

From : [REDACTED]
To : [REDACTED]
[REDACTED] Sandy Stewart/NEWPORT/ONS
Date Sent : 02/04/2014 19:15:35
Subject : [RE: Assessment Meeting Thursday 20th March](#)

Thank you for this note [REDACTED],

However, I am afraid that this does not answer the questions posed. To be clear, what would be helpful is for a written specification for this work in order to fully understand the aims, conduct, analysis and reporting for this work. This will be really helpful in allowing me to target our limited resources onto particular areas of the re-assessment. This will also be helpful for us to ensure that we both successfully delivery the top priority of the 2013/14 publication, and also ensure that the re-assessment is fit-for-purpose.

We will get back to you on amendments in your note when the team have had time to regroup and discuss. I am afraid that this is a particularly resource intensive period for us at the moment.

Yours,

[REDACTED].

[REDACTED]
Head of Safer Communities Analysis
The Scottish Government

[REDACTED]
From: [REDACTED]
Sent: 25 March 2014 17:43
To: [REDACTED]
Cc: [REDACTED]; Sandy Stewart
Subject: Re: Assessment Meeting Thursday 20th March

Hi [REDACTED],

Thanks for your email. I attach a note of our meeting of last Thursday which covers your questions. I would be grateful for a factual check of the note, especially around your work with Police Scotland to ensure we have documented it correctly. Please could you send comments by the end of the week.

We agreed to meet again two weeks from the initial meeting, can we please schedule that for Wednesday (2nd April) or Thursday (3rd) next week? We are currently reviewing available published evidence, in order to identify any gaps that we may need your assistance to answer next week. We will send you any questions that arise from that towards the end of this week, so that you will have time to review them prior to our meeting.

You agreed to send over a list of users early this week, can you confirm when we should expect that? We intend to contact key stakeholders (for example Police Scotland, SPA and HMICS) later this week so those contacts would be especially useful.

Myself and [REDACTED] will have limited access to email for the next two days, so it would be helpful to ensure that [REDACTED] is copied to all emails.

Best wishes,

[REDACTED]

[REDACTED] | Monitoring & Assessment Team | UK Statistics Authority | [REDACTED]
[REDACTED]
[REDACTED]

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From: [REDACTED]

To: [REDACTED]

Cc: [REDACTED],
[REDACTED]

Date: 21/03/2014 16:35

Subject: RE: Assessment Meeting Thursday 20th March

Afternoon [REDACTED],

Thanks for coming to meet with us yesterday. The timetable you set out for the re-assessment was significantly shorter than we had been expecting, which raises a number of challenges for us.

We had been expecting a more focussed exercise on assurance that the issues identified in England and Wales were not happening in Scotland prior to our publication, followed by the more resource intensive work after our publication. In normal times, we would naturally allocate a degree of resource to support a re-assessment exercise. However, this is not possible at present as our resources are focussed on our primary goal of producing the recorded crime statistics. As you will know, we are currently undertaking an essential and extensive exercise in collaboration with Police Scotland on the processes used to submit their data. This is, of course, the first year the Police Scotland has submitted data. I am sure you would support our use of resources to complete this exercise.

In order that we use our limited available time as helpfully as possible, it is important that I have a good understanding of the re-assessment process that you will be following. I am afraid that, at present, I do not have such an understanding, so I would appreciate your help in getting me up-to-speed. I appreciate that the underlying structure for any assessment is the "Code of Practice for Official Statistics", however there are numerous ways that one could go about conducting such an assessment exercise. I would like to have good understanding of your plans for conducting such an assessment exercise - in essence the specification for this work. I have listed below the type of information that would be helpful:

- What criteria will be used to conduct the assessment?
- What evidence from what source will be collected against each of these criteria?
- How will the evidence be analysed to derive findings?
- What elements of the re-assessment will be reported to the May Assessment Committee?
- What elements of the re-assessment will be reported to the July Assessment Committee?
- What will be the format of the final re-assessment report? Will this be a WEFA?
- When, and for how long, will we have to comment on the information contained in reports to the (i) May Assessment Committee; (ii) the July Assessment Committee; and (iii) the final report.

I think that having such an understanding of the process that you are intending on following will assist our future communications and coordination of our resources.

Thanks for your help with this.

Yours,

[REDACTED]

From: [REDACTED]

Sent: 19 March 2014 19:06

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: Assessment Meeting Thursday 20th March

Evening [REDACTED],

Thanks for your call this afternoon. I am happy to confirm that we are looking forward to your visit tomorrow.

Thanks to [REDACTED] for tomorrow's agenda. Based on our previous discussions, I thought it might be useful to slot in an item on us providing an update. We will update you on the additional work currently being undertaken for the production of recorded crime data this year. This work has been necessitated by Scottish police reform and the creation of a single national force, Police Scotland. Due to reform, Police Scotland has introduced a system to process and submit police recorded crime data. We are currently working closely with Police Scotland on an extensive quality exercise on this new system. Police reform will also necessitate some significant changes to the forthcoming publication this year (there will obviously be no breakdown by legacy force areas), which will make it rather different from previous years.

- Clarify the scope of the assessment
- SG provide update on current activity necessitated by Scottish police reform and the creation of Police Scotland
- Overview of the reassessment process
- Agree a timetable/assessment stages
- Confirm evidence required/arrangements for user consultation
- Answer any queries.

See you tomorrow,

[REDACTED]

From: [REDACTED]

Sent: 19 March 2014 09:33

To: [REDACTED]

Cc: [REDACTED]

Subject: Assessment Meeting Thursday 20th March

[REDACTED],

I want to confirm the details of the assessment initiation meeting; myself, [REDACTED] and [REDACTED] will be at [REDACTED] for 2pm tomorrow.

