

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Mandatory	(a) Be entirely within cabinet's powers to decide	YES	
		(b) Need to be recommendations to Council	NO	
N/A		(c) Be partly for recommendations to Council and partly within Cabinets powers	NO	
Lead Member: Cllr Nick Daubney E-mail: Cllr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Debbie Gates E-mail: Debbie.gates@west-norfolk.gov.uk Direct Dial: 01553 616605		Other Officers consulted: Management Team, Policy, Personnel and Performance Manager		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment NO	Risk Management Implications YES

Date of meeting: 28 February 2017

DATA QUALITY POLICY STATEMENT AND STRATEGY

Summary

This report presents to Cabinet an updated 'Data Quality Policy Statement and Strategy' which is for use across the authority.

Data of good quality ensures a solid foundation for decision making processes and having such a policy / strategy document forms part of the Council's governance arrangements.

The document was last reviewed in 2012 and following the change to portfolio areas during 2016/17 and the adoption of the Corporate Business Plan it is right to review and refresh it. **There has been only one change to the policy statement itself;** this is the addition of an extra piece of legislation that the Council is bound by. For this reason, the refresh of the Policy Statement will not need to be taken to Full Council.

Some changes have been made to the strategy to reflect current practice, the updated Corporate Business Plan and changes to role titles. A 'tracked changes' version of the document is attached for ease of reference.

Recommendation

1. It is recommended that the attached Data Quality Policy Statement and Strategy, dated February 2017 be agreed by Cabinet.
2. It is recommended that delegated authority be given to the Executive Director, Central and Community Services, in conjunction with the Portfolio Holder for Systems and Economic Development to agree changes / updates in future years.

Reason for Decision

To ensure the Council has in place a policy statement and strategy which outlines its approach, confirms its understanding of the importance of data quality and demonstrates its commitment to being consistent in its management of data quality within the organisation and in partnership with others.

1.0 Background

- 1.1 The Council has had a Data Quality Strategy in place since 2006.
- 1.2 Data of good quality ensures a solid foundation for decision making processes and having such a policy / strategy document evidences that the Council understands the importance of data quality and is committed to adhering to the 7 principles of data quality.
- 1.3 Having a policy statement and strategy in place forms part of the Council's governance arrangements. The document shows that the Council understands the importance of data quality and is committed to it.

2.0 Scope

- 2.1 The Data Quality Policy Statement and Strategy covers all data and information within the Council, not just specifically performance data. The Strategy highlights that whilst ultimate responsibility for data quality lies with the Executive Director, Central Services and the Portfolio Holder for Systems and Economic Development, data quality is in fact the responsibility of every member of staff entering, extracting or analysing data from any of the Council's systems.

3.0 The Policy Statement

- 3.1 The Policy Statement is a one page statement which was adopted by Full Council in April 2012. It outlines that the Council understands the importance of data quality and is committed to being consistent in its management of data quality within the organisation and in partnership with others, ensuring that the data produced adheres to the 7 principles of data quality.
- 3.2 There has been only one change to the policy statement itself; this is the addition of an extra piece of legislation that the Council is bound by – the Privacy and Electronic Communications Regulations 2003. For this reason, the refresh of the Policy Statement will not need to be taken to Full Council.

4.0 The Strategy

- 4.1 The Strategy covers aspects of data quality which are already in place, but reaffirms the requirements and highlights the standards which underpin good quality data. It also outlines how the Council will ensure these standards continue.
- 4.2 Reporting accurate information is important for informed decision making and performance reporting. Good quality data and presentation is essential since it provides information on which Councillors, staff and external stakeholders rely.

- 4.3 The document will be available to all Councillors and staff on Insite (the Council's intranet).

5.0 Policy Implications

- 5.1 The Policy is a one page statement within the document which states the Council's policy position on the issue. It was adopted by Council in April 2012. It outlines that the Council understands the importance of data quality and is committed to being consistent in its management of data quality within the organisation and in partnership with others, ensuring that the data produced adheres to the 7 principles of data quality.
- 5.2 No changes have been made to the actual Policy Statement since its adoption in April 2012, although one additional piece of legislation has been added. This makes no material change to the Council's policy position.
- 5.3 The document will underpin the Corporate Business Plan and Performance and Corporate Monitoring reports.

6.0 Financial Implications

- 6.1 There are no financial implications, the attached refreshed document is building on existing good practice in place across the authority.

7.0 Staffing Implications

- 7.1 Where applicable, responsibilities around the quality of data are contained within Job Descriptions.

8.0 Statutory Considerations

- 8.1 The Data Quality Policy Statement and Strategy provides assurance that we are meeting our statutory duty to continuously improve our services.

9.0 Equality Impact Assessments (EIA)

- 9.1 As there is no change to the Council's policy position, an Equality Impact Assessment is not required.

10.0 Risk Management

- 10.1 The Data Quality Policy Statement and Strategy assists the Council to manage the risks associated with poor quality data. Having robust arrangements in place to ensure data is accurate, timely and readily available, will allow managers and Councillors to make informed decisions.

11.0 Background Papers

2012 Data Quality Strategy (Cabinet in April 2012)