

## Assessment of Recorded Crime - UK Statistics Authority requirements

### Action Plan – August 2014

The tables below details “those improvements that the Scottish Government is required to make in respect of its statistics on *Recorded Crime on Scotland* in order to fully comply with the *Code of Practice for Official Statistics*, and to enable designation as National Statistics”. It also details the actions to be taken, and associated timescales, to meet these requirements.

#### ASSESSMENT FRAMEWORK – KEY DELIVERABLE

Finding	Requirement	What is required to meet the requirement?	When could we meet this requirement by?	Actions
The Scottish Government should, working with HMICS or other appropriate bodies, combine existing and new material 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 is has not been incorporated into a coherent framework.	Plan and deliver an assurance framework	This is the key element that must be delivered in order to achieve our National Statistics badge.	Requires to be published by (or before) the date of publication.  Requires to be ‘signed-off’ by UKSA prior to publication of report.	Engage with UKSA about the content of an Assurance framework – taking account of the “Quality Assurance and Audit Arrangements for Administrative Data” report which was published on 31 July 2014  Engage with OCSP about the content of an Assurance framework  Look for examples from other ‘official statistics’ producers of an Assurance framework  Engage with Police Scotland / Crime registrars about gaining access to detailed internal audits.  Plan the content of an assurance framework  Write the assurance framework  Share drafts with the UKSA for the Authority to assess the quality of the evidence submitted.  Compete and publish an assurance framework

#### HMICS AUDIT – work led by HMICS

Finding	Requirement	What is required to meet the requirement?	When could we meet this requirement by?	Actions
The Scottish Government should publish demonstrable evidence that the outputs from the forthcoming independent HMICS audit have been integrated into the processes				Consider Terms of Reference (ToR) document which has been published by HMICS.  Make reference, and provide

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and practices for the compilation, analysis and publication of these statistics and of the supporting documentation.				<p>links, to the ToR in relevant recorded crime documents.</p> <p>Incorporate findings of HMICS Audit in sections on text on data quality, in relevant recorded crime documents.</p>

## REQUIREMENTS

“The Scottish Government **should implement** all the Requirements covering the wide range of Principles of the Code of Practice”

Finding	Requirement	What is required to meet the requirement?	When could we meet this requirement by?	Actions
The Scottish Government engages primarily with expert users of the statistics but has engaged less frequently with a wider range of less expert users. The Scottish Government should:	<p><b>1</b></p> <p>a) Engage regularly with a wider range of less expert users of these statistics outside of the Scottish Government's key stakeholders</p> <p>b) Ensure that both expert and non-expert users are consulted about changes to the statistics through an early and comprehensive consultation</p> <p>c) Publish the results of the user consultation (para 3.2).</p>	<p>This could relate to a range of options:</p> <p>a)</p> <p>i) more regular updates via ScotStat emails</p> <p>ii) Crime stats User event (29 Sept)</p> <p>iii) JAS stats day</p> <p>b) Prepare consultation document to ask users to provide feedback/views on the statistical bulletin for 2013-14 (this being the first year for which statistics are presented since police reform). Plus views of users on a range of related topics.</p> <p>c) Finalise the format and content of the consultation report and then publish on the SG website</p>	<p>a)</p> <p>i) by date of publication and on-going</p> <p>ii) by 29 Sept '14</p> <p>iii) tbc (resources required to plan such a day)</p> <p>b) prepared in advance of publication but published in Oct/Nov '14, following the publication of the forthcoming bulletin.</p> <p>c) September 2014 (and before publication of the forthcoming bulletin.)</p>	<p>Develop plan for consultation</p> <p>User day (JAS more widely)</p> <p>User workshop (RC, SCJS and PS/SPA)</p> <p>Prepare written consultation</p> <p>May consultation report to be published + email to ScotStat Users</p> <p>Prepare mock-up of info-graphics document for 2012-13 (for general public but specifically for non-expert users)</p>
The Scottish Government does not publish sufficient information about the uses of the statistics, the extent to which the full range of users' needs are met through the published statistics, or users' views of the statistics. The	<p><b>2</b></p> <p>Publish more detailed information about the uses, users and users' views of the police recorded crime statistics (para 3.3).</p>	<p>Include a section on uses, users and users' views in:</p> <p>a) the forthcoming bulletin, and</p> <p>b) the User Guide</p>	<p>a) on date of publication of forthcoming bulletin</p> <p>b) on or before date of publication of forthcoming bulletin.</p>	<p>Publish in User Guide</p> <p>Summary in bulletin</p> <p>Users views from recent consultation</p>

