

	Finance and Audit Scrutiny Committee – 28th September 2009	Agenda Item No.
Title	Data Quality Update	
For further information about this report please contact	Maxine Gregory Improvement & Performance Tel 01926 456854 Maxine.Gregory@warwickdc.gov.uk	
Service Area	Chief Executive	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	17.3.09 Minute 867 Audit & Resources Scrutiny Committee, agenda item 9.	
Background Papers	2.12.08 Minute 608 Audit & Resources Scrutiny Committee, agenda item 7. 2.9.08, Minute 362 Audit & Resources Scrutiny Committee, agenda item 9. 3.6.08, Minute 118 Executive Agenda, agenda item 14 (B)	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No

Officer/Councillor Approval		
With regard to officer approval all reports <i>must</i> be approved by the report authors' relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
Officer Approval	Date	Name
Chief Executive		Chris Elliott
CMT		Bill Hunt and Andrew Jones
Section 151 Officer		Mike Snow
Legal	14.9.09	Peter Oliver
Finance	11.9.09	Marcus Miskinis
Portfolio Holder(s)		Cllr Les Caborn
Consultation Undertaken		
Please insert details of any consultation undertaken with regard to this report. Consultation with Internal Audit to agree new responsibilities		
Final Decision?	Yes/No	
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 This report provides an update the Data Quality Strategy and its associated action plan.

2. **RECOMMENDATIONS**

- 2.1 That Members note the current position regarding progress in strengthening Data Quality at Warwick District Council and the progress regarding the action plan.
- 2.2 That Members agree the changes in responsibilities included in the revised action plan.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 At the meeting in March 2009, Members of the Audit and Resources Scrutiny Committee agreed monitoring arrangements. These arrangements included a request to receive 6 monthly updates on the progress of data quality at WDC.
- 3.2 The Improvement and Performance Team and Internal Audit Manager have agreed some changes to certain responsibilities. These changes will ensure greater accountability for this work and that efforts between these two teams are not duplicated. Internal Audit's involvement will provide the organisation with a more pragmatic, achievable and robust approach to ensuring effort and focus is in the most appropriate places when it comes to data quality.

4. **ALTERNATIVE OPTION CONSIDERED**

- 4.1 None, the report has been specifically requested and is part of the committee's agreed work plan for this meeting.
- 4.2 That we continue with the existing action plan without the assistance and expertise from our Internal Audit colleagues. This may mean greater risk that we do not achieve everything in the action plan.

5. **BUDGETARY FRAMEWORK**

- 5.1 There is no impact on the budgetary framework as work in this area falls within core management arrangements and does not call on any specific budget resources.

6. **POLICY FRAMEWORK**

- 6.1 The implementation of the Data Quality Strategy and Action Plan are in accordance with the Council's current policy framework and forms a key role in current and future audit and assessment activity.

7. **BACKGROUND**

7.1 **Action Plan:**

The Data Quality action plan and monitoring arrangements were agreed by the Audit and Resources Scrutiny Committee in March 2009. Since then, the action plan has continued to progress. A copy of the updated action plan – appendix one, details this progress to date. However, for ease the main points are detailed below:

7.2 Actions 4 and 5 have slipped. Although previous attempts were made to bring the require people together, due to cancellations, this meeting will now take place 21.9.09. Following this, data sharing protocol should be able to progress. When the data sharing protocol is agreed, action 6 will be able to progress too.

All other actions remain on target, on schedule or in progress.

7.3 **Responsibilities and monitoring arrangements:**

Internal Audit has agreed to monitor Service Areas adherence to data quality arrangements as part of their 3 year rolling audit plan. This will include checks such as sampling of performance data results against data quality templates.

7.4 In addition, Internal Audit will carry out a full 'system' audit by the end of 2009. This will ensure, among other things, the robustness of the monitoring arrangements and that the action plan continues to be relevant.

7.5 Audit & Resources Scrutiny Committee will continue to retain the role of member overview to ensure officers are appropriately challenged and action plans adhered to. Unless there are other significant events to report, the next update report will be provided in March 2010.