

## Data Quality Strategy Action Plan

## Appendix 2

Outcome 1: Data is accurate and reliable on which to base policies and decisions					
Objective (s)	Project	Activities	Completion date	Lead officer	Progress
1.4 Ensure that appropriate systems are in place for the collection, recording, analysis and the reporting of the data is used to monitor performance.	Ensure compliance with Data Protection Act and the Council's Data Protection Policy and Procedures.	Establish a formal process for the periodic testing of local practices for a sample of business units. Subsequent reviews should assess the effectiveness of these controls.	April 2009	Ian Christie Anita Hunt	
		Establish process to monitor and assess the adequacy of the procedures in place at third party service providers with regard to the management and storage of confidential data.			
1.5 Develop effective validation procedures to ensure the accuracy of data used in reported performance indicators.	Strengthen procedures to verify externally reported data	Complete self-assessments for all data submitted to external agencies. and quality assured by the Council's Performance team prior to submission	Ongoing	Margaret Gallagher, Christine Jorge, Sarah Barter, Neil Gage, Richard Hutton, Tony Michael, Leon Summers	
		Heads of Service sign self assessment forms.			
		Quality assure self-assessments	Ongoing	Margaret Gallagher / Richard Hutton	

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Outcome 2: There is clear accountability for good quality data – everyone recognises the need for good data quality and how they contribute to delivering it.					
Objective (s)	Project	Activities	Completion date	Lead officer	Progress
2.1 The council has clear data quality objectives and these are formally documented. 2.2. Responsibility for data quality is clearly defined 2.3 Ensure the responsibilities for achieving data quality are communicated clearly	Implement Data Quality Strategy	Revise Business planning guidance for 2009/10 to ensure data quality issues are addressed in each business plan and updated departmental risk registers.	January 2009	Dylan Todd	Complete
		Develop Council Data Quality Strategy	March 2009	Eve Pelekanos	Draft to CEMB 27/1/09
		Implement Data Quality Strategy Action Plan	From March 2009	Margaret Gallagher, Christine Jorge, Sarah Barter, Neil Gage, Richard Hutton, Tony Michael, Leon Summers	
2.4 Establish robust security arrangements for performance information systems	Develop formal Council-wide policies and procedures for	Publish Data Quality strategy on Harinet	March 2009	Richard Hutton	
		Carry out annual review of the Data Quality Strategy action plan Re-enforce the need for compliance at our quarterly performance management network.	December 2009	Eve Pelekanos/ Margaret Gallagher	
		Establish process to periodically review the policies and procedures and update these, where necessary, to reflect any changes in regulation or legislation.	Ongoing	Diana Edmonds (AD Archives, Museums & Libraries)	

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Outcome 2: There is clear accountability for good quality data – everyone recognises the need for good data quality and how they contribute to delivering it.					
Objective (s)	Project	Activities	Completion date	Lead officer	Progress
2.5 Ensure that data quality policies and procedures are followed by staff and applied consistently throughout the organisation	records management and data storage.	Publish up-to-date procedures relating to the Freedom of Information Act on Harinet	February 2009	Anita Hunt	
		Publish records management policy on Harinet	TBC	Diana Edmonds (AD Archives, Museums & Libraries)	
2.6 Specify standards for shared data or data supplied by third parties.	Develop a formal HSP data sharing protocol which specifies the responsibilities of all partners to provide data which is 'fit for purpose'	Extend data quality strategy throughout Haringey Strategic Partnership (HSP).	Report to PMG March 2009	Eve Pelekanos	
		Develop data sharing protocols for Thematic boards where these do not exist.	March 2009	Mary Connolly	
		Review compliance with partnership data sharing protocols as part of the annual review of the HSP Governance Framework.	Annually	Mary Connolly	
	Ensure that clear standards of data quality and reporting requirements are specified in the contract specification for all new contracted services	Specify data quality and reporting requirements are specified in the contract specification for all new contracted services	As from April 2009	Head of Procurement Heads of Service	

Outcome 3: Staff have the knowledge and competencies to produce, interpret and analyse good quality data					
Objective	Project	Activities	Completion date	Lead officer	Progress
3.1 Ensure that staff with data quality responsibility have the necessary skills.	Develop and implement data quality and Covalent training programme	Provide Covalent training to users of the system prior to provision of a log-in.	Ongoing	Richard Hutton, Rebecca Cribb	All users received initial training.
		Provide all Covalent users with a manual.	March 2009	Richard Hutton, Rebecca Cribb	Manual given out at training and will be online for all new users.
		Define roles and responsibilities around data quality.	March 2009	Eve Pelekanos	Roles and responsibilities defined within the Data Quality Strategy
		Carry out needs analysis of which staff need data quality training.	March 2009	Heads of Service as part of People Planning	
		Develop a training programme to ensure these needs are being, or should be met.	September 2009	Eve Pelekanos, Margaret Gallagher, Philippa Morris	
	Carry out review of the use of Covalent one year after implementation		March 2010	Richard Hutton, Rebecca Cribb	