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<p>Scottish Government should:</p> <p>The 2013/14 <i>Justice Analytical Services Analytical Programme</i> was approved by Cabinet Secretary for Justice at the end of June 2013 but was only published on the Scottish Government's website in February 2014, close to the end of the period to which it relates. The Scottish Government should:</p>	<p><b>3</b></p> <p>a) Develop a statistical work plan annually</p> <p>b) Consult users on the priorities set out in the plan</p> <p>c) Publish the <i>Justice Analytical Services Analytical Programme</i> as soon as it has been approved by the relevant Minister</p> <p>(para 3.5).</p>	<p>a) Continue to undertake business planning activity on an annual basis – meetings with policy and review of priorities.</p> <p>b) Discuss priorities with SG colleagues and include as an agenda item on the ScotStat meeting.</p> <p>c) Arrange for the approved Analytical Programme to be published on the SG website.</p>	<p>a) During the first quarter of each year.</p> <p>b) During the first and second quarters in each year.</p> <p>c) In July 2014 (for 2013-14 Programme)</p>	<p>Done for 2014-15 JAS plan</p> <p>Check JAS workplan meets the UKSA requirements</p> <p>User engagement ideas - is JAS, Police and Scotstat ,Analytical Group etc</p>

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<p>The Scottish Government told us it is working with Police Scotland and the SPA to develop a consistent publication plan and it will consider the feasibility of producing accessible and consistent quarterly statistics. The Scottish Government has not communicated this information to the users of these statistics. The Scottish Government should:</p>	<p>4</p>	<p>a) Inform users about the ongoing work with Police Scotland and the SPA to develop a consistent publication plan b) Consult more widely about user needs for more frequent statistics c) Publish the results of this user consultation (para 3.6).</p>	<p>Section is to be included in the User Guide around this area.</p>	<p>By October and on-going</p>	<p>a) User guide b) and c) Requirement 1 – incorporate this into consultation</p>
<p>The Scottish Government did not announce changes in classifications in advance of the publication of <i>Recorded Crime in Scotland 2012/13</i>. The Scottish Government told us that it plans to include information on changes alongside the release of <i>Recorded Crime in Scotland 2013/14</i>. The Scottish Government should:</p>	<p>5</p>	<p>Confirm that future changes to methods or classifications will be announced in advance of the publication of <i>Recorded Crime in Scotland</i> (para 3.7).</p>	<p>a) create section on the website to detail forthcoming changes to classification  b) Scotstat emails to users when additions are made to this section of the website</p>	<p>By date of publication and whenever changes are necessary</p>	<p>Technical report publication Announce changes to SCRS manual</p>
<p>The Scottish Government receives a ‘snapshot’ of data from Police Scotland, but records on the live database may be amended after that. The Scottish Government does not reflect the impact of amendments to the data. The Scottish Government should:</p>	<p>6</p>	<p>Provide more information to users about the nature and extent of changes made to police records, and how to interpret changes in the published crime statistics from one reference period to another (para 3.9).</p>	<p>a) Information of the reasons for crimes to change over time and the effect this can have is to be detailed in the Technical report. b) Such information could also be put into the user guide as well as the statistical bulletin itself.</p>	<p>By date of publication and on-going</p>	<p>Report section in bulletin Snapshot v’s live information</p>
<p>There is little published information about how the roles and responsibilities relating to the police recorded crime statistics are shared between the different stakeholders. The Scottish Government should:</p>	<p>7</p>	<p>Publish information about the roles and responsibilities of the organisations involved in the production and publication of crime statistics (para 3.10).</p>	<p>Include within user guide and reference from statistical bulletin.</p>	<p>By date of publication and on-going</p>	<p>User guide (see separate Action Plan)</p>
<p>The Scottish Government attends several meetings with key stakeholders where issues pertaining to the police recorded crime statistics are discussed; there are no minutes or actions published from these meetings. The Scottish Government should:</p>	<p>8</p>	<p>Document how those who produce the statistics are protected from any pressures that might influence the methods, content or timing of the police recorded crime statistics (para 3.13).</p>	<p>Include within user guide and reference from statistical bulletin.</p>	<p>By date of publication and on-going</p>	<p>Outcomes from Crime Registrars meetings  Need to discuss further with National Crime Registrar.</p>

