  - Policies
  - Systems and processes
  - People and skills
  - Data use and reporting.

- 3.3 The analytical review of data assesses whether performance results are within expected ranges.
- 3.4 Data quality spot checks are completed for a selection of indicators to determine whether arrangements to secure data quality are delivering in practice.
- 3.5 In 2006/07 data quality spot checks were completed for indicators relating to Decent Homes and composted waste.
- 3.6 The outcome of the audit contributes to the auditor's conclusion on arrangements to secure value for money and informs the Use of Resources assessment.
- 3.7 The Audit Commission report received for 2006/07 concluded that the Council's overall management arrangements for securing data quality are performing well.
- 3.8 As a result of the audit, the Audit Commission identified the Council's strengths and areas for improvement.
- 3.9 An Action Plan addressing the recommendations in the report was agreed with the Audit Commission and reported to Members of this Committee on 17 March 2008.
- 3.10 At the Audit Committee meeting on 17 March 2008, officers agreed to monitor the Data Quality Action Plan on a monthly basis and report progress to the Committee on a six-monthly basis.
- 3.11 Progress against the Data Quality Action Plan to August 2008 was reported to the Audit Committee on 23 September 2008.

## **4 REASONS FOR RECOMMENDED COURSE OF ACTION AND OTHER OPTIONS**

- 4.1 The action plan at Appendix A reports progress to the end of February 2009 and sets out:
  - The recommendations made by the Audit Commission
  - Priority assigned by the Audit Commission
  - A reference to the appropriate Data Quality Objective of the Council
  - Actions agreed to address the recommendations, with responsible officer assigned
  - Milestone for completion and progress to end February 2009.
- 4.2 At the next Audit Committee in the new financial year, a new Action Plan will be presented. Any outstanding actions will be carried forward to the new plan.

## **5 IMPLICATIONS**

### **5.1 Financial Implications**

There are no direct financial implications within the recommendations of this report.

## **5.2 Legal Implications**

There are no legal implications to the report recommendations.

## **5.3 Policy Implications**

The Data Quality Review contributes to the Audit Commission conclusion on arrangements to secure value for money and informs the Use of Resources assessment.

## **5.4 Other Corporate Implications**

Arrangements to secure data quality require explicit referral in the Council's Corporate Plan.

## **5.5 Other Implications**

Delivery of the Data Quality Action Plan will require the commitment of all services.

## **BACKGROUND DOCUMENTS**

- Stevenage Borough Council Data Quality Policy
- Audit Commission Data Quality Report (2006/07 data)

## **APPENDICES**

- [Appendix A: Data Quality Action Plan](#) (attached)