



Appendix C – Data quality action plan 2017/18

Aim	Outcome	Lead Officer	Target date
Ensure data collected has supporting processes in place (methodology statements)	Data quality embedded into all performance reporting	Head of Communications	April 2018
Undertake self-assessment exercise on any new or amended KPIs	Strengthened data quality arrangements.	Head of Communications	April 2018
Implement recommendations made in the 2016/17 Data Quality and Performance Management Audit Report.	Strengthened data quality arrangements.	Head of Communications and Director of Finance and Corporate Services	April 2018
Achieve the Public Service Network (PSN) Code of Compliance	Strengthened data quality arrangements.	Head of IT and Director of Finance and Corporate Services	Summer 2018

Aim	Outcome	Lead Officer	Target date
To monitor the delivery of the Action Plan 2017/18	Improved accountability for data quality	Head of Communications	April 2018
Undertake audit of performance reporting	Ensure robust systems and processes are in place to verify accuracy of data	Head of Communications and Director of Finance and Corporate Services	April 2018