

From : [REDACTED]

Date Sent : 11/09/2014 18:50:29

Subject : [RE: UK Statistics Authority - Assessment Report 288 – Statistics on Recorded Crime in Scotland](#)

[REDACTED]

Further to my earlier email, please find attached an initial draft version of the outline of a framework of assurance.

As I mentioned, I thought it might be helpful to highlight one definitional/conceptual consideration – we see the framework of assurance as the sum of all things that are done to provide assurance about the quality of the data and statistics. The bulk of this proposal would be focussed on what we've termed the 'description of the framework of assurance' the purpose of which is to provide transparency and clarity to users about what is done to assure the quality of the statistics. The text within this description of the framework could be restricted to giving an overview of that particular section with links to other documents that contain the bulk of the information. In drawing up this framework, we consider there to be four key documents that should provide the assurance required, namely i) a document which brings together all the information relating to the administrative system for collecting the data and the context within which it operates within Police Scotland, ii) a document describing the relationship between Police Scotland and the SG in terms of statistics production, iii) Statement of Administrative Sources and iv) a document describing the SG's judgement of the quality of the data, including audit information, and the implications for the use of the statistics.

We are also considering four strategic areas: users, improvement, risk and governance. So one option would be to present the framework based on those four elements. We could keep the existing matrix structure as a list of things that need to be done but map each component to one of these four elements. We've had a very quick go at this in the attached one page document, where governance = working with partners and managing change, risk – identifying, managing and resolving risk, improvement = identifying areas for development and improvement and users = two-way communication with users. However we recognise that we may need to add in a few additional components to fully cover the strategic areas (e.g. more emphasis on two-way rather than one-way communication with users).

As you will see, this is still very much "work in progress", but hopefully it will form a useful basis for our discussions on Tuesday.

Regards,

[REDACTED]

From: [REDACTED]

Subject: RE: UK Statistics Authority - Assessment Report 288 – Statistics on Recorded Crime in Scotland

[REDACTED]

Just a few updates in advance of our meeting on Tuesday 16th:

Timetable - our proposed plan for Tues 16th would be as follows

Timings	SG	NSO	Meeting room
9.30 – 11.30	[REDACTED]	[REDACTED]	1R.01
11.30 -12.30	[REDACTED]	[REDACTED]	1R.01
11.30 - 12.30	[REDACTED]	[REDACTED]	1W.08A
12.30 – 2.00	Lunch		
2.00 – 4.00	[REDACTED]	[REDACTED]	1R.01

I trust this timetable is ok with you. I have booked a table at a nearby restaurant for lunch.

Discussion topics – as discussed previously, as well as looking across the range of requirements in the assessment report, it would be helpful if our discussions (in the first session) included those related to user engagement, Scottish Crime and Justice Survey (SCJS) (req 10 and 11), the framework of assurance, commentary and comparability. When we meet (at 11.30) we can consider the presentation of information (charts etc), presentation of stats following a break in time series etc.

Arrival at Andrew’s House (SAH) – when you arrive at SAH Reception, please ask them to call me on [REDACTED].

Could you let me know [REDACTED] surname, please, so that I can inform SAH Reception?

Public holidays – to note that the afternoon of Fri 12th Sept and Mon 15th Sept are Scottish Government public holidays. .

Travel & accommodation – I hope you managed to book some hotel accommodation in a fairly central location. Both the airport bus and the tram take you to the centre of Edinburgh. When travelling back to the airport, you should take the airport bus from Waverley Bridge (near Waverley train station) or the tram from St Andrew’s Square. Both Waverley Bridge and St Andrew’s Square are just off Princes St.

Further material – I am planning to send you some initial draft material relating to the framework of assurance later this afternoon. [REDACTED] is also planning to send you a draft SCJS paper.

Please let me know if you require any further information.

We look forward to meeting both yourself and [REDACTED] on the 16th.

Regards,

[REDACTED]

From: [REDACTED]

[REDACTED]

Cc: [REDACTED]

Subject: RE: UK Statistics Authority - Assessment Report 288 – Statistics on Recorded Crime in Scotland

[REDACTED]

Thanks for the update re your travel plans.

I'll check if [REDACTED] have any particular timing considerations on the 16th and we can then arrange a plan for the day.

St Andrew's House has a central location and there are a number of hotels fairly close by. However the Apex Hotel, on Waterloo Place is virtually across the road from St Andrew's House so you may wish to consider this hotel. There is also the Scotsman Hotel and the Carlton Hotel which are both located on North Bridge which is nearby. Also the Mercure Hotel which is on Princes Street.

For info, here are the location details for St Andrew's House

<http://www.scotland.gov.uk/About/Locations/St-Andrews-House-1>

and for the hotels I mentioned above.

<http://www.apexhotels.co.uk/en/hotels/edinburgh/apex-waterloo-place-hotel/>

<http://www.thescotsmanhotel.co.uk/>

<http://www.thehotelcollection.co.uk/hotels/carlton-hotel-edinburgh/>

<http://www.mercureedinburgh.co.uk/>

Could you let me know [REDACTED] please – just so that I can inform St Andrew’s House reception?

Thanks - it will be helpful for us to discuss the framework of assurance on the 16th.and I had said to the assessment team that I would be sharing it with them. As you say, you will provide different but complementary types of advice.

I’m not in the office to-morrow but I’ll provide an update to you re timings for the 16th, on Monday.

Regards

[REDACTED]

From: [REDACTED]

Sent: 04 September 2014 14:17

To: [REDACTED]

Subject: Re: UK Statistics Authority - Assessment Report 288 – Statistics on Recorded Crime in Scotland

[REDACTED],

Just to let you know that we have now booked our flights. We are going to arrive on Monday evening so are happy to start any time from 9am onwards on Tuesday. Our return flight is at 6.15pm so we will need to leave at a suitable time for that (I'm guessing maybe 4pm but you may advise otherwise).

Would you be able to recommend a hotel that is convenient for St Andrews House at all? Or if you don't know of anything in the area could you just let me know the address details for St Andrews House and we will have a look to find something close by.

While we are there [REDACTED] is also planning to meet with [REDACTED] about some other work. She's very happy to be flexible on timings so could you just let me know please if any of you have any preference regarding what happens and when? Whilst [REDACTED] is with [REDACTED] I'd be more than happy to spend the time with you discussing anything that we don't need [REDACTED] to be there for.

I'm very happy for you to send your framework of assurance to me and for us to discuss it on the 16th. I'm sure you will do so anyway but I would encourage you to share it with the assessment team at the same time as quite often you will find (I hope!) that we provide different but complementary types of advice. Whereas the assessment team will feed back on whether what they think you're planning is sufficient to meet a requirement and what more they might consider it important for you to do, within the NSO we tend more to look at the detail within things and try to offer helpful suggestions in relation to that.

Best wishes,

[REDACTED]

[REDACTED] | Statistics
House | Tredegar Park | Newport | NP10 8XG

From:

[REDACTED]

Date: 01/09/2014 12:18

Subject: RE: UK Statistics Authority - Assessment Report 288 – Statistics on Recorded Crime in Scotland

[REDACTED]

Many thanks for your reply. Re confirmation of timings, then letting us know this week is fine with us.

Yes, we will send you some material re requirements 10 and 11, in advance of the meeting.

[REDACTED]

[REDACTED] | Statistics
House | Tredegar Park | Newport | NP10 8XG

[REDACTED]

From:

[REDACTED]

Cc:

Date: 28/08/2014 12:39

Subject: RE: UK Statistics Authority - Assessment Report 288 – Statistics on Recorded Crime in Scotland

[REDACTED]

Many thanks for your reply.

Your offer for both yourself and [REDACTED] to come up to Edinburgh for a face to face meeting is much appreciated. I would agree that, in the first instance, it would certainly be beneficial to meet face to face.

In terms of a suitable date, could I suggest Tues 16th September? We are flexible re a morning or afternoon meeting on the 16th so happy to work around your preferred travel plans. For information, we are located in Victoria Quay which is in Leith, in the north of Edinburgh. However I suggest that we meet in St Andrew's House which is in the centre of Edinburgh (and is a more convenient location for us to meet). From the airport, you can take a tram or Airport link bus to the city centre (30-40 mins) followed by a 5-10 mins walk to St Andrew's House. However I will send you further details re location etc.

As well as discussing the requirements around commentary and the suggestion on presentation of graphs, I agree that it would also be helpful to discuss the requirements around user engagement and for you to offer some advice in relation to these. For information, we are currently planning a Crime Statistics User event on Monday 29th September. I will send you some more information on this event, in advance of our meeting.

In addition to these requirements, it would also be helpful if we could discuss requirements 10 and 11, which relate to the Scottish Crime and Justice Survey (SCJS).

We are developing plans to address requirements 10 and 11. However it would be helpful to get your views on how we are planning to address these requirements before we progress these plans more fully. I am copying in my colleague [REDACTED] who is taking the lead on these two requirements. Again, we can share our plans with you in advance of the meeting.

Kind regards

[REDACTED]

Justice Analytical Services
Scottish Government

[REDACTED]

[REDACTED]

From: [REDACTED]

Sent: 28 August 2014 11:17

To: [REDACTED]

Subject: Re: UK Statistics Authority - Assessment Report 288 – Statistics on Recorded Crime in Scotland

[REDACTED],

Thanks for your email and for sending the links to the various documents. I've had a look through everything and have discussed with [REDACTED]h from the Good Practice Team and we think that in the first instance it would be good for us to come and visit you for a face to face meeting, as we think this will be more beneficial for you than discussing things via phone or email. Whilst we are with you, as well as discussing the requirements around commentary and the suggestion on presentation of graphs, we can also discuss the requirements around user engagement and offer some advice in relation to these, if you think that would be helpful.

