

Appendix C –Action Plan Data Quality Audit 2020-2021

Recommended Action	Action Detail	Lead Officer	Implementation Due Date	Progress
<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 Systems is being carried out to identify alternative methods of reporting Corporate Performance.</p>
	<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 work to lockdown standing data will commence in quarter 3 2020 alongside investigating the need for Performance reporting software.</p>
<p>Management should make arrangements for an annual</p>		<p>Performance and Policy Officer will have</p>		<p>The Performance and Policy Team will conduct</p>

<p>data quality audit if deemed necessary, which could be performed by officers or Internal Audit.</p>	<p>An annual data quality audit will be performed by officers and/or Internal Audit to check the robustness of the data collection process.</p>	<p>operational responsibility. The Strategic responsibility will sit with Head of Organisational Development and Performance</p>		<p>an annual Internal audit sample of any high-risk performance measures starting after Quarter 2 2020.</p>
<p>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.</p>	<p>The new Performance Management Framework will be communicated to all officers involved in the collection and review of performance information.</p>	<p>Performance and Policy Officer will have operational responsibility. The Strategic responsibility will sit with Head of Organisational Development and Performance</p>		<p>The Performance Management Framework is currently under review and once approved will be shared with all members of staff who input into corporate reporting</p>

