

No	Action	How	Who	When	Priority	Traffic Light
1a	Ensure that responsibility for data quality is part of job descriptions	Departments will need to check and rectify any gaps. Revised JD's to be seen by CCPP team.		By Q2 2007	M	
Current Position and planned actions						
1a.7	Oct 09 – deferred pending Shared Services implementation					
Current Position and planned actions						
5	Ensure that all PI's have a documented procedure for the gathering of PI data and calculation of the PI	Guidance will be provided by CCPP team (in conjunction with ICT). Undertake an audit to ensure that:- a) PI owners have documented procedures. b) Review a sample of procedures to review to ensure that they are fit for purpose	PI data quality lead J Outhwaite Senior Policy & Performance Officer	By end Q3 2007/08 March 08	H	
Current Position and planned actions						
5.6	Oct 09 – July PCG had to be cancelled. Raised at Oct PCG, PCG members tasked with writing procedure notes for local PI's by end of March 2010. J Outhwaite to chase in early 2010					
5.7	Jan 10 – action deferred pending implementation of shared services					
Current Position and planned actions						

DATA QUALITY STRATEGY ACTION PLAN PROGRESS UPDATE FEBRUARY 2010

APPENDIX 1

No	Action	How	Who	When	Priority	Traffic Light
12	Undertake an annual risk assessment of PI's. Develop an appropriate programme of improvement	Council risk methodology	CCPP team with PI data quality leads. Relevant PI data quality leads	Sep to Oct each Year Ongoing	H	
Current Position and planned actions						
12.7	Oct 09 External audit of NI's in summer 09 identified a problem with 2 indicators not having sufficient records kept to prove the result (although there was no suggestion the results were incorrect). As a consequence PI owners have been tasked to review their PI procedure notes to ensure adequate records are being kept. This will be taken into account in the formal reviews (see item A1)					
A1	Undertake a formal programme of data quality review that challenges both the integrity of data and compliance with departmental procedures. - .	Development of a programme of reviews, based on risk assessment. Approval of review programme. Undertake reviews and record outcomes. Review outcomes of reviews and report to those charged with governance	J. Outhwaite (Senior Policy & Performance Officer) H. Bennett (Assistant Chief Executive) J. Outhwaite (Senior Policy & Performance Officer) H. Bennett (Assistant Chief Executive)	Jun. '08 Jun. '08 Mar. '09 Mar. '09	H	

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No	Action	How	Who	When	Priority	Traffic Light
Current Position and planned actions						
A1.7	Jan 10 – Reviews undertaken of NI 14 – avoidable contact, NI 185 & 194 – CO2 and NOx emissions, some improvements to process identified and implemented.					
A6	Review requirements to meet KLOE 3.2 (Information systems) with Internal Audit	Meet with Internal Audit	H Bennett and J. Outhwaite	Q1 2009/10	M	
A6.1	Above action deferred until Q3 due to vacancies & absence in both teams					
A7.1	Jan 10 Deferred due to vacancies and shared services implementation					