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**Terms of Reference: Data Assurance Group (DAG)**

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<b>Date of Approval:</b>	February 2016, Senior Management Team
<b>Last Reviewed:</b>	New Policy
<b>Date for Review:</b>	February 2017
<b>Version Number:</b>	V2.0
<b>Chair:</b>	Vice-Principal (Education)
<b>Secretary:</b>	Executive Assistant

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**Context**

The Data Assurance Group is responsible to the School Management Team (SMT) for the implementation of the University College of Osteopathy's (UCO's) Data Assurance Policy.

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**Terms of Reference**

1. To create a culture of quality through raised awareness of the importance of high quality data.
  2. To proactively assess data quality and provide the Senior Management Team (SMT) with a full analysis of any issues and recommendations to operational procedures where appropriate.
  3. To ensure that all departments fully document any risks related to data quality in their risk registers.
  4. To ensure that all reasonable steps are being taken to prevent, detect and rectify any irregularities in the quality and use of data.
  5. To ensure that any recommendations by reviewers are considered and acted upon in a timely manner.
  6. To put in place an appropriate 'Sign Off' Procedure for all data returns to include regular indications of 'Data Cleansing'.
  7. To ensure that all staff involved to collating data to make any data returns have received the appropriate training.
  8. To ensure that all departments produce and maintain a set of procedure notes for each regular return/report.
  9. To consider an annual report from each department to ensure that the objectives of the Data Assurance Policy are being met across the UCO.
  10. To produce an annual report for the SMT to recommend to the Audit and Risk Committee to help inform their opinion on data assurance at the School.
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**Rolling Agenda Items**

As agreed by the committee annually in advance.

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**Frequency of Meetings**

Meetings shall normally be held three times a year.

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**Composition and Conditions of Membership**

Members shall consist of:

1. Vice-Principal (Education) (Chair)
  2. A Finance Department Representative
  3. An HR Department Representative
  4. An Academic Registry Representative
  5. A Quality Assurance Department Representative
  6. An Estates Department Representative
  7. A Research Department Representative
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**Quorum**

The Data Assurance Group will be quorate when at least half of its members are present.

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**Reporting and Sub-Committees**Reports to:

The Data Assurance Group reports to the Senior Management Team.

Receives reports from:

The Data Assurance Group receives reports from each Department of the UCO.

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**Amendment Record**

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair