

DATA QUALITY ACTION PLAN AND PROGRESS REPORT

1. Executive summary

- 1.1 The purpose of this report is to provide Audit and Risk Management Committee with Wirral's Data Quality Action Plan and progress against actions within the plan at the second quarter.

2. Background

- 2.1 In 2008 the Audit Commission carried out an assessment of the Wirral Council's data quality arrangements for 2007/2008. These findings were reported to Audit and Risk Management Committee on January 26th 2009. It was agreed by Cabinet on April 9th 2009 that a comprehensive Data Quality Action plan would be developed and reported to Corporate Improvement Group and Audit and Risk Management Committee on a quarterly basis. Progress against the Data Quality Action Plan was reported to Audit and Risk Management Committee at the first quarter on 29th June 2009.

3. Data Quality Action Plan

- 3.1 The Data Quality Action Plan has been developed to address the Audit Commission's recommendations. This action plan also includes recommendations made by the council's own internal audit function during 2007/08 and any outstanding recommendations made by the Audit Commission in 2006/07 where appropriate. The Audit Commission's 2008 recommendations can be found in Appendix 1.

4. Action plan progress at the Second Quarter

- 4.1 The following table shows relevant actions from the Data Quality Action plan and progress made against them as at 7th September 2009:

Rec No	Action	Date	Status
R1, R2	Refresh Terms of Reference for Performance Management Group and Corporate Improvement Group	March 2009	Completed

Rec No	Action	Date	Status
R1, R2, R4,	Refresh Data Quality Policy	Awaiting sign off.	In Progress
R1, R7, R10, R11	Complete performance indicator reviews for national indicator set and local indicators able to be reviewed at this stage.	August 09	Completed
R1, R3	Analyse PI reviews; escalate issues to Internal Audit; develop 'Common Themes' action plan including the development of a PI for monitoring data quality improvements.	November 09.	In progress
R1, R2, R5	Quarterly reporting on Data Quality Action plan and cascading messages through Departmental Management Teams	2 nd Report Sept 09.	Completed
R2	Create Partnership Data Quality Agreement and make available on LSP website.	Awaiting sign off by LSP Executive.	In Progress
R3, R8	Evaluation of all Council systems used to calculate PIs and the implementation of any Internal Audit recommendations	This was done through the PI reviews conducted in August 09.	Completed
R4	Chief Officers are requested to ensure that data quality features in KIE reviews for all responsible and calculating officers.	April 2009	Completed
R5	Support the roll out of the Data Quality Workshop, and identification of communication channels and best practise to share from each department.	Workshops held Mid-June 2009.	Completed
R6	Analyse scrutiny and cabinet dates and consider the possibility of making reports available earlier via the virtual server.	March 2009	Completed
R8, R9, R11	Review previous Internal Audit Reports to ensure any previous recommendations have / will be carried out.	March 2009	Completed

5. Data Quality Assessment 2008/09

- 5.1 The Use of Resources element of the Council's organisational assessment of CAA will be partly informed by an assessment of our data quality arrangements for 2008/09. Data quality will feed into the Key Line of Enquiry (KLOE) 2.2 "Data Quality and Use of Information" under the "Governing the Business" theme.

6. Financial implications

- 6.1 There are no immediate financial implications for Wirral resulting from this report.

7. Staffing implications

- 7.1 There are no staffing implications for Wirral resulting from this report.

8. Equal Opportunities implications

- 8.1 There are no equal opportunities implications for Wirral resulting from this report.

9. Community Safety implications

- 9.1 There are no community safety implications for Wirral resulting from this report.

10. Local Agenda 21

- 10.1 There are no environmental implications for Wirral resulting from this report.

11. Planning implications

- 11.1 There are no planning, land use etc. implications for Wirral resulting from this report.

12. Anti-poverty implications

- 12.1 There are no implications for people from deprived communities in Wirral resulting from this report.

13. Social inclusion implications

- 13.1 There are no implications that will potentially exclude individuals or groups from accessing services resulting from this report.

14. Local Member Support implications

- 14.1 There are no local member support implications arising from this report.

15. Background Papers

- 15.1 The following background papers were used in the preparation of this report:-
- Data Quality Report – Audit 2007/2008 - Audit Commission January 2009
 - Data Quality Report – Audit and Risk Management Committee 26th January 2009
 - Data Quality Report – Cabinet 9th April 2009
 - Data Quality Action Plan and Progress Report 29th June 2009.

16. Recommendations

- 16.1 Audit and Risk Management Committee note the progress against the Data Quality Action Plan at the second quarter.

J. WILKIE

Deputy Chief Executive/Director of Corporate Services

This report was prepared by Sarah Risnes, who can be contacted on 0151 691 8149.