



## Appendix One

### Wirral Local Strategic Partnership: Data Quality Agreement

#### Purpose

This document outlines Wirral's Strategic Partnership's agreement for the quality and accuracy of all data shared and used to support the partnership.

#### Context

The Wirral Local Strategic Partnership (LSP) brings together the key stakeholders operating in Wirral. The aim of the LSP is to bring together these key people to represent their organisations and discuss strategic issues that affect the area. In delivering the vision for a more prosperous and equal Wirral, enabling all communities and people to thrive and achieve their full potential, Wirral LSP relies upon a range of data and information produced by a number of organisations. This information is used to inform decision making by partners, plan for the future and monitor service delivery. Consistent, high quality, timely and comprehensive information is therefore vital to secure the delivery of improved outcomes in line with the vision for Wirral.

Performance information is also increasingly being used by external bodies to assess our performance, often as an alternative to inspection. This is causing external bodies to place a bigger emphasis on data quality as inspectorates need to ensure that the data used for this purpose is accurate.

The Wirral Local Strategic Partnership Data Quality agreement sets out the Partnership's approach to Data Quality clarifies the partnership's data quality requirements and sets out clearly what is expected of whom. It outlines the approach needed to ensure all provide the highest possible standard of data. The agreement recognises the importance of producing reliable and accurate data and the risks associated with poor data quality (e.g. decisions may be based upon inaccurate information; resources wasted; and poor performance could go unreported and uncorrected).

Wirral Local Strategic partnership is therefore committed to ensuring that a consistent approach is applied across each partner organisation and high standards of data quality are maintained.



**The Agreement:**

Data quality is the responsibility of every member of the partnership entering, extracting or analysing data from any of the partnership's information systems. Each partner should be aware of his or her responsibilities with regard to data quality. It is vital that all members of the partnership are open and willing to share information in good faith.

The commitment to data quality should be communicated clearly throughout the partnership. Partners are responsible for this communication within their own organisations.

Each partner agrees to the following principles:

**Accuracy:**

- Responsibility for ensuring data is sufficiently accurate and reliable lies with the organisation involved in the collection, recording, reporting and analysis of the data. Our overall aim is to get it right first time. Partners endeavour to limit the use of manual intervention to produce information to increase accuracy.
- Performance indicator outturns are supported by clear evidence to demonstrate their accuracy and a clear set of working papers, and are signed off at a senior level.

**Validity:**

- All partners will ensure that the data produced is recorded and used in compliance with the relevant requirements, including the correct definitions and rules. Responsibility for data quality is clearly assigned within individual organisations as necessary, and everyone understands their role. Each PI has a named officer or officers who are responsible for collecting and reporting the information to ensure consistency.
- Staff at all levels recognise why data quality is important, and procedure notes and training are used to ensure staff are able to correctly collect and record data. Each partner is responsible for the data quality of the information from their organisation.

**Reliability:**

- All partners will ensure that they have stable and robust collection and monitoring systems in place, and that these operate according to the principle of right first time. Partners will proactively review arrangements for producing performance data and report and remedy any deficiencies.

**Timeliness:**

- All partners will ensure that all data is reported in accordance with the set deadlines e.g. at the end of the month/quarter/year as agreed, to ensure that data is readily available to influence partners' decision making.

**Relevance:**

- All partners will ensure that the data produced is relevant and "fit for purpose".



### Completeness:

- The partnership recognises that missing, incomplete or invalid records distort information and do not give a fair picture. All partners will therefore ensure that all relevant data is captured.

### Legality:

- There is an assumption that data are shared with or made available to partners and the public unless legal restrictions prevent this. Data is held securely and used and shared in compliance with all legal requirements. Where there are legal issues which need to be addressed e.g. if the data is of a personal nature – partners will seek legal advice to ensure proper arrangements are put in place. Where relevant partnership data is not shared, there is clarity about why this is the case e.g. data security or confidentiality constraints.

### Other:

- All partners agree to performance data provided by their organisation being subject to verification as part of Wirral Council's PI Review process to ensure accuracy, validity, relevance and completeness.
- Partners take appropriate action to identify and address any weaknesses regarding Data Quality. They agree to keep each-other informed of identified issues and of how these are being addressed.
- Partners can provide assurance that processes which supply information to the council through partnership arrangements are secure.
- The partnership uses the principle of "COUNT" (collect once, use numerous times) to underpin data collection and storage. Information input into the Performance Information Management System (PIMS) is done so on the understanding that it has been "signed off" by relevant senior officers and is appropriate to be shared with the public.
- Partnerships consider risks to securing data quality as part of their risk management arrangements, and take appropriate action to manage any risks identified.
- Partners will ensure that they have adequate arrangements in place to promote data quality, including a named individual as a Data Quality Champion, responsible for ensuring the quality, accuracy and timeliness of data.



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**Wirral Local Strategic Partnership:**  
**Data Quality Agreement**

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Organisation Name.....

Officer Name.....

The data supplied to Wirral Local Strategic Partnership meets the criteria outlined above.

Signed..... Date.....