

DATA QUALITY AWARENESS TRAINING – PROGRESS REPORT

1 SUMMARY AND INTRODUCTION

- 1.1 The Audit Committee approved a revised Data Quality and Records Management Policy in July 2007 to explicitly state the importance of the accuracy and quality of the data used by the Council.
- 1.2 The complementary Data Quality Strategy and Action Plan required that training should be given to all staff to emphasise the importance of the Council's performance in data collection, handling, storage, retrieval, use of information and communication.
- 1.3 This report provides an update on the progress made with the Data Quality Awareness Training Programme, which was reviewed at the previous meeting of the Audit Committee in September.

2 PROGRESS WITH THE DATA QUALITY TRAINING PROGRAMME

- 2.1 The Data Quality Awareness Training Programme has now been completed. Completion dates for each division are shown below:-

Senior Management Team	8/8/07
Human Resources	25/9/07
Corporate Policy	7/11/07
Legal Services	27/11/07
Information & Customer Services	8/10/07
Financial Services	1/10/07
Audit & Performance Management	11/9/07
Community Services	13/11/07
Environmental Services	18/10/07
Planning & Transportation	25/10/07

- 2.2 A further progress report covering the full Data Quality Action Plan is to be made to the Audit Committee in March 2008, and at six monthly intervals thereafter. Any further Data Quality training needs will be identified when the next progress report is produced for the March committee.

3 RISK IMPLICATIONS

- 3.1 Accuracy of data is fundamental to sound decision-making and the formulation of policy. Failure to assure our data quality could therefore have significant impact on the Council's ability to correctly define its policies and strategies or deliver against its objectives.

3.2 The implementation of the Data Quality Strategy and Action Plan will minimise data quality errors and thus mitigate any potential strategic, operational, reputational or regulatory consequences.

3.3 Failure to implement the Data Quality Strategy and Action Plan will mean that the Council's overall score in future Data Quality assessments will be at risk.

4 LEGAL IMPLICATIONS

4.1 The Data Quality and Records Management Policy and the Data Quality Strategy and Action Plan assist the Council in meeting its obligations under the Data Protection Acts 1984 and 1998 and the Freedom of Information Act 2000.

5 RECOMMENDATION

5.1 It is proposed that the Committee **RESOLVES**

That completion of the initial Data Quality Training Programme be noted.

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Background Papers: -

None

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