[REDACTED] provided an outline of what we plan to cover in the meeting in her email below, please do let us know if there are any other key areas that you would like to discuss. I can't find a record of

who will be attending from your team, apologies if you have already replied to [REDACTED] directly about that. From our perspective the key person is the lead statistician for recorded crime, but please do invite any other colleagues that you think could find it helpful.

If you need to check anything with us I will be on [REDACTED] until [REDACTED], or [REDACTED] is on [REDACTED]

Looking forward to meeting you and the team tomorrow.

Best wishes,

[REDACTED]

[REDACTED] | Monitoring & Assessment Team | UK Statistics Authority | [REDACTED]
[REDACTED]
[REDACTED]

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----- Forwarded by [REDACTED]/NEWPORT/ONS on 19/03/2014 08:52 -----

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED], Sandy Stewart/NEWPORT/ONS@ONS, [REDACTED]
[Nicola](mailto:nicola@ons.gov.uk), [REDACTED]
Date: 12/03/2014 10:40
Subject: Re: Meeting today - cancellation

Hi [REDACTED],

2pm on 20th March is fine for us.

Myself, [REDACTED] and [REDACTED] will be the assessors working on the Recorded Crime in Scotland reassessment. Myself and [REDACTED] will be at the meeting and [REDACTED] is planning to travel up from Newport to join us. Could you confirm who will be attending from Scottish Government?

An agenda for the meeting is:

- Clarify the scope of the assessment
- Overview of the reassessment process
- Agree a timetable/assessment stages
- Confirm evidence required/arrangements for user consultation
- Answer any queries.

There is an outline of the generic assessment process in the Producer Handbook on our website. This is intended to help producers to prepare for, and understand, the assessment process. It would be useful for those who will be working on the assessment to read this document prior to our meeting. However, we are increasingly running assessments in more flexible ways, as we've agreed to do with this one, so don't take it too literally. Our website also has a number of other useful documents available, such as examples of good practice, and a reassessment statement.

These documents are available at:

<http://www.statisticsauthority.gov.uk/assessment/assessment/guidance-about-assessment/index.html> (links on the righthand side of the page). You might also want to consult with [REDACTED] in Roger's office, who oversees liaison with the Authority over assessment matters.

If you have any questions in advance of the meeting please give me a call.

Kind Regards,

[REDACTED] | Monitoring & Assessment Team | UK Statistics Authority | [REDACTED]
[REDACTED]
[REDACTED]

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From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED], Sandy Stewart/NEWPORT/ONS@ONS, [Nicola.Edge](mailto:Nicola.Edge@ons.gov.uk)
Date: 10/03/2014 17:41
Subject: RE: Meeting today - cancellation

Hi [REDACTED],

I do apologise that I was unable to meet today, however I am really keen to meet with you and your team. I agree with you that it would be a great opportunity for us to agree constructive and achievable plans. My team and I are available on Thursday 20th March 2014 at 2pm. I hope that this time is convenient for you. I realise that this may be a little later than ideal, however outstanding annual leave plans makes it impossible to schedule an earlier meeting. I think that it will also be more productive for us to prepare for the meeting

As you note in your email, I fear that we may be having a bit of communication difficulty.

Perhaps an agenda for the meeting would be helpful, if you could circulate. It would be also helpful to hear about any initial ideas that you have as to the focus of phase 1 activity, and how this will relate to phase 2 activity.

I look forward to meeting with you and the team.

Yours,

[REDACTED]

Head of Safer Communities Analysis
The Scottish Government

[REDACTED]

From: [REDACTED]
Sent: 10 March 2014 11:11
To: [REDACTED]
Cc: [REDACTED]; Sandy Stewart
Subject: Re: Meeting today - cancellation

[REDACTED],

It is disappointing that you are not available to meet today, we are keen to meet with the team. In your absence we would be happy to meet with any of your colleagues who could work with us to start the assessment. Is there anyone available to deputise for you this afternoon or at another time this week?

I feel that perhaps I was not sufficiently clear on the phone last Friday, but the key reason to meet with the team is to obtain your input as we develop constructive, agreed and achievable plans for the assessment. We are aware that the team is working towards the publication of robust crime statistics in June and we would very much like to ensure that we align with your current commitments.

I hope that we can rearrange the meeting, either today with colleagues or for later this week.

Best wishes,

[REDACTED]

[REDACTED] | Monitoring & Assessment Team | UK Statistics Authority | [REDACTED]

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From: [REDACTED]
To: [REDACTED]
Date: 10/03/2014 10:07
Subject: Meeting today - cancellation

Hi [REDACTED]

I am afraid that I have to cancel our informal catch-up today. I do apologise, however I am aware that you are keen to make progress – as are we. In order that we do not lose anytime, may I propose that you send me a copy of your plans for Phase 1 of the assessment on recording practices. It would be very helpful for me to (i) get a better sense of the outcome sought for phase 1, (ii) the activities that the UKSA will undertake as part of phase 1 and (iii) what will be required of the Scottish Government within phase 1. I can then focus our preparation on meeting these expectations, whilst ensuring that we maintain progress towards the publication in June.

I would also find it helpful to get a sense of how you see phase 1 and phase 2 fitting together.

As this activity was the focus of our meeting today, I do hope this plan will ensure we still make progress.

Yours,

[Redacted]

[Redacted]

Head of Safer Communities Analysis
The Scottish Government

[Redacted]

[Redacted]

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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.

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