

From : [REDACTED]

Date Sent : 28/08/2014 18:19:10

Subject : [RE: Statistics on Recorded Crime in Scotland, \(Assessment Report 288\) - draft action plan](#)

[REDACTED]

Please find attached an early draft of the Action Plan. More detailed information on each action is being developed and will be provided to you in a subsequent version of this Action Plan.

Please note that we are also developing a more detailed document which looks at the individual actions in relation to specific timelines (i. e. How many days and date of completion). This would be an internal working document showing progress/key milestones/completion dates etc.

For information, I have been in correspondence with [REDACTED] from the NSO Statistical Advice and Support team. We have arranged to meet on 16 September to discuss some of the particular areas in which they can offer support.

I aim to provide you with regular updates on progress and to submit evidence, as it becomes available, for you to consider the quality of the evidence submitted and offer feedback/comments.

Kind regards,

[REDACTED]

[REDACTED]

Justice Analytical Services  
Scottish Government

[REDACTED]

**From:** [REDACTED]

**Sent:** 14 August 2014 18:01

**To:** [REDACTED]

**Subject:** RE: Statistics on Recorded Crime in Scotland, (Assessment Report 288)) - framework of assurance

[REDACTED]

Many thanks for your reply and for providing answers to my specific questions.

Thank you also for letting me know that you have spoken with the Good Practice Team and to [REDACTED]. It is helpful to know that this support is available. I shall contact them on Monday (as I am not in the office to-morrow).

Kind regards,

[REDACTED]

Justice Analytical Services  
Scottish Government

[REDACTED]

**From:** [REDACTED]

**Sent:** 14 August 2014 15:30

**To:** [REDACTED]

**Subject:** Re: Statistics on Recorded Crime in Scotland, (Assessment Report 288)) - framework of assurance

[REDACTED]

While you work to meet the Requirements there's quite a bit of support that you could find helpful. I've spoken to the Good Practice Team who can assist with aspects of the statistics ([goodpracticeteam@statistics.gsi.gov.uk](mailto:goodpracticeteam@statistics.gsi.gov.uk)). Also I think you have spoken before to [REDACTED] from the NSO Statistical Advice and Support team, I've spoken to [REDACTED] and she is also happy to offer support [REDACTED]

To answer your specific questions;

- the recorded crime in Scotland statistics have been de-designated as National Statistics. In order for them to be considered for re-designation as NS we will need to submit evidence to the Assessment Committee that all the Requirements are met. Until this time, the recorded crime in Scotland statistics cannot be published as National Statistics.
- where meeting a Requirement depends on evidence that can only be supplied in your publication, for example improving commentary, we will consider a draft of the proposed commentary. For info, you might find it useful to know that the Assessment Committee has taken a firm view on this, and recently told another producer that in order to meet the commentary Requirement prior to publication they must completely re-do their previous year's report to demonstrate the improvements.
- the Assessment Committee is clear that meeting the Requirements is not simply a tick-box exercise. When implementing the Requirements the Scottish Government needs to demonstrate that in meeting the Requirements and Suggestions there have been considered improvements in the approach and practices of compiling these statistics.
- the matter of the timing of the report is for the Scottish Government and is ultimately the responsibility of the Chief Statistician. The Code of Practice requires that statistical reports are released as soon as they are judged ready. It is difficult to give you an exact timing on how long before you publish a report that you would have to submit evidence that you consider meets the Requirements. It depends for example on if you submit all the evidence at once, if it is this first time we have seen the evidence, our views about the quality of the evidence submitted, and the number and complexity of the Requirements and Suggestions. The submission of evidence is generally an iterative process until we are sure that it meets the standard of the Code of Practice, this can take some time to complete.
- when we are content that the evidence meets the standards of the Code we will present it to the Assessment Committee for consideration. The Assessment Committee meets every two months, with a meeting in late Sept, Nov, Jan, March etc. In very exceptional circumstances we may work slightly outside of that timetable but that cannot be guaranteed.

I hope that helps, let me know if there is anything you need further clarity on.

Best wishes,

[REDACTED]

[REDACTED] | UK Statistics Authority | 23 Walker Street,  
Edinburgh, EH3 7HX

[REDACTED]

Now you can follow us on Twitter! : [www.twitter.com/UKStatsAuth](http://www.twitter.com/UKStatsAuth)

From:

[REDACTED]

Date: 13/08/2014 16:32

Subject: RE: Statistics on Recorded Crime in Scotland, (Assessment Report 288)) -  
framework of assurance

[REDACTED]

Many thanks for your reply.

