APPENDIX 1

Data Quality Action Plan

Action	How	Who	When
Ensure that responsibility for data quality if part of job descriptions and the appraisal process.	Should already be the case but services will need to check and rectify any gaps	Services	Ongoing
Ensure that, when making submissions on nationally reported PIs, the definition has been followed.	This will be achieved by a system of thorough review when completing quarterly returns	All PI responsible officers supported by PMU	Quarterly
Ensure that local PIs have specific definitions and counting rules where necessary	Services to review existing definitions	PI team	March 2007
Ensure that all relevant staff have an understanding of PI definitions calculated from data they input/analyse/extract	Training (where this is not already in place)	Heads of Service	Ongoing
Ensure that data provided by external contractors meets requirements for reporting performance	Depending on individual circumstances this might be achieved by making provision in contracts or by direct action such as documented spot checks	Heads of Service	Ongoing
Ensure that data controls are robust	Specific measures will depend on the system and will be the responsibility of the data quality lead for each system to address	Heads of Service	March 2007
Ensure that all systems are identified and that there is a data quality lead for each system	Data gathering exercise	PMU	March 2007 and updated regularly
Ensure that existing compilation/submission controls are implemented for every externally reported PI	Guidance already issued – implemented in 2006, supported by training	All PI compilers/reviewers supported by PMU	March 2007
Ensure that working paper requirements are met for all externally reported PIs	Guidance already issued – implemented in 2006, supported by training	All PI compilers/reviewers supported by PMU	March 2007

NB   The focus of this Action Plan is initially on data quality issues with respect to PIs. Once these actions have been completed the focus of the future Action Plan will be broadened.