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Data Quality Assurance (DQA) Steering Group Terms of Reference

Document Management

Revision History

Version	Date	Summary of Changes
0.1	12/10/2015	First draft for review
0.2	14/10/2015	Amendment made to Figure 1 diagram
0.3	23/10/2015	JSharp tracked changes have been accepted
0.4	04/12/2015	JStroud identified a number of omissions which have now been incorporated
0.5	02/02/2016	Additional members added to section 3.2
0.6	24/03/2016	Updated following Steering Group comments
1.0	15/04/2016	Signed off as final
1.1	22/04/2016	CQC representative updated

Reviewers

This document must be reviewed by the following people:

Reviewer name	Title / Responsibility	Date	Version
Michael Jacques	Data Quality Manager	13/10/2015	V0.1
John Sharp	Head of Corporate Data Quality Assurance	23/10/2015	V0.2
Mike Jones	Data Managers Professional Group Facilitator	03/11/2015	V0.3
Julie Stroud	Interim Head of Corporate Data Quality Assurance and Statistical Services	04/12/2015	V0.3
Robert Kyffin	Public Health England	02/03/2016	V0.5
John Sharp	Head of Corporate Data Quality Assurance	15/04/2016	V0.6
Julie Stroud	Interim Head of Corporate Data Quality Assurance and Statistical Services	15/04/2016	V0.6

Approved by

This document must be approved by the following people:

Name	Title	Date	Version
Julie Stroud	Interim Head of Corporate Data Quality Assurance and Statistical Services	15/04/2016	V1.0

Contents

1 Purpose

The purpose of this document is to set out the Terms of Reference for the Data Quality Assurance Steering Group. It will identify the mandate, as well as the operation and function of the Group.

2 Background and Context

As the trusted national provider of high-quality information, data and IT systems for health and social care, HSCIC has a duty to assure the quality of all data it collects and publishes in line with its statutory data quality role, its strategy and its corporate role. Although HSCIC has no powers to direct data providers to improve the quality of secondary uses data, it has a major role in supporting those that do. The HSCIC has a duty to use its position to influence data quality assurance and improvement across the health and social care sector.

3 The Role of the Group

The Data Quality Assurance Steering Group is responsible for:

1. Governance of HSCIC data quality assurance activity
2. Providing overall strategic direction for data quality assurance activity
3. Ensuring effective communication across data quality stakeholders
4. Ensuring that the directives set out in corporate data quality policies are complied with
5. Overseeing assurance activity to ensure that protocol is followed and provide advice and troubleshoot where necessary
6. Assigning actions for improvement to individuals and groups who have been assigned responsibility for data quality assurance
7. Reviewing corporate data quality policies on an 'as required' basis for two years from the implementation of the policy. This will change to an annual review when adoption of the policy meets the levels set by the Steering Group
8. Influencing strategic decisions around data quality assurance at the Executive Management Board (EMT) and at the HSCIC Board
9. Building and maintaining collaborative working relationships with customers to fully understand their data quality requirements and expectations

3.1 The Scope of the Group

HSCIC recognises that system wide change cannot be achieved by one organisation. Working with partner organisations is a prerequisite to the successful delivery of statutory obligations and strategic objectives across the health and social care sector. Whilst HSCIC will use its influence to encourage data quality assurance improvement, it will rely on partner organisations to use their contractual and regulatory powers to drive improvement should influencing alone not suffice.

3.1.1 Internal and External Responsibilities

As data underpins the entirety of our business, developing and improving data quality assurance is not only a key objective for the HSCIC, but is a vital step in transforming the wider health and social care system as a whole. The DQA Steering Group has a responsibility for bringing together data quality assurance challenges from across the sector to discuss them, and agree and share best practice approaches to resolving them with the wider system.