We've had a look at potential dates and are both available on 9th, 15th or 16th September if any of those would work for you. 8th September would also be a possibility but I have an appointment that day that I would need to re-arrange so would prefer to only consider that if none of the other dates would work for you. I realise these dates are all fairly soon but I'm on leave for a fortnight from 20th September and we thought it would be good to try and see you before I go.

On those days we could be reasonably flexible with timings as we could either fly up from Bristol the night before to come for a morning meeting with you and then we would have to leave mid-afternoon to get back for our return flight (depending obviously on exactly how far from the airport you are). Alternatively we could fly up from Cardiff in the morning and be with you for around lunchtime for an afternoon meeting. Our flight back then wouldn't be until 7.45pm so we would have the whole afternoon for discussions with you.

I'd be very grateful if you could get back to me as soon as possible to let me know if this sounds like a sensible plan to you and if any of these dates would work for you if so, and then [REDACTED] and I can get our flights booked straight away.

Best wishes,

[REDACTED]

[REDACTED] | Statistics
House | Tredegar Park | Newport | NP10 8XG

From:

[REDACTED]

Date: 21/08/2014 16:57

Subject: UK Statistics Authority - Assessment Report 288 – Statistics on Recorded Crime in Scotland

[REDACTED]

UK Statistics Authority - Assessment Report 288 – Statistics on Recorded Crime in Scotland

Further to my phone call this afternoon, thank you for offering to provide advice and support as we deliver the requirements within the above assessment report. As I mentioned, we have developed an Action Plan which identifies the actions which we plan to take forward to meet the requirements in the assessment report. We are also developing a “framework of assurance” which will take account of the report, published by the Authority on 31 July, on *Quality Assurance and Audit Arrangements for Administrative Data*. We have also developed an action

plan for a User Guide. I shall send you copies of these documents next week, after the meeting of our Steering Group on Tuesday 26th August.

We discussed how best we could take forward our joint working, re addressing the requirements and suggestions. We agreed that, in the first instance, I would send you a link to the latest publication *Recorded Crime in Scotland, 2012-13* as well as links to other related documentation. These links are provided at the foot of this email. As discussed, I am copying in the Good Practice team as you had mentioned that you would aim to speak with colleagues in that team before we speak next. I am also copying in my colleague [REDACTED], in Justice Analytical Services, who produces the Recorded Crime in Scotland statistical bulletin.

We can then perhaps consider the subset of requirements and suggestions where it might be best to focus our joint attention. You will be aware that there are requirements and suggestions related to commentary (Requirement 17) and to the presentation of graphical information (Suggestion 8) and it would be particularly helpful if you could consider these.

I would also like to highlight that following police reform on 1 April 2013, our next publication (due for publication in October 2014) will not include information on (legacy) police force areas. It will continue to provide information at a national level as well as at a local authority level. For information, the [Police and Fire Reform \(Scotland\) Act 2012](#) brought together the eight former police forces, the Scottish Police Services Authority and the Scottish Crime and Drug Enforcement Agency into a single Police Service of Scotland from April 1, 2013.

Thank you once again for your offer of assistance. I look forward to hearing from you in due course, once you have had an opportunity to consider and discuss the requirements and suggestions within the assessment report, with your colleagues.

Kind regards,

[REDACTED]

Justice Analytical Services
Scottish Government

[REDACTED]

[REDACTED]

Links to relevant documents/web pages:

Crime and Justice - Publications - Recorded Crime (web page)

<http://www.scotland.gov.uk/Topics/Statistics/Browse/Crime-Justice/PubRecordedCrime>

Latest statistical bulletin: Recorded Crime in Scotland, 2012-13

<http://www.scotland.gov.uk/Publications/2013/06/9697>

Crime and Justice - Data Sources and Suitability (web page)

<http://www.scotland.gov.uk/Topics/Statistics/Browse/Crime-Justice/DataSource>

Data Sources and Suitability (Recorded Crime)

<http://www.scotland.gov.uk/Topics/Statistics/Browse/Crime-Justice/DataSource/RecordedCrimeSandS>

Statement of Administrative Sources (Police Statistics)

<http://www.scotland.gov.uk/Topics/Statistics/Browse/Crime-Justice/AdminSourcesPolice>

Statement of Administrative Sources (Scottish Government)

<http://www.scotland.gov.uk/Topics/Statistics/About/StatementAdminSources>

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 - RCS_proposal.docx  - Alternative_framework_presentation.docx