Yes, we are developing an action plan to take forward the requirements from the Assessment Report which would include the proposed actions and the associated timescales. We would wish to share an early draft of the action plan with you. As you say, this would be helpful, in terms of providing a joint understanding of the work to be undertaken and the relevant timescales. Thank you for offering to review the action plan for us. We will send you a copy of the draft action plan before the end of the month.

On a related matter, para 1.2.8 in the Assessment report states the following:

“The Scottish Government should:

- working with HMICS or other appropriate bodies, combine existing and new work into a coherent framework of assurance. Most of this material exists, or will be available once HMICS publish their next report examining the integrity of crime recording in Scotland, but it has not been incorporated into a coherent framework,

- publish demonstrable evidence that the outputs from the forthcoming independent HMICS audit have been integrated into the processes and practices of the compilation, analysis and publication of these statistics and of the supporting documentation.
- Implement all the Requirements covering the wide range of Principles of the Code of Practice listed in section 1.5.”

It would be helpful if you could let me know the following:

- Do all the requirements have to be completed by the forthcoming publication or does evidence of progress on all the requirements need to be available?
- Similarly, what does it mean to “implement” the requirements? Are there key requirements that we have to have completed prior to publication?
- How long prior to the publication date would we need to have submitted all the evidence to the Assessment team?

Happy to discuss.

Kind regards

[REDACTED]  
Justice Analytical Services  
Scottish Government  
[REDACTED]

**From:** [REDACTED]  
**Sent:** 12 August 2014 09:58  
**To:** [REDACTED]  
**Subject:** Re: Statistics on Recorded Crime in Scotland, (Assessment Report 288) - framework of assurance

[REDACTED],

There is no template, it is up to the statisticians to consider, for each set of statistics, how best to bring together and publish the range of actions and evidence that you use to assure yourselves of the quality of the underlying data. I would encourage you to consider the range of material presented in the Exposure Draft Report.

It is good to hear that you are thinking about how to address the Requirements in the Assessment Report. Now that the Report has been published, we usually suggest that the producer develop an action plan for how you are planning to take the work forward, and share that plan with the

Assessment team. This is helpful as there will then be a joint understanding of the work and the relevant timetables, it also avoids a situation of producers sending a lot of information late in the day which turns out to be insufficient to meet the Requirements. The plan is usually a simple table of the Requirements listed down one side together with the proposed actions and deadlines. If you can send that over by the end of the month we would be happy to review it for you.

Best wishes,

█

█ | 23 Walker Street,  
Edinburgh, EH3 7HX

█

[k/](#)

Now you can follow us on Twitter! : [www.twitter.com/UKStatsAuth](http://www.twitter.com/UKStatsAuth)

From: █

█

Date: 11/08/2014 17:54

Subject: Statistics on Recorded Crime in Scotland, (Assessment Report 288) - framework of assurance

█

### **Statistics on Recorded Crime in Scotland, (Assessment Report 288)**

Within the above Assessment Report, there are a number of references made to a “**framework of assurance**”. There are two references made to the “framework of assessment” in the Statement by the Head of Assessment and further references are made to a “framework”/“framework of assurance” in sections 1.2.3 and 1.2.8 of the report.

It would be helpful if you could provide us with some information/guidance as to what constitutes a “framework of assurance”, please? This would be beneficial so that we can provide all the relevant information required to meet the requirements of such a framework. For example, is there a standard template available which can be used to consider and collate all the information which is relevant to a specific administrative data source?

I note the publication (on 31 July 2014) by the Authority of an ‘Exposure Draft Report *Quality Assurance and Audit Arrangements for Administrative Data*’, and the references made to a “conceptual framework” and to the ESS Quality Assurance Framework.

I also note the NSO’s Interim Guidance (published in April 2014) entitled “Using Administrative Data: Good Practice Guidance for Statisticians”. However I am not aware of any reference to a framework of assurance in this guidance.

Happy to discuss.

Regards,

[Redacted signature]

Justice Analytical Services  
Scottish Government

[Redacted contact information]

\*\*\*\*\*

This e-mail (and any files or other attachments transmitted with it) is intended solely for the attention of the addressee(s). Unauthorised use, disclosure, storage, copying or distribution of any part of this e-mail is not permitted. If you are not the intended recipient please destroy the email, remove any copies from your system and inform the sender immediately by return.

Communications with the Scottish Government may be monitored or recorded in order to secure the effective operation of the system and for other lawful purposes. The views or opinions contained within this e-mail may not necessarily reflect those of the Scottish Government.