<p>The Scottish Government does not publish detailed information about the methods used to compile the statistics alongside the annual release of <i>Recorded Crime in Scotland</i>. It is publishing a one-off report to explain the issues around the collation and compilation of the statistics for 2013/14. The Scottish Government should:</p>	9	<p>a) Publish the proposed <i>Technical Report</i> as soon as it is finalised, ensuring that the language and content of this report is accessible to non-expert users</p> <p>b) Publish detailed information about the methods used to compile the statistics alongside each release of <i>Recorded Crime in Scotland</i> (para 3.18).</p>	<p>a) Complete and publish the technical report</p> <p>b) Include in the user guide and reference from bulletin</p>	By date of publication and on-going	<p>a) Technical report</p> <p>b) User Guide (</p> <p>c) Links to technical report and user Guide within bulletin</p> <p>d) Refer to Framework of Assurance</p>
<p>The Scottish Government has told us that it plans to publish a document containing analysis comparing the police recorded crime statistics to the results of the Scottish Crime and Justice Survey. The draft document requires more work to fully explain the analysis. The Scottish Government should:</p>	10	<p>a) Publish the analysis comparing the police recorded crime in Scotland statistics and the Scottish Crime and Justice Survey, and any other relevant sets of statistics</p> <p>b) Include a clear explanation about how this analysis could assess the scale of the difference between crimes recorded by the police and that experienced by the population resident in households, and the resulting impact on how users should interpret crime statistics (para 3.20).</p>	Finalise and publish paper on the website.	By October	<p>Draft paper to be updated, reviewed and finalised – combined with work to bring analysis and commentary together for requirement 11.</p> <p>Publish paper alongside recorded crime statistical bulletin for 2013-14, in October 2014.</p>
<p>The Scottish Government publishes <i>Recorded Crime in Scotland</i> separately from the <i>Scottish Crime and Justice Survey</i>. The Scottish Government should:</p>	11	<p>Bring the analysis and commentary of the two main sources of crime statistics together into a single published report (para 3.21).</p>	<p>This is not feasible due to the timings of the data collections. Survey on biennial sweep which recorded crime available every year. In addition, bringing these together would further delay recorded crime which survey data is analysed then brought together with recorded crime data.</p> <p>However we can bring the main SCJS and Recorded Crime analysis and commentary together, expand the report being drafted for requirement 10 in a structure that will be repeated and regularly updated.</p>	By October	<p>To confirm, this report is currently being scoped and planned.</p> <p>Bringing together information from SCJS and Recorded Crime in a report will help provide clarity for users.</p> <p>Requirement 11 builds of the sort of information being developed for requirement 10. As such, to increase clarity for users we are planning a report structure that combines the essential and valuable work needed to meet these two requirements in one published report, which can be updated upon release of future statistics.</p> <p>Plan and scope structure for new report, considering:</p> <p>i) What is already said in SCJS and RC</p> <p>ii) Draft paper being finalised for Req. 10</p> <p>iii) What is being done in E&amp;W, NI and elsewhere</p> <p>Draft report (within team)</p> <p>Draft report (within Unit)</p> <p>Finalise report</p> <p>Report published alongside 2013-14</p>

