

### Data Quality Action Plan

Recommendation Number	Action	Lead	Date	Status
R1a, R2a,b	Refresh Terms of Reference for Performance Management Group and Corporate Improvement Group	Performance Management Group & Corporate Improvement Group	March 2009	In Progress
R1a,b,d, R2a,b,c R4	Refresh Data Quality Policy	Corporate Performance Team	March 2009	In Progress
R1b, R7, R10, R11	Complete performance indicator (PI) reviews for national indicator set and local indicators	Performance Management Group	NI Set May 09	In Progress
R1b	Analyse PI reviews; escalate issues to Internal Audit; develop 'Common Themes' action plan including the development of a PI for monitoring PI reviews	Performance Management Group / Corporate Performance Team	June 09	Awaiting completion of PI reviews
R1a,c, R2	Quarterly reporting on Data Quality Action plan and cascading messages through Departmental Management Teams	Performance Management Group / Corporate Performance Team	1 <sup>st</sup> Report June 09	Planned

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R2	Create Partnership Data Quality Agreement and make available on LSP website	Performance Management Group / Corporate Performance Team	June 2009	In Progress
R3, R8	Evaluation of all Council systems used to calculate PIs and the implementation of any Internal Audit recommendations	Internal Audit / Corporate Performance Team	June 2009	In Discussion
R4	Chief Officers are requested to ensure that data quality features in KIE reviews for all responsible and calculating officers.	Corporate Performance Team / Human Resources	April 2009	In Progress
R5	Support the roll out of the Data Quality Workshop, and identification of communication channels and best practise to share from each department.	Performance Management Group / Corporate Performance Team	June 2009	Planned
R6	Analyse scrutiny & cabinet dates and consider the possibility of making reports available earlier via the virtual server.	Corporate Performance Team	March 2009	In Progress
R8, R9, R11	Review previous Internal Audit Reports to ensure any previous recommendations have / will be carried out	Performance Management Group / Corporate Performance Team	March 2009	In Progress