External:

Guide the group through the external requirements, challenges and best practices of the bodies they represent, as well as considering external influences such as NIB.
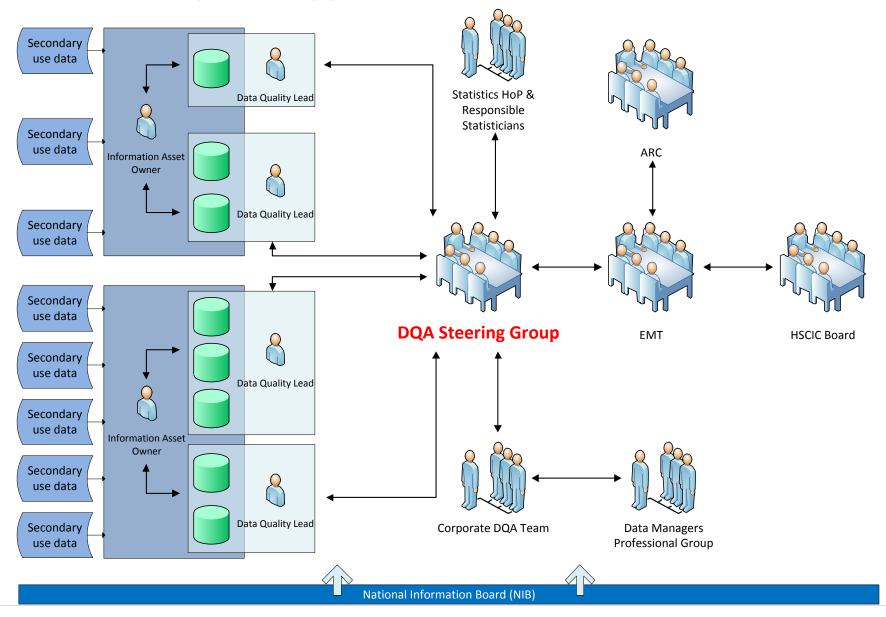
Internal:

Guide the group through internal requirements, challenges and best practices and provide subject matter expertise to ensure requirements are delivered. Where it is not feasible to deliver requirements, internal members of the group will be responsible for documenting why.

3.1.2 Figure 1 – Interaction of Roles

Figure 1 shows the interaction of the Steering Group with other roles within the data quality assurance sphere. The scope of the Group's governance is data quality assurance across the HSCIC based on advice and guidance from all participating organisations.

Figure 1: Data Quality Assurance Steering Group when Managing Secondary Uses Data:

3.2 The Membership of the Group

The Steering Group will be made up of the following members:

Name	Role	Organisation
Julie Stroud	Meeting Chair, Head of Statistical Services	HSCIC
Chris Roebuck	Head of Profession for Statistics	HSCIC
John Sharp	Head of Corporate Data Quality Assurance	HSCIC
Mike Jones	Data Managers Professional Group Facilitator	HSCIC
John Varlow	Information Asset Owners Representative*	HSCIC
Amina Butt	Data Quality Leads Representative*	HSCIC
Michael Folan	Primary use data Representative	HSCIC
Jason Pickles	NHS England Representative	NHSE
Jhung-Ha Kwon	NHS Improvement Representative	NHS Improvement
Michael Cheetham	CQC representative	CQC
Dr Robert Kyffin	PHE representative	PHE
tbc	Secondary uses data user forum representative	HSCIC Data User Forum
tbc	Secondary uses data provider forum representative	HSCIC Data Provider Forum

*Other Information Asset Owners and Data Quality Leads may be asked to attend the group for specific agenda items

3.2.1 Quorum

To be quorate, the meeting must have representation from the following Group members or their nominated deputies:

- Meeting Chair
- Head of Corporate Data Quality Assurance
- Data Managers Professional Group Facilitator
- Data Quality Leads Representative
- At least one of the representatives from NHS England, Monitor, CQC or PHE

4 Method of Operation

4.1 Meetings

The Steering Group will meet every two months subject to need and workload. Any papers for review will be provided at least 10 working days in advance. The Group will be chaired by the HSCIC Head of Statistical Services, who will nominate a deputy chair to cover absence.

4.1.1 Inputs

The Group will expect written updates prior to a Group meeting from:

- Information Asset Owners
- Data Quality Leads
- Head of Corporate Data Quality Assurance
- Any other individual or group that have agreed to produce an update for a specific meeting

4.1.2 Group Escalation Process

The group will escalate items such as:

- Non-compliance with data quality policy directives without the group agreeing the reasons for non-compliance
- Failure to carry out actions in the agreed timescales where no reason for delay has been provided to the group
- Persistent non-attendance at meetings by a group member or their nominated deputy

The Steering Group will escalate issues as appropriate to:

- Information Asset Owners
- Directors
- EMT
- HSCIC Board

4.1.3 Outputs

- Meeting minutes
- Actions log

The group will agree any other outputs with other bodies as and when required.

