

Appendix 1 - Progress Report on Action Plan 2013/14

Ref	Action	Required Outcome	Responsible Officer (s)	Target Date	Progress / Comments (As at 31 March 2014)	Complete
1	Data Quality is incorporated into the Internal Audit annual review programme.	Improved data quality testing.	Director of Finance & Corporate Services	April 2013	Any issues raised are now incorporated into the Audit annual review programme	Complete
2	Ensure that suitable controls and measurements are in place for KPIs identified by the Council.	Strengthened data quality arrangements.	Director of Leisure & Community Services / Head of Communications (Northgate Public Services)	June 2013	Revised controls and procedures have been put in place for <i>SM 08 - Number of acquisitive crime incidents per 1000 population</i> Robbery figures have now been included in the calculation. Revised performance figures for Quarters 1, 2 and 3 have subsequently been reported to the Housing & Community Services Committee In the Corporate Plan 2012/13 end of year monitoring report.	Complete
3	Ensure that the data collected has supporting Methodology Statements or processes in place.	Data quality embedded into all performance reporting.	Director of Finance & Corporate Services / Directors / Head of Communications (Northgate Public Services)	July 2013	Guidance issued to Directors as part of the Service Planning exercise Checks undertaken as part of the Service Planning exercise	Complete
4	Undertake self assessment exercise on any new or existing KPIs presenting a medium risk of miscalculation of error.	Strengthened data quality arrangements.	Director of Finance & Corporate Services / Head of Communications (Northgate Public Services)	March 2014	Revised controls and procedures to be put in place for <i>LM 08 – Reduction in energy consumption from the Council's own operational centres.</i> Revised performance figures for Quarters 1, 2 and 3 have subsequently been reported to the Housing & Community Services Committee In the Corporate Plan 2013/14 end of year monitoring report	Complete

Ref	Action	Required Outcome	Responsible Officer (s)	Target Date	Progress / Comments (As at 31 March 2014)	Complete
5	Data Quality is referenced in the Council's Corporate Risk Register and reviewed on a regular basis.	Increased commitment to data quality.	Director of Finance & Corporate Services	March 2014	Data Quality is embedded in Corporate Risk Register	Complete
6	To monitor the delivery of the Action Plan.	Improved accountability for data quality.	Director of Finance & Corporate Services / Head of Communications (Northgate Public Services)	March 2014	Any issues raised are now incorporated into the Audit annual review programme	Complete

Appendix 2 - Action Plan 2014/15

Ref	Action	Required Outcome	Responsible Officer (s)	Target Date
1	Data Quality is incorporated into the Internal Audit annual review programme.	Improved data quality testing.	Director of Finance & Corporate Services	April 2014
2	Ensure that suitable controls and measurements are in place for KPIs identified by the Council.	Strengthened data quality arrangements.	Director of Housing & Environmental Services / Head of Communications (Northgate Public Services))	June 2014
3	Ensure that the data collected has supporting Methodology Statements or processes in place.	Data quality embedded into all performance reporting.	Director of Finance & Corporate Services / Directors Head of Communications (Northgate Public Services)	June 2014
4	Undertake self assessment exercise on any new or existing KPIs presenting a medium risk of miscalculation of error.	Strengthened data quality arrangements.	Director of Finance & Corporate Services / Head of Communications (Northgate Public Services)	September 2014
5	CMAF to carry out audit on those KPIs that are self assessed to be of a medium risk or higher	Strengthened data quality arrangements.	Director of Finance & Corporate Services / Head of Communications (Northgate Public Services)	December 2014
6	Data Quality is referenced in the Council's Corporate Risk Register and reviewed on a regular basis.	Increased commitment to data quality.	Director of Finance & Corporate Services	March 2015
7	To monitor the delivery of the Action Plan.	Improved accountability for data quality.	Director of Finance & Corporate Services / Head of Communications (Northgate Public Services)	March 2015