



Data Quality Statement

Why data quality is important?

Public bodies are accountable for the money they spend. They must manage competing priorities on resources to meet the needs of the communities they serve, and plan for the future. The financial and performance information used to account for their activities, both internally and externally, to their users, partners, government departments and regulators, must be appropriate for these purposes, providing the level of accuracy, reliability and consistency required.

Definition of Data Quality

Information within Welwyn Hatfield Borough Council (WHBC) will be reliable, relevant, accurate and timely so it can be used to manage services, inform users and account for performance.

Responsibility and Commitment

WHBC is responsible for collecting statutory and relevant information, applying standards, collecting data that is fit for purpose and reporting performance information that is reliable and accurate.

Executive Board

Executive Board are responsible for ensuring arrangements are in place for the collection and publication of reliable, accurate and timely information and the effective presentation of this information to the various forums for scrutiny. They are also responsible for the governance arrangements for data quality.

Heads of Service

Heads of Service are responsible for ensuring the arrangements for collecting and reporting data in their departments are sound and that data collection officers have the skills, competences and support required to fulfil this role. Heads of Service are also responsible for ensuring quality data feeds into operational and performance management arrangements.

Data Collection Officers

Data collection officers are responsible for managing and maintaining their data systems. They will take due care and attention when recording, inputting and manipulating data. The Performance and Strategy Officers will take measures to check the accuracy of the data, especially when used for management decisions. Data collection officers will ensure information is verifiable should it be requested.

Information Technology Service, Performance & Risk Systems Administrators

The IT service is responsible for the secure storage of data and optimising data access. It is the responsibility of the Performance & Risk Officers to work together to ensure consistency of information across all of WHBC Performance & Risk Systems.

Data Reporting

Officers reporting data to various Council Committees and Performance Clinics are responsible for presenting data in a clear and honest way including information which is relevant, clearly categorised along with further contextual information where reasonably available.

Data Scrutiny

Members and officers who scrutinise data are responsible for paying due attention to data whilst challenging the validity and impact of the data and where applicable, effect positive change as a result of any outcomes.

*Policy and Communications
September 2015*