					recorded crime and the analytical paper being finalised for Req. 10
The Scottish Government does not publish sufficient information about the range of quality issues identified in this report. The Scottish Government should:	<b>12</b>	Publish information for users, alongside the police recorded crime statistics, about how it assures itself of their quality, including its assessment of any risk and potential source of error associated with the use of the underlying administrative data source (para 3.23).	This information is to be included in the user guide which can be referenced from the statistical bulletin.	By date of publication and on-going	User guide Framework of Assurance Technical Report
The Authority considers that these data are of high public interest and that the Scottish Government should provide strong levels of assurance about their quality. The Authority welcomes the forthcoming inspection of crime recording integrity by HMICS. The Scottish Government should:	<b>13</b>	<ul style="list-style-type: none"> <li>a) Keep users informed about the progress of the HMICS audit</li> <li>b) Review published quality information in the light of the findings of this audit</li> <li>c) Consider whether statistics based on police recorded crime data can be produced to a level of quality that meets users' needs, taking into account information gathered in the course of meeting this report's Requirements</li> </ul> (para 3.26).	Could include one or more of the following: <ul style="list-style-type: none"> <li>a) On the website next to publication links</li> <li>b) In the user guide</li> <li>c) Statstat emails</li> <li>d) In the statistical bulletin</li> </ul>	As soon as decision made about the HMICS Audit timetable.	<ul style="list-style-type: none"> <li>a) Email to Scotstat</li> <li>b) User Guide</li> <li>c) Bulletin</li> </ul>

The Scottish Government does not clearly explain the coherence between the range of reports that it publishes based on the police recorded crime statistics. The Scottish Government should:	14	More clearly document the relationship between different sources of crime statistics across the criminal justice system in Scotland (para 3.27).	This is planned for the next statistical bulletin	By date of publication and on-going	Bulletin User guide
The Scottish Government does not provide sufficient information about the comparability of the police recorded crime statistics with similar statistics published in the other UK administrations. The Scottish Government should:	15	Provide information to users about the comparability of the police recorded crime statistics with those published in the other administrations of the UK (para 3.28).	This is planned for the next statistical bulletin	By date of publication and on-going	User guide Bulletin - add NI - ONS paper on comparability
The Assessment team found it difficult to obtain evidence about ongoing <i>Code</i> compliance for these statistics. In addition Assessment report contains a substantial suite of Requirements that will require ongoing review of resources. The Scottish Government should:	16	Review the staffing profile of the Justice Analytical Services team with a view to providing assurance that it is sufficiently resourced (para 3.31).	???	???	Under consideration JAS making use of central resource (i.e. OCSP)
The Scottish Government needs to set the statistics in a broader context and provide more information to users about the strengths and weaknesses of the statistics in relation to how they could be used.	17	a) Clarify the strengths and limitations of the statistics; b) Provide further explanatory information about the context  As part of meeting this Requirement the Scottish Government should consider the points detailed in annex 1 and annex 2 (para 3.33).	This is planned for inclusion in the user guide and can be referred to for the statistical bulletin.  See this requirement as part of requirement 2	By date of publication and on-going	a) Bulletin User guide (comprehensive) Data sources and suitability  b) Potentially about interpretation of changes in the report  c) Speak with Good Practice Team and National Statistician's Office
The Scottish Government receives aggregated data from Police Scotland but it does not have access to individual level data on crimes and offences. The Scottish Government should:	18	a) Investigate users' need for more detailed, record level data to enhance analysis; and b) Publish the results of these needs including how to implement this when the legacy systems are replaced with the I6 national data collection IT system  (para 3.35).	a) Need first to determine if it is possible to obtain access to such a dataset b) Consultation with users and stakeholders to assess need for this data. c) publish results of consultation d) If there is a need for such data, we would have to work with Police Scotland to consider the logistics of such a change in data collection and assess the time this would take to implement	Until we know what the timetable for i6 is, it may not be feasible to carry this out before October.  However, we will raise this matter with Police Scotland and will keep people informed about the timetable for the launch of i6.	Requirement 2 - User consultation - User event  Look at what ONS and NI are doing and what they are using this data for.



