

**AUDIT COMMITTEE  
20 NOVEMBER 2018**

**DATA QUALITY POLICY**

**Cabinet Member** Cllr Peter Hare-Scott  
**Responsible Officer** Group Manager for Performance, Governance and Data Security, Catherine Yandle

**Reason for Report:** To present the Committee with the Data Quality Policy and Data Quality Standards

**RECOMMENDATION(S):** (a) That the Committee approves the Data Quality Policy and Data Quality Standards and (b) agrees to next review the Policy in 4 years' time

**Relationship to Corporate Plan:** This policy forms an integral part of measuring the Council's performance against the Corporate Plan

**Financial Implications:** None

**Legal Implications:** None

**Risk Assessment:** Data is a key asset and failure to have effective data quality arrangements in place could mean that decisions and conclusions could be drawn from data that is inaccurate and out of date.

**Equality Impact Assessment:** No equality issues identified for this report.

**1.0 Introduction**

- 1.1 Data is one of the Council's most important assets we want to be sure that information on which we base decisions and inform our planning is robust. Good quality data is an essential ingredient for the production of reliable information which is used to inform the decision making process.
- 1.2 The purpose of this report is to provide the Committee with the Data Quality Policy (Appendix A) and Data Quality Standards (Appendix B), which outline the roles and responsibilities for data quality within the Council and also provides clarification for officers and members as to the standards expected.
- 1.3 There are no major changes to the policy since it was last approved by the Audit Committee in December 2014.

**2.0 Conclusion**

- 2.1 That the Committee approves the Data Quality Policy and Data Quality Standards and agrees to next review the Policy in 4 years' time (in line with the corporate policy framework).

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**Circulation of the Report:** Leadership Team and Cabinet Member