Terms of Reference and Membership for Data Assurance Group

Terms of Reference
The purpose of the Data Assurance Group is to assure the University that a coordinated approach to the quality and use of internal and external data is being undertaken across the University and that the same standards are being applied to internal reporting and external statutory returns. The Group will contribute to the Timetable of Statutory Returns which is collated regularly for UEB and will report annually to the Audit Committee to support them in their evaluation of assurance for statutory returns.

It will:
1. Maintain an overview and co-ordinated approach to all internal reporting and institutional returns (e.g. statutory, contract and accreditation).
2. Develop high-level principles to underpin the management and implementation of all data, reporting and statutory returns;
3. Agree common mappings and structures to consistently underpin all reporting and returns;
4. Approve the institutional structure mapping on an annual basis and act as the owner of the structure and coding register, providing a forum for discussions and decisions regarding non-standard new codes as required;
5. Provide a forum for discussion of data assurance issues to identify and implement developmental work in priority areas to meet the needs of new methodologies and assurance processes related to statutory returns;
6. Advise and liaise regarding data quality mechanisms and processes across the University, including the speed and timeliness of data maintenance;
7. Provide a forum for discussion of responding to new and emerging user requirements in terms of internal data needs, reporting, management information and business intelligence;
8. Provide a forum for discussion of progress against project plans for the preparation, implementation and sign off of statutory returns including consideration of any changes to methodology since the previous year's return and evaluation of lessons learnt;
9. Receive and consider annual update reports on the summary student data submitted to funding bodies and HESA;
10. Report to relevant Directors of Professional Services and to Audit Committee on the management of data assurance, reporting and statutory returns across the University.

The Group will have three formal meetings a year with additional ad-hoc meetings as required.

Membership
- Rhiannon Birch, Planning & Insight (Chair)
- Stephen Davie, Careers
- Anne Griggs, AMRC
- Tom Hemington, Estates
- Ana Kingston/Helen Tattam, Student Services
- Emma Chipchase, Human Resources
- Julie Marples, Finance
- Phillip Russell-Lacy, CiCS
- Mark Shephard, Planning & Insight
- Julian Crockford, Student Services
- Elisabeth Whiting, Student Services

Secretary: Rebecca Barker, University Secretary's Office