Data quality policy

What this document is

This is the policy on the quality of our performance data. Any strategies, action plans and reviews are held in separate documents.

Commitment

As an organisation, we are committed to ensuring that we produce all the performance information we need in a reliable, timely and accurate way. We ask that all staff also have the same commitment.

Responsibilities

All staff have a responsibility to ensure that data is reliable, timely and accurate,

- The CEO has overall responsibility for data quality.
- Directors and Heads of Service are responsible for ensuring that all data is owned and that we follow procedures.
- Other Managers, including Business managers are responsible for ensuring effective processes within their teams to make sure they produce quality data
- There will be a designated owner for every National / Local Performance indicator who signs off the data.
- Each indicator also has a PI officer who collects the data and does any calculations.

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