

TONBRIDGE & MALLING BOROUGH COUNCIL

AUDIT COMMITTEE

07 April 2009

Report of the Management Team

Part 1- Public

Delegated

1 AUDIT COMMISSION DATA QUALITY REVIEW REPORT 2007/08

Each year the Audit Commission reviews the Council's arrangements for data quality and perform a limited programme of analytical reviews and spot check testing. The work mandated nationally by the Audit Commission in 2007/08 included work on two housing benefit performance indicators.

1.1 The Report Findings

1.1.1 The Audit Commission's report is based on a three-staged approach:

- **Management Arrangements** - A review using key lines of enquiry (KLOE) to determine whether proper corporate management arrangements for data quality are in place, and whether these are being applied in practice. The findings contribute to the auditor's conclusion under the Code of Audit Practice on the Council's arrangements to secure value for money (the VFM conclusion).
- **Analytical review** - An analytical review of 2007/08 BVPI and non-BVPI data and selection of a sample for testing based on risk assessment.
- **Data quality spot checks** - In-depth review of a sample of 2007/08 PIs all of which come from a list of specified BVPIs and non-BVPIs used in CPA, to determine whether arrangements to secure data quality are delivering accurate, timely and accessible information in practice. For 2007/08 PI spot checks, the Audit Commission specified that it is compulsory to review two housing benefit PIs at all single tier and district councils as a minimum.

1.1.2 The report is attached and the recommendations therein are being addressed by officers as follows:

- Regarding recommendations 1 and 2 we are in the process of implementing:

- 1) A series of practical tips and techniques to further improve data quality. Each tip/technique will be presented as a “message of the day” to all staff when they switch on their PCs.
 - 2) Electronic voting by staff on the utility of each tip.
 - 3) A data quality forum on our intranet to encourage staff to share experiences on barriers to, and good practice in, achieving data quality.
- Regarding recommendation 3, our Internal Audit Section has already reviewed our formal procedures for producing the 2008/09 National Performance Indicator results and plans to review of sample of the results to test their quality and whether the procedures have been properly implemented.

1.2 Legal Implications

1.2.1 None

1.3 Financial and Value for Money Considerations

1.3.1 None

1.4 Risk Assessment

1.4.1 None

1.5 Recommendations

1.5.1 Members are asked to **note** the Audit Commission’s report and **endorse** the Council’s response to the report’s recommendations

Background papers:

contact: Bruce Hill

Nil

David Hughes
Chief Executive

Sharon Shelton
Director of Finance

For Management Team