I confirm that Ken Date regularly analyses and reports data in a number of ways. Ken recently told me he was concerned with the stationery budget as we were spending ahead of schedule. I asked him to analyse this and report his findings to me by the end of the week. He analysed the breakdown of invoices and concluded that one branch office was vastly overspending compared to the other two, bigger offices. He suggested that an order approval system be implemented to control this. I was surprised by the discrepancy of spend related to areas and found Ken’s reporting of the facts helpful. The result was unbiased and his conclusion has resulted in bringing in an order approval system so this situation cannot recur. He also discovered a number of invoices that had been wrongly coded. Ken discussed his findings with me. Ken presents his data to me well within timescales or explains why a timescale cannot be met – usually as a result of information being unavailable to complete his analysis. Ken uses a variety of analysis and evaluation techniques and is very good at setting up spreadsheets to efficiently organise information and manipulate and process it. He always ensures that the data he is using is reliable and current getting information from staff members, our management information systems and the internet.

Sue Pervisor

Anne Assessor
6/2/12