

Appendix B – Completed Action Plan Data Quality Audit 2020-2021

Recommended Action	Action Detail	Lead Officer	Due Date	Progress	Action Update
<p>We recommend that</p> <ul style="list-style-type: none"> - Access to read and modify the Excel spreadsheet is restricted to appropriate officers. - The spreadsheet is password protected to add an additional - level of security. - Standing data within the spreadsheet is locked down. 	<p>A review of alternative performance collection methods will take place during 2020 to improving the efficiencies around data collection.</p> <p>Identify possible Performance Management Systems</p>	<p>Performance and Policy Officer will have operational responsibility. The Strategic responsibility will sit with Head of Organisational Development and Performance</p>	31/12/2020	<p>A full review of Performance Management Systems was undertaken, and costs were obtained. It was agreed to work with the BC team to build the performance spreadsheet into SharePoint and use Power of BI for reporting. The Performance and Policy Officers are working with the BC team to implement this and will undertake Power of BI training once established.</p>	Complete
	<p>Ensure the 20-21 Performance Dashboard is password protected and the standing data is locked down each quarter.</p>		30/06/2020	<p>The Performance and Policy Officer has worked with IT to ensure that only Staff who input into the Corporate Performance dashboard can access this.</p> <p>Further protection has been added to password protect the whole spreadsheet with only giving access by password to the current reporting period.</p>	Complete
<p>Management should make arrangements for an annual data quality audit if deemed necessary,</p>	<p>An annual data quality audit will be performed by officers and/or Internal Audit to</p>	<p>Performance and Policy Officer will have operational responsibility. The Strategic</p>	31/12/2020	<p>The Performance and Policy Team have created a mini audit assessment form which is completed by the data inputters and Heads of Service to review the robustness of the data collection method. Any high-risk performance</p>	Completed

which could be performed by officers or Internal Audit.	check the robustness of the data collection process.	responsibility will sit with Head of Organisational Development and Performance		measures identified will be record and arrangements made for internal audit to carry out a full audit.	
The Performance Management Framework should be disseminated to all staff involved in the collection and review of performance information. Management should consider how they can identify and address any training needs identified.	The new Performance Management Framework will be communicated to all officers involved in the collection and review of performance information.	Performance and Policy Officer will have operational responsibility. The Strategic responsibility will sit with Head of Organisational Development and Performance	31/12/2020	The Performance Management Framework has undertaken a full review and consultation with Heads of Service. The Framework has been updated and communicated out to all members of staff who input into corporate reporting	Completed

