

Action Plan Objective: **Improve Data Quality throughout the organisation**

Action Plan End Date: 30th September 2013 (DQ Policy Review actions to then be absorbed into Service Plan)

Activities	Allocated to Officer	Deadline	Comments
Ensure Performance Indicator Handbook is up to date	Clare Wood / Unit Managers	30 th September 2011	The majority (90%) of this was completed when the new indicators were defined in March.
Collate Data Quality Statements 2011-13	Clare Wood	31 st October 2011	Statement to be requested once policy is agreed. Outstanding statements will be chased at Q2 review of progress meetings.
Provide Data Quality Training a) inductions/new starter b) general	Clare Wood/Tina Edwards	30 th November 2011	Including a briefing at SMT.
Carry out a review of staff awareness of data quality procedures once new policy is launched and identify any areas for further training (check for specific requests as part of appraisals).	Clare Wood / Sharon Morgan	31 st January 2012	Last one done November 2009.
Publish Data Quality tips & Article in Wakey wakey	Clare Wood/ Karen Jeal	Between now and 30 th March 2012	To raise awareness throughout the organisation.
Review DQ policy (every two years)	Clare Wood	30 th September 2013	