



**EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE:
21 October 2021**

CABINET: 2 November 2021

Report of: Director of Transformation & Resources

Relevant Portfolio Holder: Councillor Adam Yates

**Contact for further information: Name: Nesan Thirunesan / Samantha Tierney
(E-mail: Nesan.Thirunesan@westlancs.gov.uk
Samantha.Tierney@westlancs.gov.uk)**

SUBJECT: DATA QUALITY POLICY

1.0 PURPOSE OF THE REPORT

1.1 To seek approval of the new Data Quality Policy.

2.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE

2.1 That this policy be considered and that agreed comments be referred to Cabinet, and the Director of Transformation Services in consultation with the relevant Portfolio Holders.

3.0 RECOMMENDATIONS TO CABINET

3.1 That the draft policy be approved.

3.2 That the Director of Transformation & Resources be authorised to amend the Policy having considered any agreed comments of the Executive Overview and Scrutiny Committee and Cabinet.

4.0 BACKGROUND

1. Government departments, inspectors and regulators require information to meet their responsibilities for making judgments about performance and governance. With the abolition of inspection regimes, including removal of the Audit Commission's data quality assessment and assurance, more emphasis is now

placed on local arrangements and self-regulation. The weight attached to published data as the basis for reducing the burden of regulation and awarding freedoms and flexibilities has significantly increased the importance and emphasis on the quality of the data being used.

2. The council's approach to data quality is informed by a set of standards recommended in 'Improving Information to Support Decision Making Standards for Better Quality Data' (Audit Commission) and 'Managing Local Performance: A Toolkit for Data Quality' (Local Government Association).
3. The purpose of this policy is to have in place strong arrangements for managing the quality of the data collected and used by both the council and its partners setting out the council's approach, ensuring that:
 - a) information is of high quality, accurate, valid, reliable, timely, relevant, and complete in nature
 - b) data quality is fully embedded across all services and is a key consideration in collecting, processing, or using data to support decision making.
4. By achieving high standards of data quality, the council and its partners will:
 - a) have assurance in the information supplied so that there will be confidence in the decision-making processes and strengthen the relationship between the council and partners
 - b) provide and publish data, which is reliable, timely and robust
 - c) be able to respond effectively to service provision and quality of life issues affecting our communities.

5.0 DEVELOPMENT OF THE POLICY

- 5.1 In order to develop a Data Quality policy that was fit for purpose, a number of stakeholders ranging from Business Analysts, to service managers and project staff working within the "Effective Data Management Programme" were engaged. Thorough research of Data Quality Management Frameworks of other similar councils was also considered in the development of this policy.

6.0 NEXT STEPS

- 6.1 This policy will be communicated and roll out across the council to ensure robust Data Quality Management is in place in line with this policy.

7.0 SUSTAINABILITY IMPLICATIONS

- 7.1 The new Data Quality policy will evidence if there are any shortcomings with the quality of information / data held within the councils information systems and help shape and improve services.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 8.1 There are possible financial and resource implications as a result of this policy implementation which will need to be considered.

9.0 RISK ASSESSMENT

- 9.1 The actions referred to in this report are covered by the scheme of delegation to officers and any necessary changes have been made in the relevant risk registers.

10.0 HEALTH AND WELLBEING IMPLICATIONS

- 10.1 There are no health and wellbeing implications arising from this report.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is no direct impact on members of the public, employees, elected members and / or stakeholders, therefore an Equality Impact Assessment is not required

Appendices

1. Draft Data Quality Policy