Data Quality Assurance Provider Forum

Terms of Reference
## Document management

### Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Summary of Changes</th>
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<tbody>
<tr>
<td>V1.0</td>
<td>09/08/2019</td>
<td>First Draft</td>
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</table>

### Reviewers

This document must be reviewed by the following people:

<table>
<thead>
<tr>
<th>Reviewer name</th>
<th>Title / Responsibility</th>
<th>Date</th>
<th>Version</th>
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<tbody>
<tr>
<td>Karen Hillier</td>
<td>Programme Manager</td>
<td>09/08/2019</td>
<td>1.0</td>
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### Approved by

This document must be approved by the following people:

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1. **Purpose**

The purpose of this document is to set out the Terms of Reference for the Data Quality Assurance Provider Forum. It will define the role and scope of the forum and, as well as the structure and function of the group.

2. **Background and Context**

NHS Digital 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. NHS Digital has a duty to use its position to influence data quality assurance and improvement across the health and social care sector. Although NHS Digital has no powers to direct data providers to improve the quality of their data, it has a major role in supporting those that do.

Working with provider organisations is essential to the successful delivery of its strategic objectives aimed at improving data quality at source. Whilst NHS Digital will use its position to encourage and support local data quality assurance initiatives, it will rely on provider organisations to deliver improvements to the quality of data at source.

3. **Role of the Forum**

The role of the Data Quality Assurance Provider Forum is to create the opportunity to:

- Leverage the knowledge and experience that exists across the forum members to inform thinking and help shape data quality assurance at a national and local level.
- Share learning from data quality assurance models, processes and techniques that forum members have used to deliver significant improvement to data quality at source.
- Seek input on ideas for data quality assurance models, processes and techniques that require further development.
- Request assistance on local data quality assurance issues or barriers that may have previously been encountered and resolved.
- Research and share knowledge and learning from other sectors that may have application within health care to improve data quality at source.
- Contribute to key data quality assurance working groups established by NHS Digital or other partner organisations.

4. **Scope**

The forum will consider data quality assurance at both a national and local level. It will discuss data quality in the context of both primary and secondary uses of data with the aim of improving the quality of data at source. It will align its thinking and actions to the NHS Digital Data Quality Strategy, applicable assertions within the Data Security & Protection Toolkit and all relevant contractual and performance frameworks.
5. Membership

Whilst the forum will be open to all interested provider organisations it will have the following core members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Organisation</th>
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<tbody>
<tr>
<td>Andrew Heggs</td>
<td>Head of Data Quality and Chair</td>
<td>NHS Digital</td>
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<td>TBC</td>
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6. Function

6.1. Meetings

The forum will meet (either in person or virtually) every 6 weeks subject to need and workload. Any papers required to support an agenda item will be provided at least 5 working days in advance. The forum will be chaired by the NHS Digital Head of Data Quality, who will nominate a deputy chair to cover absence.

6.1.1. Standing Agenda

To be determined at first meeting

6.1.2. Inputs

The forum will expect papers including those from sub-groups to be submitted for circulation at least 5 days prior to the meeting.

6.1.3. Outputs

- Meeting actions where applicable
- Suggested future agenda items