4.2 Communication Channels

Other than for group meetings, the group will rely on information from Data Quality Leads and Information Asset Owners as and when requested. A two-way feed of communication will be in place between the Steering Group and:

- EMT
- Corporate Data Quality Team
- Statistics Head of Profession and Responsible Statisticians

The Steering Group may also liaise will the following bodies/groups:

- Data Managers Professional Group
- Assurance and Risk Committee (ARC)
- HSCIC Board

5 Appendices

5.1 Appendix 1 - DQA Commitments

5.1.1 Statutory Obligations

Under the Health and Social Care Act 2012, the HSCIC is obligated, where applicable, to:

- Give advice or guidance on any matter relating to the collection, analysis, publication or other dissemination of information
- Assess the extent to which information it collects meets published information standards and publish a record of the results of the assessment

5.1.2 HSCIC Business Strategy

The Health and Social Care Information Centre Strategy 2015-2020

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/44335 3/HSCIC-Strategy-2015-2020-FINAL-310315.pdf

The strategic direction for data quality assurance has been interpreted and documented within the Data Quality Assurance Strategy 2015-2020 (see appendix 2). The strategy is published on the HSCIC website.

5.1.3 NIB Commitments (for Data Quality)

The Steering Group will also support the relevant areas of the National Information Board's (NIB) work stream roadmaps:

- NIB commitment to introduce data quality standards
- CQC to use them as part of regulatory regime
- Working group made up of HSCIC, CQC, NHS Improvement and NHS England representatives
- Key datasets and fields selected by working group
- Different methods for threshold setting being developed and tested
- Performance management "how and who" to be confirmed
- No implementation date for the standards set yet

5.2 Appendix 2 - Data Quality Assurance Strategy 2015-2020

Vision
By 2020 our data quality assurance services will provide the most consistent, comprehensive and accessible information available about the quality of national health and social care data

Priorities

Ensure that the impact of citizens' preferences for sharing personal data are analysed and reported.	Establish data quality assurance as a fundamental part of standards development.	Implement data quality assurance processes for all national data services.	Support organisations to continually improve the quality of their data and to get the best from our data quality assurance information.	Add value to health and care data by providing access to information about its quality.
• Develop evidence-based methods for measuring data consistency. • Establish a standard method for analysing and reporting the reasons for, and impact of, any data inconsistencies. • Ensure quality of identifiers supports patient-requested objections.	• Develop evidence-based data quality assurance assessment criteria. • Build and maintain a library of data quality assurance assessments for use with different types of standards. • Make sure that data quality assessments are used appropriately and the results acted upon.	• Categorise the different types of data service, e.g. secondary use, primary use, reference and public-facing. • Develop and implement a data quality assurance policy for each data service type. • Develop and implement the processes, tools and products required to support each policy. • Develop KPIs to monitor the implementation and continued use of the processes, tools and products. • Ensure national data quality assurance methods can be applied at local level.	• Set up and support data quality assurance groups. • Provide easy access to evidence-based data quality improvement information via a variety of media, including an app. • Visit organisations to provide face-to-face, hands-on support for data quality improvement.	• Build and maintain a library of data quality methods and results templates for use by the different types of data service. • Include data quality assessment methods and results in all data services' metadata. • Meet, or exceed, the Open Data Institute's Standard certificate level for all data quality information.

Transforming Delivery

We will transform the way we engage on data quality assurance	We will transform the way we work on data quality assurance
• Radically improve the way we engage with our partners and stakeholders. • Show everyone who uses our data quality assurance services that that we are listening and responding to their needs. • Provide tools to enable data providers and users to assess data quality.	• Show that we are flexible and dynamic and take on new challenges. • Show that we take responsibility for professional development. • Actively support the wider data quality assurance agenda, including the National Information Board 'Framework for Action'.

People focused	Professional	Values	Trustworthy	Innovative