Tha am post-d seo (agus faidhle neo ceanglan còmhla ris) dhan neach neo luchd-ainmichte a-mhàin. Chan eil e ceadaichte a chleachdadh ann an dòigh sam bith, a’ toirt a-steach còraichean, foillseachadh neo sgaoileadh, gun chead. Ma ’s e is gun d’fhuair sibh seo le gun fhiosd’, bu choir

cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh, leig fios chun neach a sgaoil am post-d gun dàil.

Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

\*\*\*\*\*

The original of this email was scanned for viruses by the Government Secure Intranet virus scanning service supplied by Vodafone in partnership with Symantec. (CCTM Certificate Number 2009/09/0052.) This email has been certified virus free. Communications via the GSi may be automatically logged, monitored and/or recorded for legal purposes.

This email was scanned by the Government Secure Intranet anti-virus service supplied by Vodafone in partnership with Symantec. (CCTM Certificate Number 2009/09/0052.) In case of problems, please call your organisations IT Helpdesk. Communications via the GSi may be automatically logged, monitored and/or recorded for legal purposes.

For information on the work of the UK Statistics Authority, visit:  
<http://www.statisticsauthority.gov.uk>

\*\*\*\*\*  
\*\*\*\*\*

Please Note: Incoming and outgoing email messages are routinely monitored for compliance with our policy on the use of electronic communications

\*\*\*\*\*  
\*\*\*\*\*

Legal Disclaimer: Any views expressed by the sender of this message are not necessarily those of the UK Statistics Authority

\*\*\*\*\*  
\*\*\*\*\*



The original of this email was scanned for viruses by the Government Secure Intranet virus scanning service supplied by Vodafone in partnership with Symantec. (CCTM Certificate Number 2009/09/0052.) This email has been certified virus free.  
Communications via the GSi may be automatically logged, monitored and/or recorded for legal purposes.

This email was scanned by the Government Secure Intranet anti-virus service supplied by Vodafone in partnership with Symantec. (CCTM Certificate Number 2009/09/0052.) In case of problems, please call your organisations IT Helpdesk.  
Communications via the GSi may be automatically logged, monitored and/or recorded for legal purposes.

\*\*\*\*\*

This email has been received from an external party and  
has been swept for the presence of computer viruses.

\*\*\*\*\*

The original of this email was scanned for viruses by the Government Secure Intranet virus scanning service supplied by Vodafone in partnership with Symantec. (CCTM Certificate Number 2009/09/0052.) This email has been certified virus free.  
Communications via the GSi may be automatically logged, monitored and/or recorded for legal purposes.

This email was scanned by the Government Secure Intranet anti-virus service supplied by Vodafone in partnership with Symantec. (CCTM Certificate Number 2009/09/0052.) In case of problems, please call your organisations IT Helpdesk.  
Communications via the GSi may be automatically logged, monitored and/or recorded for legal purposes.

For information on the work of the UK Statistics Authority,  
visit: <http://www.statisticsauthority.gov.uk>

\*\*\*\*\*  
\*\*\*\*\*

Please Note: Incoming and outgoing email messages are routinely monitored for compliance with our policy on the use of electronic communications

\*\*\*\*\*  
\*\*\*\*\*

Legal Disclaimer: Any views expressed by the sender of this message are not necessarily those of the UK Statistics Authority

\*\*\*\*\*  
\*\*\*\*\*

The original of this email was scanned for viruses by the Government Secure Intranet virus scanning service supplied by Vodafone in partnership with Symantec. (CCTM Certificate Number 2009/09/0052.) This email has been certified virus free. Communications via the GSi may be automatically logged, monitored and/or recorded for legal purposes.

This email was scanned by the Government Secure Intranet anti-virus service supplied by Vodafone in partnership with Symantec. (CCTM Certificate Number 2009/09/0052.) In case of problems, please call your organisations IT Helpdesk. Communications via the GSi may be automatically logged, monitored and/or recorded for legal purposes.


\*\*\*\*\*

This email has been received from an external party and has been swept for the presence of computer viruses.

\*\*\*\*\*

The original of this email was scanned for viruses by the Government Secure Intranet virus scanning service supplied by Vodafone in partnership with Symantec. (CCTM Certificate Number 2009/09/0052.) This email has been certified virus free. Communications via the GSi may be automatically logged, monitored and/or recorded for legal purposes.

This email was scanned by the Government Secure Intranet anti-virus service supplied by Vodafone in partnership with Symantec. (CCTM Certificate Number 2009/09/0052.) In case of problems, please call your organisations IT Helpdesk. Communications via the GSi may be automatically logged, monitored and/or recorded for legal purposes.

 - UKSA Assessment - Recorded Crime - Action Plan - August 2014 - DRAFT - copy sent to UKSA.docx