

## GOVERNANCE COMMITTEE

*28<sup>th</sup> January 2014*

### REPORT OF HEAD OF COMMUNICATIONS

#### REFRESHED DATA QUALITY POLICY

##### **1.0 PURPOSE OF REPORT**

1.1 To provide for a refreshed Data Quality Policy.

##### **2.0 RECOMMENDATIONS**

**2.1 That the refreshed Data Quality Policy be adopted.**

**2.2 That the Head of Communications be given delegated authority to ensure the future revision of the Policy documents in line with legislation and best practice.**

##### **3.0 KEY ISSUES**

3.1 The Council's original Data Quality Policy ensured compliance with the requirements of performance reporting in relation to the Comprehensive Area Assessment (CAA) and the National Indicator Set, but has needed refreshing to take account of changes from central government in relation to localism, transparency and the abolition of the CAA reporting regime.

3.2 The refreshed Policy also incorporates developments in the Council's partnership working with county and national partners.

##### **4.0 POLICY AND CORPORATE IMPLICATIONS**

4.1 The refreshed Policy will ensure that elected Members' wishes to have a corporately aligned performance reporting system, developed through the Performance Management Information Task Group (PMITG), are kept in step with legislative, regulatory, and partnership requirements.

##### **5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

5.1 There are no specific implications for financial and other resources of adopting a refreshed Framework.

##### **6.0 LEGAL IMPLICATIONS/POWERS**

6.1 Adopting the refreshed Policy will ensure that the Council's documentation correctly describes its current data quality requirements and processes. There should not be any specific legal implications or issues around powers.

##### **7.0 COMMUNITY SAFETY**

7.1 There are no community safety issues directly arising from this report.

##### **8.0 EQUALITIES**

8.1 There are no specific issues in relation to Equalities.

**9.0 RISKS**

9.1 The risk of not adopting the refreshed Policy would mean that the current data quality system and practice were not described and available to officers, elected Members, or the Council’s auditors, and would therefore hinder compliance with the current data quality requirements of the Council.

Probability



Very High A				
High B				
Significant C			1	
Low D		2		
Very Low E				
Almost Impossible F				
	IV Negligible	III Marginal	II Critical	I Catastrophic

Impact →

Risk No.	Description
1	Not adopting the refreshed Policy will leave the Council open to increased risk of non-compliance
2	Adopting the refreshed Policy will significantly reduce the risk of non-compliance

**10.0 CLIMATE CHANGE**

10.1 There are no climate change issues directly arising from this report.

**11.0 CONSULTATION**

11.1 Consultation on the refreshed Policy is not a requirement. Once adopted, it can be publicly available, and also meet the requirement of ‘digital by default’.

**12.0 WARDS AFFECTED**

12.1 All wards are potentially affected.

Contact Officer: Stewart Tiltman, Performance & Information Management Officer  
 Date: 6<sup>th</sup> January 2014  
 Appendices: 3  
 Background Papers: N/A  
 Reference: