

## Revised Data Quality Action plan for CYC

## Annex 3

Action	Responsible	Dead-line	Success Factors	Progress
Approve Draft Data Quality Policy	CMT	July 08	Agreed approach for the council	Complete
Consultation with Audit Commission	Performance & Business Assurance (PaBA)	Aug 08	Identify areas of improvement	Complete
Establish DQ Toolkits and Guidance	PaBA /POG Officers/Internal Audit	Oct 08	Useable toolkits for system integrity and identifying risk	Complete
Reports to DMT/EMAP on their approach to DQ including risk assessments.	POG officers	Oct 08	Recommendations by each directorate to improve data quality	Complete
Carry out Systems Integrity Checks	PaBA Team	Jan 09	Suggested areas of improvement for Council Systems	Guidance and self-assessment tool complete. Still ongoing
Integrate data quality within the Performance Management Framework	PaBA	April 09	Embed DQ arrangements in new reporting framework	Complete
Identify High Risk Indicators for 2009 Audit	PaBA/POG	April 09	Enables Internal Audit to target correct indicators	Complete
Policy Sign Off – after initial draft roll out in 2008.	Executive	May 09	Member engagement in process	Complete
Review the Roles and Responsibilities of Key Stakeholders	CMT	Dec 09	Roles and Responsibilities align across the council	
Review all National Indicators against the Self Assessment Matrix	PaBA /POG officers	Dec 09	All National Indicators Assessed	TBA
Design and Deliver Training	PaBA /POG officers	Ongoing	All stakeholders develop clear and concise understanding of their role and responsibilities with regards to DQ and Performance Management	Initial training taken place through Performance Officer Group. Further work to be done in 2009
Develop Information Sharing Protocols with Partners	PaBA /POG officers	March 10	Arrangements in place to share data in a timely and efficient way	Initial arrangements need to be reviewed further
Implementing Performance Management System	PaBA /POG officers	Delayed	Using one system to report data reducing errors with DQ	Delayed until further work done with efficiency review
Review arrangements with Partners	PaBA /POG/LSP	Delayed	Implementation of Web based PMS	