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Responsible Officer: R Atkinson, Communities Director

Mansion House, Penrith, Cumbria CA11 7YG

Tel: 01768 817817

Fax: 01768 890732

Email: [Communities.Team@eden.gov.uk](mailto:Communities.Team@eden.gov.uk)

## **Data Quality Statement**

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## 1. Data Quality Statement

Eden District Council is committed to ensuring that the data it produces adheres to the seven principles of good quality data.

## 2. Background

In recent years there has been a shift nationally away from reporting performance centrally to Government towards an increased accountability to the local communities local authorities serve. There is increased emphasis on transparency in the public sector and local authorities are now required by central Government to publish certain data, under the Local Government Transparency Code 2015.

In April 2011, Government abolished the National Indicator Set and replaced it with the Single Data List, which is a catalogue of all data local authorities are required to submit to central Government. Councils do not have to provide anything that is not on the list unless additional funding is provided. The Single Data List represents a reduction in reporting requirements and unlike the National Indicator Set, local authorities are not obliged to use the data for their own performance management.

In spite of the changes in performance management, data quality remains a high priority. The Council reports over 50 separate items of data to Government under the Single Data List. In addition, the Council has selected Key Performance Indicators for the monitoring of its own corporate health, has a number of contracts and agreements with external partners which rely heavily on accurate data reporting and holds a number of databases.

## 3. Principles of Data Quality

Good quality data is the raw material - the statistics, facts, numbers and records which can then be organised and analysed to provide information in order to make informed decision and monitor progress. The quality of data is vital, if data is poor, anything based on that data is unreliable. Therefore, the Council is committed to the seven principles of good quality data:

<b>Accuracy</b>	Data should be sufficiently accurate for their intended purposes.
<b>Validity</b>	Data should be recorded and used in compliance with relevant requirements.
<b>Reliability</b>	Data should reflect stable and consistent data collection processes across collection points and over time.
<b>Timeliness</b>	Data should be captured as quickly as possible after the event or activity and must be available for the intended use within a reasonable time period.
<b>Relevance</b>	Data captured should be relevant to the purposes for which they are used.
<b>Completeness</b>	Data requirements should be clearly specified based on the information needs of the body and data collection processes matched to these requirements.
<b>Secure</b>	All data should be stored securely and confidentially where appropriate.

## 4. Responsibilities

All staff have a responsibility to ensure that data is of the highest quality and complies with the above seven principles. However, the following have specific responsibilities:

### **Heads of Service:**

- Are ultimately responsible for ensuring that accurate and complete records are maintained, and
- Must ensure all systems and procedures are kept up to date.

### **Managers:**

- Familiarise themselves with policies and procedures that are relevant to their area of work - this must include arrangements for ensuring data quality;
- Ensure new members of staff are made aware of policy and procedure documents relevant to their work as part of their induction;
- Ensure that all staff are fully aware of their obligations to maintain complete, accurate, and timely records of relevant data, and
- Provide any relevant training.

## **Accessible Information**

If you have any concerns or queries contact Eden District Council's Communication Officer tel: 01768 817817 or email: [communication@eden.gov.uk](mailto:communication@eden.gov.uk)

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