The Scottish Government is considering the suitability of presenting open data tables, and it will consider user feedback to inform its plans. The Scottish Government should:	19	Review and update where necessary, the formats in which it publishes the data associated with the police recorded crime statistics in order to balance the needs of users and the government's open data policy (para 3.36).	Already plan to include more LA level data online and this will be published alongside the statistical bulletin  b) Taking the OCS lead with open data formats although we have investigated the E&W open data and it is not very user friendly. In addition, E&W publish some figures which could be considered to be disclosive. Would want to avoid these issues in Scotland.	By October and on-going	Engage with OCSP about SG approach to this  Look into publishing in non-proprietary formats. Consider .ods
The draft pre-release access list for <i>Recorded Crime in Scotland 2013/14</i> includes the names of 17 individuals, with a further 19 names likely to be confirmed nearer the time of publication. The Scottish Government should:	20	Ensure that pre-release access for <i>Recorded Crime in Scotland</i> is only granted where absolutely necessary (para 3.40).	This is something we ensure before every one of our statistical publications.	By date of publication.	We do, and will continue, to review pre-release access lists
The Scottish Government has published a Statement of Administrative Sources specifically for police statistics. The SoAS does not present sufficient information about the arrangements for auditing the quality of the administrative data used to compile <i>Recorded Crime in Scotland</i> . The Scottish Government should:	21	Update its Statement of Administrative Sources for police statistics to include full information about the arrangements for auditing the quality of the administrative data used to compile <i>Recorded Crime in Scotland</i> , taking into consideration the recent Authority Statement <i>Administrative Data and Official Statistics</i> , and associated documents, and the National Statistician's <i>Interim Guidance</i> (para 3.41).	Statement of administrative sources has already been updated. Check to see it meets this new UKSA requirement.	By October	Review administrative sources statement – include references to HMICS work  - Linked to User guide

**SUGGESTIONS** (info still to be completed in this section)

Suggestion	What is required to meet the suggestion?	When could we meet this suggestion by?	Actions	
1	Refer to the types of use put forward in the Statistics Authority's Monitoring Brief, <i>The Use Made of Official Statistics</i> (para 3.3).	Take into consideration the content of the Monitoring Brief when preparing relevant material (i.e. within the statistical bulletin and User Guide)	a) by date of publication of the bulletin b) by date of publication of the User Guide, and on-going	Take account of the Monitoring Brief when preparing relevant material in the statistical bulletin and User Guide
2	Publish the User Guide on the Scottish Government website as soon as it is finalised (para 3.3).			tbc
3	Clearly label corrections when they are included in <i>Recorded Crime in Scotland</i> (para 3.8).			
4	Include a prominent link to the Scottish Government's corporate policy statement on its current			



Suggestion	What is required to meet the suggestion?	When could we meet this suggestion by?	Actions
	practice on revisions and corrections on the Crime and Justice landing page of its website and within Recorded Crime in Scotland (para 3.8).		
5	Include information about the nature and extent of changes made to police crime records, and how to interpret these changes, in its corporate policy statement on its current practice on revisions and corrections (para 3.9).		
6	Publish information about a) the nature of discussions and meetings with key stakeholders about police recorded crime statistics; and b) the decisions that are taken in these meetings that could impact on the police recorded crime statistics (para 3.13).		
7	Include in the proposed User Guide a diagrammatic representation showing sources of potential bias and error at each stage of the crime recording process (para 3.23).		
8	Review the presentation of the statistics in charts for Recorded Crime in Scotland 2013/14 (para 3.34).		
9	Update the Scottish Neighbourhood Statistics website with the most recent set of police recorded crime statistics at the earliest feasible date (para 3.37).		COMPLETED
10	Publish records of those granted pre-release access to the police recorded crime statistics during their development as well as in their final form (para 3.40).		
11	Update the document describing the data source for Recorded Crime in Scotland (para 3.41).		COMPLETED
12	Provide a link to the 'Data Sources and Suitability' web page from the forthcoming Recorded Crime in Scotland report (para 3.41).		

**USER GUIDE** – action plan available as a separate document. Publish User Guide as soon as it is finalised.